School Trips, Educational Visits, Learning Outside The Classroom Policy and Procedures.

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Section A: Policy

1. Introduction	Page 3
2. Statement of Intent	Page 3
3. Aims	Page 3
4. Related Policies	Page 3
5. Benefits of School Trips	Page 4
6. Policy Scope	Page 4
7. Roles and Responsibilities	Page 5
8. Equal Opportunities	Page 8

Section B: Process and Procedure

9. Management and Procedures	Page 9
10. Visits Abroad	Page 11
11. External Providers	Page 12
12. Adventurous Activities	Page 12
13. Codes of Conduct	Page 13
14. Risk management	Page 13
15. Emergencies	Page 14
16. Adult/Pupil Ratios	Page 14
17. Parent Meetings	Page 15
18. Obtaining Parental Consent	Page 15
19. First Aid and Medical Conditions	Page 16
20. Safeguarding	Page 16
21. Use of Private Vehicles	Page 16
22. Training	Page 16
23. Finance	Page 17
24. Provision of Food and Drink on School Trips	Page 19
25. Evaluation	Page 19
26. Monitoring	Page 20

Section C: Guidance

Appendix 1 – Good Practice for the Headteacher	Page 21
Appendix 2 – Good Practice for Group Leaders	Page 23
Appendix 3 – Group Leaders' Checklist	Page 25
Appendix 4 – Codes of Conduct	Page 27
Appendix 5 – Alcohol, Tobacco and Drugs	Page 29
Appendix 6 - Risk Assessment for SEN, Disabled, Additional Medical Needs	Page 31
Appendix 7 – School Management Procedures	Page 32
Appendix 8 – Pupils who Misbehave	Page 33
Appendix 9 – Parental Consent	Page 34
Appendix 10 – First Aid	Page 40
Appendix 11 – Overseas Visits	Page 41
Appendix 12 – Supporting Inclusion	Page 44
Appendix 13 - Advice to Group Leaders on Adventurous Activities	Page 45
Appendix 14 – Council for Leaning Outside the Classroom	Page 47
Appendix 15 - Reporting an Injury	Page 48
Appendix 16 - Exploratory/Reconnaissance Pre-Visits	Page 50
Appendix 17 - Emergency Contact procedure	Page 51

Appendix 18 - Guidelines for Pre-Visit In-School Meetings	Page 52
Appendix 19 - Mobile Phones	Page 54
Appendix 20 – Emergency Procedures for Off-Site Activities	Page 55

Section A: Policy

1 Introduction

1.1 The Trust recognises that learning that takes place out of the classroom is a valuable tool in its pupils' education, provided it is conducted within a safe and healthy environment.

1.2 The Trust believes that all pupils should be able to experience the world beyond the classroom safely, whatever their age, ability, aptitude and circumstances.

1.3 This policy is informed by the government guidance *Health and safety on educational visits 2018*

2 Statement of Intent

2.1 All appropriate steps will be taken by the Trust and its schools to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on school trips/educational visits and other learning outside the classroom.

2.2 The overall high quality of planning and leadership on off-site activities will be evident from the contribution these activities will make to the all-round ethos of the Trust and its schools and the interaction between pupils and staff.

2.3 All members of staff and volunteers who participate in learning outside the classroom activities will have the training, skills and/or experience to organise and manage these activities safely.

2.4 All members of staff have a duty to take reasonably practicable measures to avoid injury to themselves and others and to co-operate with the management and with each other to ensure statutory duties and obligations are fulfilled.

2.5 All members of staff or other adults accompanying the activity have the right to refuse to participate in an activity that they consider unsafe or that they are not suitably competent to undertake.

2.6 To ensure that only providers with approved competence and acceptable insurance arrangements are used we will use providers with Learning Outside The Classroom Badges.

3 Aims of the Policy

This policy aims to:

- set out the Trust's requirements for managing and running school trips/educational visits/LOtC (learning outside the classroom) activities;
- make clear the aims and objectives that underpin school trips/educational visits and learning outside the classroom;
- give guidance on the procedures for ensuring suitable and sufficient risk assessment;
- set out who is responsible for what; and
- give examples of the documents that can be used by schools in planning and running school trips/educational visits/LOtC activities.

4. Related Policies

Those involved in the organising, running, monitoring and approval or trips must also be aware of wider legal obligations and policies. These include (but are not limited to):

- Safeguarding Policy.
- Data Protection Policy.
- Charging and Remissions Policy.
- First Aid Policy.
- Health and Safety Policy.
- Equal Opportunities Policy.
- Critical Incident Management.

5 Benefits of School Trips/Educational Visit/LOtC Activities

5.1 Every school trip/educational visit/LOtC activity must have clear aims and objectives, which contribute to aims of the Trust's schools. They must do one or more of the following:

- support the school curriculum;
- enhance teaching and learning;
- provide experiences outside the scope of the normal curriculum;
- enable pupils to learn a variety of new skills;
- develop self-confidence, self-reliance, maturity, awareness and a sense of responsibility;
- encourage pupils to work cooperatively with others;
- promote the achievement of short-term goals;
- reinforce the development of social and personal skills in new situations;
- encourage self-assessment and the benefits of a healthy lifestyle and personal fitness.

5.2 In addition, a residential experience may also provide the opportunity to:

- encourage team spirit;
- promote and further improve personal physical ability;
- visit a foreign country and encourage pupils to use a foreign language; and
- experience different cultures, including foreign ones for overseas visits.

5.3 For each activity/visit the specific aims and objectives must be set out in the proposal form.

5.4 Each educational visit must have clear curriculum links, identifiable in the school's curriculum programmes.

6 Policy Scope

The government considers that there are two types of school trip/educational visit.

6.1 Routine Visits

These involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.

6.2 Trips that need a risk assessment and extra planning

These are trips not covered by the Trust's or school's current policies. According to the government's advice this could be due to things like:

- the distance from school
- the type of activity
- the location
- needing staff with specialist skills

All school trips/educational visits/LOtC activities will be risk assessed. The written risk assessment, however, might be covered by existing proformas, while others may need a new assessment and a new proforma. It is the responsibility of the Headteacher (or delegated Duty Holder), assisted by the trained appointed Educational Visits Coordinator (EVC) for the school, to determine whether a new risk assessment and management plan is required.

The person given the job of managing school trips/educational visits/LOtC activities, or a specific one, should:

- have the skills, status and competence needed for the job.
- understand the risks involved.
- be familiar with the activity.

Plans should be proportionate and sensible, focusing on how to manage genuine risks.

6.3 For the purposes of this policy, learning outside the classroom includes:

- School grounds (though not when used for PE and games, which have their own policy);
- The local environment;
- Places further afield used for specific curriculum activities.

6.4 This policy does not relate to:

- Work experience (which has a separate policy and separate government guidance).
- Sporting activities or Physical Education (which are covered by departmental policies).

7. Responsibilities

7.1 The Directors

- will ensure that adequate policies, processes and resources are in place to ensure that the Trust and its schools can fulfil their obligation to keep staff and pupils safe, whether inside the grounds or off-site.
- will ensure the responsibilities as set out in the relevant health and safety law, regulation and guidance are complied with.
- have oversight of policies and procedures that ensure the quality and safety of all off-site activities.
- will set a Charging and Remissions policy.
- have oversight and final approval of all high risk (category C) visits.

7.2 Local Academy Committee

- Will receive reports from the school on the schedule of visits, visits that have taken place and how these relate/impact on the curriculum.
- Will monitor the processes undertaken to risk assess all school visits.
- Ensure that all relevant policies and procedures are implemented and followed.
- Carry out duties allocated to it by the Trust.

7.3 The CEO (Strategic Executive Lead)

The CEO will:

- delegate responsibility for school trips/EV/Learning Outside the Classroom activities to each school;
- ensure that relevant officers in the Trust and staff in its schools are familiar with the requirements of the appropriate legislation and codes of practice;
- ensure that there are effective and enforceable policies for the provision of health and safety on school trips/educational visits/Learning Outside the Classroom activities throughout the Trust and its schools and that they are implemented;
- ensure that each school has the training and expertise to implement a safe management system for all types of school trip/EV/Learning Outside the Classroom activity including those that are regarded as higher risk;
- ensure the provision of guidance to school headteachers on approval for medium and higher risk activities;
- direct schools on the financial management procedures to be used;
- ensure that the schools follow the Trust's policies on data protection and equal opportunities;
- support its schools in any emergency situation, especially dealing with the media;
- periodically review the effectiveness of the policy and ensure that any necessary changes are made; and
- ensure that there is a competent body appointed to provide guidance on quality and safety aspects of off-site activities.
- The CEO will coordinate the headteachers reporting to the LAC

7.4 The School Headteacher

7.4.1 The Headteacher in each school is responsible for ensuring that:

- policies and guidelines are implemented, and an approved structure and plan for the management of learning outside the classroom and educational visits is in place, and is regularly reviewed;
- A suitably competent Co-ordinator is appointed. (If a Co-ordinator is not appointed, the Headteacher will carry the duty);
- written approval is given for every School trip/EV/Learning Outside the Classroom activity by the appropriate school leader;
- school trips/EVs/Learning Outside the Classroom are led by competent staff;
- effective guidelines and risk management are in place to enable school Trips/Learning Outside the Classroom/EV activities to occur, ensuring the safety of both pupils and staff;
- ensure that suitable and sufficient risk assessments are made and implemented;
- ensure that appropriate plans for emergencies are in place and are known;
- supervision, training and instruction are provided so that all staff and pupils can undertake school-related activities and visits in a healthy and safe manner;
- guidance is available on adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction and supervision.
- procedures are in place to vet the quality, relevance and safety of each proposed off-site visit;
- procedures are in place to vet and approve proposed contractors (e.g. tour operators);
- the school can be run efficiently in the absence of staff engaged in the activity or visit;
- the arrangements are in line with any code of practice and guidance provided by the Trust;

- the Trust Charging and Remissions Policy and appropriate procedures for the financial management of visits are implemented;
- objectives (see section 5) are provided for each visit.

7.4.2 The Headteacher has responsibility for approving low and medium risk activities. The Headteacher is responsible for ensuring the procedure for approval of high risk visits is followed.

Further guidance for Headteacher is contained in Appendix 1.

7.5 **The School Trips/EVC/Learning Outside the Classroom Co-ordinator (EVC)**
A school trips EVC will be appointed in each school. This may be the Headteacher if no other member of staff is appointed.

7.5.1 The Co-ordinator has responsibility for the day-to-day development and implementation of School Trips/Learning Outside the Classroom/EV procedures and conditions for all staff and pupils. The Co-ordinator will report as required to the Headteacher.

7.5.2 The Co-ordinator will be an experienced visits leader and;
- have the status and experience to be able to guide the working practices of other staff;
- be fully trained on a recognised EVC course;
- be able to assess the ability of other staff to lead visits;
- be able to assess outside activity providers; and
- be able to advise the Headteacher on approving trips.

7.5.3 The Co-ordinator will
- recommend approval of visits and Learning Outside the Classroom, or otherwise;
- manage the day-to-day planning and procedures for school trips/EVs/Learning Outside the Classroom;
- ensure that all group leaders are competent;
- ensure that all school trips/EVs/Learning Outside the Classroom is carried out in accordance with Trust policy;
- ensure that suitable risk management plans are in place for each activity;
- ensure that emergency arrangements are in place for each activity;
- organise appropriate training;
- make recommendations to the Headteacher on approval of all low and medium risk Learning Outside the Classroom activities, and liaise with the Headteacher for high risk visits, who will in turn seek permission from Directors.
  when preparing documentation for high risk visits for Directors' authority, EVs and The Head will use the following flowchart:

  School Trip Flowchart Final.docx

  After completing the documentation needed supported by their competent H&S function Handsamwill complete the approval form in section 9.5;
- ensure that pre-visits take place wherever feasible, and to advise the Headteacher in cases where a pre-visit may not be feasible;

- conduct appropriate due diligence checks of proposed contractors such as tour operators in advance of the visit, specifically ensuring that arrangements exist for the appointment of competent staff.
- ensure safeguarding policies are fully observed;
- ensure parents and relevant staff are fully informed on the arrangements for all visits and that parental consent has been given;
- ensure that emergency arrangements are in place for each visit;
- keep records of visits, incidents and near-accidents (sometimes called near misses);
- arrange for evaluation of each relevant school trip/EV/Learning Outside the Classroom;
- undertake an annual review of trips.

7.6 Group Leaders

7.6.1 The leader in charge of any School Trip/Learning Outside the Classroom/EV activity must be a Trust/School employee, or person appointed by the Headteacher, and approved to lead the visit/activity. Group Leaders will report to the EVC.

Group Leaders will:

- be competent to lead the visit having successfully completed within the past year to date of their trip the Handsam E-Training course 'Planning Safe Visits' and if appropriate the Handsam E-Training course for 'Adventurous Activities and Overseas Visits;
- follow policies in planning and preparing the activity, assessing risks, ensuring the suitability of adults accompanying the group and taking account of the ability and aptitude of the pupil members of the group;
- assess the risks of activities and record any significant risks;
- make measures to control those risks;
- take account of guidance from the Co-ordinator; and
- make reports as required.

7.6.2 Guidance on good practice for group leaders is contained in Appendices 2 and 3.

7.7 **Other Supervisors**

Accompanying supervisors report to the Group Leader. All other group supervisors will:

- understand and follow the school policies;
- follow the reasonable instructions of the Group Leader;
- contribute as far as is reasonably practicable with the management of the activity to ensure the health and safety of everyone in the group;
- be clear about the objectives of the visit;
- attend briefing meetings;
- be capable of undertaking any organisational tasks assigned to them.

Guidance on staff conduct is contained in Appendix 4.

7.8. **Other Accompanying staff/volunteers**

7.8.1 Any adults on the visit/activity not employed by the Trust must be suitably clear about their roles and responsibilities during the visit/activity. They must be DBS cleared and approved by the school. Volunteers report to the Group Leader.

7.8.2 Adults not employed by the Trust (e.g. volunteer helpers) acting as supervisors must:

- do what is reasonably practicable to ensure the health and safety of everyone in the group;
- be clear about the objectives of the visit/activity;
- attend briefing meetings;
- follow the instructions of the group leader and school-employed staff, and help with the control and discipline;
- speak to the group leader or school-employed staff if concerned about the health or safety of pupils at any time during the visit/activity;
- never directly supervise a party of any age;
- not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment; and
- never be in a situation remote from the support of the leaders or other appropriate members of staff.

Guidance on staff conduct is contained in Appendix 4.

8. Equal Opportunities

8.1 All staff must take into account the Trust's equal opportunities policies. Organisers and leaders of activities must make reasonable adjustments to include prospective participants who have a disability.

8.2 The school will ensure that practical measures are in place to include pupils with special educational needs or medical conditions where that is possible. They should have, where possible, the same learning opportunities as the others in the group.

Section B: Process and Procedure

9. Management and Procedures

9.1 **Responsibility**
It is the responsibility of the Headteacher to make and implement the management process for school trips/learning outside the classroom and educational visits based on the provisions and guidance in this policy and appendices annually.

The LAC has oversight to ensure the school and Headteacher are maintaining the safety of LOtC activities.

Headteachers will report annually on their management plan in their Headteachers report to governance.

9.2 **Exploratory Visits**
An exploratory/reconnaissance visit must be made by any member of staff who is to lead a group abroad, or on a residential visit or in a location that is not familiar to them.

The Trust accepts that for remote expeditions a prior visit may not be possible. In such cases, the Headteacher will determine in consultation with the Co-ordinator whether the risk assessment and proposed risk controls are sufficient.

Further details about exploratory visits are in Appendix 16.

9.3 **Roll Lists**
A list of names, addresses, ages and brief medical history should always be accessible to the leader. The roll will also be recorded on the school's Handsam health and safety management system and will be made accessible to appropriate senior members of staff.

Only those individuals who are required to know this information will be permitted access. When the data is carried off site it will be subject to the school's security measures to ensure it is not breached.

9.4 **Supervision**
9.4.1 **Duty of care**
All adults connected with a visit or activity owe an enhanced duty of care to the pupils they accompany in common law.

The duty of care expected is that of a reasonable, prudent and careful parent applying his or her mind to the situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else.

9.4.2 **Delegating responsibility**
The group leader is responsible overall for the group ***at all times***. He/she may, however, delegate supervisory roles to other adults in the group. When delegating supervisory roles to other adults the group leader should:

- allocate supervisory responsibility to each adult for named pupils and ensure that all adults understand that they are responsible to the leader for the supervision of the pupils assigned to them;
- ensure that each adult knows which pupils they are responsible for;

- ensure that each pupil knows which adult is responsible for them;
- ensure that each adult has the means to contact the group leader and/or other supervisors; and
- ensure that each adult has knowledge of and clearly understands the Trust's Emergency and Crisis Management policies.

9.4.3 Supervision can be **close or remote** but ***is always 24 hours***, including home-stay visits, but supervisors are not expected to stay awake for 24 hours each day. In order that each adult supervisor gets sufficient rest, a duty roster should be arranged. It is essential that everyone involved in the visit understands the supervision arrangements and expectations.

9.4.4 Close supervision occurs when the group remains within sight and contact of the supervisor. Close supervision means that all supervisors have prior knowledge of the pupils, including any special educational needs, medical needs and disabilities. Close supervisors should:

- carry a list/register of all group members;
- regularly check that the entire group is present;
- have appropriate access to first aid; and
- ensure that each pupil knows what to do if they become separated from the group.

9.4.5 Remote supervision occurs when, as part of planned activities:

- a group of pupils work away from the supervisor (e.g. on a Duke of Edinburgh Expedition) but is subject to specified controls as recorded in the risk assessment;
- the supervisor is present but not necessarily nearby or directly in sight; and
- the group leader still remains responsible for pupils during this time, even though they are not in direct contact with them.

When supervision is remote:

- Groups must be sufficiently trained and competent for the level of activity to be undertaken, including how to deal with emergencies and summon help;
- Pupils should understand and accept the expected standards of behaviour;
- Pupils will be familiar with the environment or similar environments and have details of rendezvous points and times;
- Clear and understandable boundaries must be set;
- There must be clear lines of communication between the pupils, the supervisor and the school;
- The pupils should know the whereabouts of the leader/supervisor and should have a means of contacting them;
- A pupil should never be on his/her own. It is advisable that they be in a minimum group of at least three pupils;
- The supervisor should monitor the group's progress at appropriate intervals;
- The supervisor will be in the activity area and able to reach the group reasonably quickly should the group need support in an emergency; and
- There should be a recognisable point at which the remote supervision is completed.

Remote supervision will also apply to the times during home-stay visits when pupils are with their host families.

9.4.6 During night time residential situations, the security of the group is of additional importance. The leader should ensure that, as far as is reasonably practicable:

- Staff (of both genders where appropriate) have sleeping accommodation on the same floor and as near as possible to the pupils' accommodation;
- Suitable and sufficient safeguarding arrangements are in place (following appropriate risk assessment) to protect both pupils and staff;
- Where hotel/hostel reception is not staffed 24 hours a day, security arrangements are in force to restrict unauthorised visitors;
- In the absence of 24 hour staffing of reception, external doors should be secured against intrusion and windows closed as necessary to prevent intrusion;
- Where possible, internal doors should be lockable but staff should have reasonable access to pupil accommodation at all times; and
- All staff and pupils should know the emergency procedures/escape routes in the event of a fire or emergency evacuation.

9.5 Approval of High Risk activities (category C)

Category C visits include, but are not limited to, residential visits and overseas visits, adventure activities and activities involving water.

Examples of activities included would include Duke of Edinburgh expeditions, outdoor adventure activities including hills and mountains, adventures on water or field studies involving water and motor sports.

High risk visits must be approved by the Directors of the Trust before they can proceed following procedure below:

- Via the Handsam system to EVC and Head. The Head signs off their approval using:



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- Once the head has signed off this stage it proceeds to governance.
- Notification to LAC that the head has agreed a high risk trip may proceed. LAC notes approval and passes to Directors.
- Request for approval using summary information from Handsam system to Directors. SEL is notified at this point. Request is passed to Company Secretary for submission.

10. Visits Abroad

The Trust encourages visits abroad. Guidance on how these should be managed is in Appendix 11.

Trips abroad can have extra risks and need a higher level of risk assessment.

It is recommended that schools make sure any organisation that is providing activities for the school holds the LOtC Quality badge or similar local accreditation.

Schools are expected to note that the HSE does not cover incidents overseas. However, it can investigate work done in Britain to support the trip, like risk assessments.

School staff should be made aware that they could also be liable under civil law for any injuries to the children due to negligence. The Trust's policies are designed to ensure the health and safety of pupils as far as is reasonably practicable, and will protect staff in law.

If the trip includes significant risks, such as challenging terrain, going to remote places or extreme climates, schools must follow the guide to the *British Standard for adventurous activities outside the United Kingdom* BS 8848:2007+A1:2009 (It is the responsibility of the headteacher to check and reference the latest COVID guidance issue by the government).

The Headteacher should use this guidance as the basis for the planning and risk assessment. Companies and other organisations employed by the school should follow this too. If the provider holds a LOtC Quality Badge then they follow this standard. Otherwise, the school should use a company which is a member of the School Travel Forum, whose members have to follow the standards set out in the Forum Handbook (see below)

10.5 **The School Travel Forum** has a **Handbook** for providers that can be accessed on-line. It sets out the standards that the Forum expects of its members.

11. **External Providers**

11.1 In accordance with government advice the Trust requires that its schools using an outside organisation to provide an activity must check they have appropriate safety standards and liability insurance.

Schools are expected to have an agreement with providers that makes it clear what everyone is responsible for. This is especially important if the external organisation will be taking over supervision of the school group.

11.2 The school will use external providers that have been specifically assessed as suitable to deliver LOtC/EV activities.

11.3 As far as possible group leaders will choose providers who hold the Council for Learning Outside the Classroom's LOtC Quality Badge. However, group leaders are not restricted to using LOtC Quality Badge providers. In such cases the leader in liaison with the EVC must undertake appropriate risk assessment, and will check what other relevant accreditation the providers hold and seek references from other trusted schools.

11.4 In all cases, the group leader must assess any likely risks posed by the members of the group. External providers cannot do this on behalf of the school. The Co-ordinator must also be satisfied that this has been done.

11.5 As often as possible the school will use external providers who are members of the School Travel Forum. Any chosen external provider should have standards at least equivalent to those set out by the School Travel Forum.

12. Adventurous Activities: caving, climbing, trekking, and water-sports

12.1 The Trust's policy is that activities of a more adventurous nature should be arranged wherever practicable through a specialist provider, and where required by the statutory **Adventure Activities Licensing Regulations 2004**, a provider who holds a current AALA Licence. The school will take account of the government advice on these activities.

12.2 These activities must be identified and risk assessed as part of the visit beforehand. Staff managing or leading visits must not decide to add such activities during the trip. Leaders must always consider the abilities of the children when assessing risk.

12.3 Organisations need a licence to provide some adventure activities. Organisations who hold the LOtC Quality Badge should hold a licence for the activity they provide.

12.4 School staff can find out more about AALA licensing on the **Health and Safety Executive (HSE) website**, and about the LOtC Quality Badges on **www.lotc.com**

Further guidance is in Appendix 13.

12.5 Water sports
When planning water sports, schools must consider the need for:

- instructors
- lifeguards

Schools should take particular care when using hotel swimming pools and other water leisure activities which may not have a trained lifeguard.

12.6 Qualified Staff
Occasionally a member of staff may have the qualifications and experience to lead a self-organised visit, but approval will only be given by the Headteacher following consultation with the EVC and group leader.

12.7 Information about Pupils
If it is a requirement for the personal data of children to be transferred to third parties, a clear processing agreement will be established which details how data will be securely held, processed and disposed of by said third party.

13. Codes of Conduct

13.1 Pupil Code of Conduct
The School has a ***Pupil Code of Conduct for All out of School Activities***. Parents and pupils will be asked to complete the code of conduct form accordingly. A sample of the relevant form is shown in Appendix 4

13.2 Staff Code of Conduct
The school has a *Staff* ***Code of Conduct for Educational Visits*****.** The school expects that all adults acting *in loco parentis* on any school trip will be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times".

Further details are in Appendix 4.

14. Risk Management

14.1 Staff are required to follow the government guidance for risk assessment on LOtC/EV activities set out in the DfE guidance ***Health and Safety on Educational Visits 2018*** ***and*** ***Health and Safety: Responsibilities and Duties for Schools 2018*****.**

14.2 Risk assessments should be completed and reflect the level of risk. The DfE guidance states the importance of recording details of risk assessments, the measures taken to reduce these risks and expected outcomes.

The Headteacher, following appropriate consultation will determine which assessments can be used as generic risk assessments and which are specific and need to be repeated for each visit/activity.

14.3 A simple 'Risks assessed/None significant' can be recorded for low level or minor risks.

14.4 More complex activities may have significant hazards, which staff will have to avoid or overcome with proportionate risk management.

14.5 Types of Risk Assessment
There are three types of recognised risk assessment:

1. **Generic:** This will usually be prepared by the LOtC/EV and with the approval of the Headteacher. This covers activities/venues which the school frequently uses. Some generic material is available on the **CLOtC website**. Generic risk assessment will always be written and recorded in the management system.

2. **Visit-specific:** These assessments address the specific visit, the venues used, activities conducted and the needs of your particular group. They might show how an activity can be modified to suit, for example, a disabled pupil. These will normally be written and will be recorded in the management system.

3. **On-going:** These assessments will be done during the visit/activity by Group Leaders. They will take account of changing environment/conditions/group. An on-going assessment may lead Group Leaders to turn to a Plan B. These risk assessments will not usually be written at the time, but what was done should be recorded later in the management system for the benefit of future activities.

14.6 Risk-Benefit Assessment
While assessing the risk, staff should also assess the ***benefits of the activity.*** These must then be balanced against the risks.

Group leaders who are in doubt about the balance of benefit and risk should consult the Co-ordinator. The Co-ordinator is empowered to make decisions on the balance of benefit and risk. Where the Co-ordinator is unsure, they must consult the Trust.

More advice on risk management is contained in Appendix 7.

15. Emergencies
Schools will follow government advice.

Schools must have an emergency response plan that covers what to do if there is an incident away from the school.

Schools should also have a communications plan and scripts where relevant that covers how routine communications should be handled, including regular check-ins and calls to reassure people.
Group leaders should be familiar with these plans.

16. Adult: Pupil Ratios
16.1 The appropriate ratio for any activity will arise from the risk assessment. There is no specified government ratio, aside from for EYFS, which must be adhered to. Any statement in an EHCP plan of an Adult/Pupil ratio or a particular level of support, must be adhered to.

The ratio should help leaders safely achieve the objectives of the visit.

16.2 The decision should take into account:

- The sex, age, ability and aptitude of the group;
- The nature and duration of the activities;
- The location and environment in which the activity is to take place;
- The experience of leaders/teachers;
- The duration and nature of the journey;
- Type of accommodation;
- Competence of staff on any specific activities;
- Requirements of the place(s) being visited;
- Medical, emotional and educational needs of the pupils;
- Special educational needs and disabilities;
- Competence and behaviour of pupils; and
- First aid cover.

16.3 The ratio will be agreed with the Co-ordinator after the risk assessment has been submitted and before the final planning takes place.

If the Trust sets a minimum ratio for any activity, the school must adopt that ratio as the minimum.

16.4 No visit/activity must take place without the risk assessment being signed off by the Co-ordinator.

16.5 The Headteacher has the power to change the ratio with the agreement of the Trust, following discussions with the EVC and group leader.

17. Parent Meetings

For medium and high risk visits a parents' and pupils' meeting should be arranged prior to the visit taking place. At this meeting at least one parent/carer and the pupil should be expected to attend as a prerequisite to the pupil being allowed on the trip.

See also guidance in Appendix 18.

18. Obtaining Parental Consent

18.1 The law does not require parental consent to be obtained for every individual school trip/educational visit/learning outside the classroom activity, as they are part of the curriculum. However, parental consent is required for nursery age children.

Schools should still tell parents about these trips and give them the opportunity to withdraw their child.

The government advises that written consent is usually only needed for trips that:

- need a higher level of risk assessment
- are outside normal school hours

Schools must ask parents to sign a copy of the generic School Consent Form when their child enrols. This will cover them for their whole time at the school.

Parents should be informed of all activities (including sports fixtures and local visits as part of the curriculum), and that consent must be obtained for:

- any activity or educational visit which has been assessed as carrying a significant risk (usually medium and high risk categories);
- off-site activities extending beyond the normal start or finish of the school day;
- all activities that will be during any holiday or closure period;
- all activities requiring remote supervision; and
- any activity where the school's duty of care will be exercised by contractor's staff on behalf of the school.

18.2 If agreement cannot be reached with any parent who refuses consent, the pupil should be omitted from the activity and a different way found for the learning to be delivered for that pupil.

18.3 Consent for Medical Treatment
It is Trust policy that no pupil will be allowed to participate in a School Trip/LOtC/EV activity without having parental consent for medical treatment where such treatment is necessary.

19. First Aid and Medical Conditions
19.1 The school will set and review a First Aid Policy for school trips/educational visits/learning outside the classroom. Group leaders must have due regard to the policy when determining the first aid arrangements for a School Trip/LOtC/EV activity.

19.2 The determination of the first aid provision will be based on a consideration of the following:

- The school's First Aid policy;
- The numbers in the group and the nature of the activity;
- The risk and type of injury that might be incurred and how effective first aid would be in those circumstances;
- The availability of an ambulance service, and the distance to a hospital with accident and emergency facilities;
- Pre-existing medical condition of group members; and
- The first aid training and competency of supervising staff.

Further guidance is in Appendix 10.

19.3 Each school will also have a Supporting Pupils with Medical Conditions Statement which must contain details of how medical support will be delivered to at least the same standard on trips/educational visits as when the students are at school.

20. Safeguarding Requirements
20.1 These must be considered at an early stage of the planning. If engaged in regulated activity, all supervisory staff or adults who are employed to instruct pupils, whether paid or voluntary, must be DBS checked before being allowed to supervise a group. Under no circumstances will a volunteer be left unsupervised with pupils or allowed to work in regulated activity if no checks have been obtained.

21. Use of Private Vehicles
Staff must not use private vehicles to transport pupils.

22. Training
22.1 The school will ensure that:

- The Co-ordinator keeps themselves up-to-date with developments in policy and good practice in order to help colleagues to manage risks; and
- Group leaders and any other accompanying adults are appropriately trained in risk management and health and safety measures.
- Pupils are appropriately trained and briefed before every activity off-site.

22.2 Support Staff
All support staff and supervisors must be trained appropriately in risk assessment and safety management, and must be competent to carry out the supervisory duties.

22.3 Support staff who have the higher-level teaching assistant status may lead classes to learn outside the classroom, but will be under the direction and supervision of a teacher.

22.4 A qualified teacher may not always be present during the activity but the HLTA is allowed to supervise learning outside the classroom, not only in the grounds and nearby, but further afield. HLTAs can also supervise groups on distant activities, or more complex activities, where the school has determined that this is necessary.

22.5 The school will monitor the supervisory competence of all staff including teachers, support staff, trainees and volunteers, and will arrange through the Co-ordinator an annual training plan.

23 Finance
23.1 The Co-ordinator or group leader will liaise with the Headteacher and designated administrator with regards to budgeting/estimates/and costings, and the financial arrangements for the activity.

23.2 The designated administrator is responsible for the overall accounting and management of the school trips/educational visits/learning outside the classroom budget.

23.3 Charging for Activities
The school conforms with the government's regulations on charging for activities and charges will be made in accordance with the school's *Charging and Remission Policy*.

23.4 Charging for Residential Visit

23.4.1 Schools are allowed to charge for the cost of board and lodging during a residential visit. The cost must not exceed the actual cost of the provision.

The school has the delegated power to determine its policy on this.

23.4.2 Where the visit takes place wholly, or mainly, during normal school hours, pupils whose parents are in receipt of certain benefits as ordered by the government (which may change from time to time) will be entitled to a remission of the charges as well as a free school meal.

23.4.3 A similar entitlement applies if the visit takes place outside school hours, but is necessary as part of the national curriculum, forms part of the curriculum for a prescribed examination for which the pupil is being prepared, or part of the syllabus for Religious Education.

23.4.5 The school policy is to charge parents for residential visits as allowed by the regulations and to make relevant remissions of the cost to parents who qualify according to the regulations. In all other instances, the school must request voluntary contributions and make up any shortfall from resources. Where this does not cover the cost the activity must be cancelled.

23.5 Costing of Activities/Visits
The member of staff in charge of a visit/off-site activity is responsible for ensuring that the full costs involved are covered by parental contribution or other funds. The following main costs need to be considered but others will apply depending on the nature of the journey:

- Any cost of cover for absent staff;
- Accommodation;
- Food;
- Travel/transfers;
- Excursions;
- Administration costs in organising the LOtC activity;
- Insurance; and
- Contingency/emergency fund.

23.6 Accounts

- A record of receipts and payments will be kept and supported by auditable documentary evidence, for trips over £100 in value refer to section 23.7;
- The records should be available at any time for examination by authorised staff and will be reviewed annually by auditors. They should be retained for a minimum period of six years;
- For all practical purposes, the school office will act as the 'bank' for all visits and activities funds. All income relating to the visit/activity must be recorded on the appropriate schools cashless system and authorisation system, and authorised by the headteacher before payment can be made.
- In no circumstances must the personal accounts of members of staff be used for any activity; and
- Where a pupil withdraws from a trip, or is banned from a trip because of bad behaviour after arrangements have been made, sufficient funds should be withheld from the contributions already made by that pupil's parents in order to cover any irrecoverable costs incurred on the pupil's behalf.

The school must inform parents in the documents provided for the visit what the budget is, the financial procedures and any timings for payment.

23.7 Trip costs spreadsheet

TRIP CALCULATOR
Please complete this spreadsheet (or equivalent) when planning a trip which will cost over £100 per student and send to Finance for approval with any backing evidence

e.g. quote etc. This must be completed before you send letters to parents with a payment profile.

Other considerations

Deadlines for parent contributions must be in advance of payments of invoices to the tour companies.

Note, ParentPay charge 1.29% fees ie for every £100 a parent pays, we only receive £98.71

Only calculate costs EX VAT as school reclaims the VAT. Do not include VAT as this may overcharge parents.

School will refund a surplus of £10 or more to every student at the end of a trip.

All deposits should be non-refundable as the cost of withdrawals is passed on to us by the tour companies

Example cost calculator:

Income:

BARCELONA TRIP	**Departing XX July 20XX**	
Number of students	45	
Estimated costs		
	Cost per head	Evidence
Tour company	250.00	Quote from NST
Travel	50.00	Quote from bus company, based on 1x 50 seater coach
Hoodies	12.50	Previous year cost
Sundries (Food / drink etc)	10.00	Estimate
	322.50	
ParentPay charges (1.55%)	5.00	
Contingency (2%)	6.45	
Total per student	333.95	
I will ask for	£335	
Total income	£15,075	

NST invoice		Invoice payment date	Parent payment profile
0	11,250.0		

Expenditure: Payments scheduling

1st instalment due	2,000.00	31-Oct	**Parents need to pay a £75 non refundable deposit by 8th October**
2nd instalment due	4,000.00	31-Jan	Parents need to pay £90 second instalment by 31 December
3rd instalment due	2,625.00	31-Mar	Parents need to pay £90 third instalment by 10 March
Final balance due	2,625.00	30-Apr	Parents need to pay £80 final balance by 12th April

Completed by Trip Leader Date

23.7 Insurance

The Trust has in place appropriate insurance to cover employees (employer's liability insurance) and liability to the public (public liability insurance) through the RPA (Risk Protection Agency).

The school must also determine whether insurance needs to be taken out by parents for their children (e.g. missing the activity through illness; personal equipment etc) and to inform the parents of this necessity and how it can be arranged.

The school must ensure that any contractors or third party providers have sufficient public liability insurances before contracting with them.

24. Provision of Food and Drink on Schools Trips

24.1 The School Food Standards apply to all food and drink provided to pupils off the schools premises and during an extended school day (up to 6pm), including school trips, breakfast clubs, tuck shops, mid-morning break, vending and after school clubs. The school will abide by this.

24.2 The school will provide free school lunches to eligible pupils off the premises where education is being provided, i.e. where activities are taking place during school time. However, activities outside of school time, whether day trips or residential, such as during half term or Easter break, do not count.

24.3 It is not the school's duty to provide free evening meals to eligible pupils on school trips. The school has the delegated power to make its own policy on this.

24.4 All Group Leaders will need to know about pupil (and adult) allergies before departure and will carry information regarding these, and emergency measures to be taken, at all times. They will also be briefed to all relevant staff.

25. Evaluation

Schools will set up a clear process for evaluating all visits once they have been concluded, from the planning through to the visit itself as part of their curriculum evaluation. The school will keep a record of any incidents, accidents and near misses.

26. Monitoring

26.1 The planning and progress of all school trips/educational visits/Learning Outside the Classroom will be recorded in writing on the school/Trust approved forms.

26.2 The EV Co-ordinator will report to the Headteacher as required, or as necessary, but at least termly, on the working of the policy and the efficiency of the management of School trip/LOtC/EV activities.

26.3 The Headteacher will report to the LAC/Trust as required, at least annually.

I have read the policy and understand my role in ensuring the safe and efficient management of LOtC/EV activities at **The Good Shepherd Catholic Primary School.**

Signed: _____ **Date:** _____
(EVC)

Section C: Guidance

Appendix 1: Good Practice for the Headteacher

The Headteacher should ensure that the government's advice in *Health and Safety: Responsibilities and Duties for Schools,* is known by the Co-ordinator and other relevant staff.

The Headteacher must ensure that school procedures comply with any requirements of the Trust in making local school policies;

The Headteacher should put procedures in place which ensure that:

- School Trips/Visits/Learning Outside the Classroom comply with regulations and guidelines provided by the DfE, and Trust advice;
- Activities are planned safely with a suitable contractor (e.g. tour operator) where appropriate and that suitable due diligence can be evidenced;
- An appropriate senior member of staff is appointed as the Coordinator (or two or more separate persons if appropriate) and that appropriate training is provided to them;
- The opinions of relevant staff are sought in making and implementing policies and procedures;
- Group leaders and other activity supervisors are competent;
- Adequate appropriate safeguarding procedures are in place;
- all necessary actions have been completed before school trips/learning outside the classroom begin;
- Adequate and suitable risk management is in place;
- Appropriate training is provided;
- The ratio of young people to supervisors is appropriate and informed by the risk assessment;
- Parents have signed consent forms;
- At least one parent has attended a pre-visit meeting where this is required, or alternative arrangements for informing parents who cannot attend a due meeting;
- Arrangements have been made for the medical, disability and special educational needs of the pupils;
- Adequate first aid provision will be available;
- The mode of travel is appropriate;
- Travel times out and back are known including pick-up and drop-off points;
- Adequate and relevant insurance cover is in place;
- Contact details of the visit's venue(s) are recorded in the health and safety management system;
- A scheme for contacting pupils' homes and parents is in place and implemented;
- Emergency procedures are in place;
- The group leader, group supervisors and Co-ordinator have the names of all adults and young people travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin; and
- There is a contingency plan for any delays including a late return home; and
- The school's financial arrangements have been followed.

In Addition, the Headteacher should use their best endeavours to:

- Advise the LAC appropriately on its supporting role;
- Advise the Directors during decision-making on higher level risk activities;
- Ensure that arrangements are in place for the educational objectives of a visit/activity to be inclusive, to be stated in the pre-visit documentation, and to be made known to all relevant parties;

- Ensure that the school develops a culture of seeking best value and how to develop this culture in relevant staff;
- Develop and maintain a procedure for choosing appropriate contractors (e.g. tour operators);
- Develop good use of exploratory visits and pre-planning;
- Develop and maintain excellent evaluation procedures to inform future activities;
- Develop excellent use of contingency plans (Plan B), covering (for example, the implications of staff illness and the need to change routes or activities during the visit);
- Ensure that serious incidents, accidents and near-accidents are investigated, recorded and reported to the LAC and Central Team using the Handsam system (and to HSE under the RIDDOR requirements);
- Ensure all staff are made aware of and understand the DfE guidance and any further guidance on emergency planning and procedures. Training and briefing sessions must be provided for staff;
- Develop excellent liaison with parents over school trips/learning outside the classroom;
- Develop the role of the Co-ordinator to give them the necessary competence and authority to make decisions in line with their role.
- Establish a procedure to ensure that parents are informed quickly about incident details through the home-based contact, rather than through the media or pupils;
- Deal appropriately with the media; and
- Ensure that equal opportunity policies are taken into account, particularly the requirement not to discriminate on the grounds of disability.

Activities, approvals and Risk

The Headteacher has responsibility for approving all school trips. The headteacher has responsibility for approving all low and medium risk activities. The Headteacher is responsible for ensuring the procedure for approval of high risk visits is followed. The Headteacher is to sign all High Risk, Category C visits prior to this being sent for final Director approval before a category C visit can take place.

The schools trip flowchart is as follows:

School Trip Flowchart Final.docx

The headteacher for Category C school visits, must sign their approval before being passed through for Director's approval, using:

OLICAT TRUST BOARD approval tem|

The Headteacher should have a system in place that enables themselves to be contactable and available for the full duration of the visit, 24 hours a day. They should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person with delegated responsibility in the event of the Headteacher not being contactable.

The EVC Co-ordinator should work closely with the Headteacher to:

- Agree appropriate arrangements and tasks with the Headteacher;
- Have the time to liaise appropriately with the Central Team;

- Ensure that they personally are kept well trained and well informed and that the Headteacher and all staff and others involved with school trips/learning outside the classroom are competent and well informed; and
- Be able to inform the monitoring and reviews of school policies and procedures.

Appendix 2: Good Practice for Group Leaders

The Group Leader must follow the school's policy and procedures.

The leader, and all other responsible adults, should be familiar with all the advice contained in government and any local guidance. The Leader should liaise closely with the school Co-ordinator and have regard to the Co-ordinator's guidance.

Leaders have the responsibility to oversee the preparation and execution of the visit and to ensure that safety is the prime concern. They must also ensure that the visit is a quality experience for the pupils that meets the stated objectives.

The leader is responsible for briefing all accompanying staff, supervisors, parents and helpers.

The leader has overall accountability for the supervision and conduct of the visit and must have prime regard to the health and safety of the group. The group leader must be approved by the Headteacher.

With specific reference to health and safety the group leader will:

- be able to manage and lead pupils of the relevant age range;
- be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place;
- have an awareness of data protection and management requirements;
- obtain the Co-ordinator's (or Headteachers in the case of medium and Directors for higher risk activities) prior approval before any off-site visit/activity takes place;
- appoint a deputy with the approval of the Headteacher;
- where possible conduct an exploratory pre-visit in order to undertake a proper risk assessment;
- clearly define each group supervisor's role during the visit/activity, and ensure all tasks have been assigned;
- ensure that all staff are aware of and accept the nature of the particular responsibilities and roles they will assume;
- ensure that adequate first aid provision will be available;
- ensure that equipment and clothing is appropriate for the activity;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- ensure that briefing meetings are held as appropriate for the group leaders, and for pupils and parents;
- undertake and complete a comprehensive risk assessment for aspects of the visit/activity for which they have responsibility and ensure all accompanying adults have copies of relevant risk assessments;
- ensure there is a suitable risk management plan to minimise the identified risks as far as is reasonably practicable;
- review the records of previous visits and activities and advise the Co-ordinator where adjustments may be necessary;
- ensure that staff and other supervisors are fully aware of what the proposed visit/activity involves.
- have enough information on the pupils proposed for the visit/activity to assess their suitability, or be satisfied that their suitability has been assessed and confirmed by others;
- be satisfied that the ratio of staff to pupils is appropriate for the needs of the group;
- have the competence and confidence to stop the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;

- ensure that all accompanying group supervisors know the emergency procedures and have appropriate school contact details;;
- ensure that the group's staff and other supervisors have the details of young peoples' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- ensure that wherever possible on a visit or activity, *rendezvous* arrangements with an appropriate place and time are agreed if the party should become separated. These would be best made on arrival at particular locations where possible so that suitable locations can be identified;
- ensure that every member of the group knows in advance the course of action to follow if they get lost;
- brief all the pupils about their tasks, arrangements, organisation, and the behaviour that is expected of them during the time of the visit/activity;
- ensure that all accompanying adults are familiar with the school safeguarding pupils policy and procedures; and
- after the visit/activity, review, evaluate and record the details of the visit as required.

<u>During a Visit/Activity the Group Leader is recommended to</u>

- hold a brief daily staff meeting at the start of the activity or start of the day;
- have a Plan B fully risk assessed and organised as a backup;
- establish clear procedures for safe practice during the visit/activity;
- communicate information to all interested parties both on, during and after the visit/activity; and
- ensure that other supervisors, assistants and adults carry out their duties and responsibilities safely and responsibly.

Whenever a party is to be subdivided, or the leader is to be absent for any reason, the party leader must make a clear delegation of responsibility to another suitable adult.

If a party leader delegates responsibility for the supervision of some, or all of the young persons, at various times to other members of the staff team, the leader must satisfy him/herself that this individual to whom they are delegating responsibility:

- is competent to take charge of the group of young person's undertaking the particular activity in this locality;
- has been fully and properly briefed as to their role and responsibilities; and
- is aware of the next meeting place and time and is fully conversant with the procedure to adopt in the event of an accident, or emergency arising within the party.

The group leader must ensure that at all times during the visit or activity, each member of staff knows exactly for which pupils they have a responsibility and where those pupils are at all times and that each pupil knows who is the leader of their particular group.

The responsibility for specific visits (i.e. language exchanges) will be written into the job descriptions of staff as appropriate.

Appendix 3: Group Leader's Checklist

Organising a School Trip/EV/LOtC activity can be a time-consuming business. This checklist is designed to help group leaders overcome some of the potential organisational pitfalls and omissions.

Before Deciding to do a School Trip/LOtC Activity

1. Read the School Trip/LOtC/EV policy;
2. Read the Trust policy on charging for LOtC/EV activities;
3. approach the Data Controller for advice and guidance on any aspects of data collection necessary for the outing;
4. inform the EVC that an activity is being considered;
5. check proposed dates against the school calendar;
6. Plan and carry out an exploratory visit; and
7. If a minibus (or other transport) is required, check availability and make provisional booking.

On Deciding to do an Activity

1. Meet the Co-ordinator with proposed itinerary and financial details in order to obtain initial approval to proceed;
2. Meet the Co-ordinator to check regulations and requirements;
3. Submit appropriate form, and put details in the weekly staff newsletter (i.e. communicate through the usual procedures);
4. Ensure that there are sufficient and suitable supervisors available; and
5. Indicate to the Co-ordinator whether insurance is required or submit details of independent insurance for approval.

On Receiving Approval

1. Circulate initial letter to target year/subject group(s) and collect deposits. Ensure all relevant information is included. i.e. dates, cost, payment schedule, insurance details, any penalty clauses for withdrawal, selection criteria, mechanism for dealing with over-subscription, any provision for families on benefits, details of parents evening, if passport required, etc. Detail how any aspects of personal data will be collected, stored and processed in this communication. Consent requests must be clear and responses recorded in an auditable manner;
2. Set deadline for applications to be returned; and
3. See finance department and open an activity/educational visit account.

After Applications Have Been Received

1. Submit list of pupils to the Co-ordinator who will circulate the list to the relevant heads of department. If the organiser, or Co-ordinator or head of department or other member of staff has doubts about a pupil, the designated member of senior leadership team (SLT) will be consulted;
2. If oversubscribed, consult the Headteacher or designated member of SLT before forming reserve list;
3. Inform pupils and parents of their status. i.e., included on activity, reserve for activity, not included on the activity; and
4. Circulate date of parents and pupils pre-meeting (if not included in initial letter).

Approximately Three Months Before Activity

1. Conduct visit specific risk assessments (referring to generic ones when available) and submit to the Co-ordinator;
2. Submit staff permission of absence forms to designated SLT member for approval; and
3. Submit provisional list of staff to the Co-ordinator.

At Least One Month Before Activity

1. Hold activity staff meeting to decide on activity/visit rules that comply with school policies and arrange roles, i.e. first aider (qualified), duty rota (if required), etc.;
2. Arrange a risk review meeting with the Co-ordinator;
3. Hold parents' and pupils' meetings (include details of accommodation, transport, emergency contact details, staffing, standards of expected behaviour, school policy on alcohol and drugs etc. (Also include the provisional itinerary);
4. Issue and collect in parental permission, health and 'alcohol' forms; and
5. Compile a list of pupils' addresses, home phone numbers and parental contact numbers for *during the activity*.

At Least Two Weeks Before Activity

1. Provide final list to finance department for insurance (if required);
2. Provide final names, addresses and contact numbers for pupils, and staff, to school office along with accommodation, transport and itinerary details. Copy complete folder to designated member of LT and EVC
3. Arrange emergency contact/notification system.
4. Arrange to withdraw a travel first aid kit and school mobile phone;
5. Check transport and accommodation details (with tour operator if necessary); and
6. Issue memo to parents confirming arrangements.

Before the Start of the Activity

1. Collect first aid kit;
2. Collect emergency contact cards from finance department;
3. Give any revisions of party composition to office;
4. Collect petty cash (if required);
5. Collect school mobile phone; and
6. Check with the EVC Co-ordinator to find out which members of SLT are available during the trip.

Immediately After the Trip

1. Write short report on the activity/visit. Include details of problems, difficult pupils, efficiency of tour company, etc. for help to future leaders. Give to Co-ordinator;
2. Finalise accounts (with receipts and invoices where possible). Give to finance department;
3. Discuss the disposal of any surplus monies with the finance department;
4. Ensure any data agreed as no longer relevant, including phone and contact details, is disposed of securely;
5. Keep permission and health forms for up to one year in case of problems or claims; and
6. Write any thank you letters required.

Following the Trip

If considering another School Trip/LOtC/EV activity, consider how well you think your team performed. If satisfied, return to top of page one and start organising your next activity!

Appendix 4: Codes of Conduct

Staff Code of Conduct on LOtC/EV Activities

Staff Code of Conduct for Residential Visits:

The school expects that all adults acting *in loco parentis* on any school trip/learning outside the classroom activity will be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times".

Although responsibility for pupil welfare on a residential visit is a 24 hour responsibility, supervisors cannot reasonably be expected to be alert on duty for 24 hours. The group leader will devise and communicate a duty staff roster, ensuring that all staff have sufficient rest periods.

All staff must ensure that they are on duty at the times allocated, and have the necessary information about the group and the events at that time.

All schools expect all members of staff to abstain from consuming alcohol on off site visits. Any breach of this may lead to disciplinary proceedings.

Primary children to adhere to their individual schools Pupil Code of Conduct.

Pupil Code of Conduct on School Trip/LOtC Activities SECONDARY SCHOOL

The objective of LOtC/EV activities is for pupils and accompanying staff to have experiences over and above those available in the classroom, in a safe, enjoyable and disciplined manner.

Pupils are expected to consider the wellbeing of others whilst on off-site activities and behave in a sensible manner so that the safety and enjoyment of the many is not compromised by the thoughtless actions of the few.

The completion of the declaration below is required before acceptance on a LOtC/EV activity.

Please read the statements carefully and, if in agreement with the content, sign and return to the trip leader.

Declaration by pupil and parent/guardian/carer

I undertake:

1. to observe all applicable school rules during the visit;
2. to cooperate fully and promptly with group leaders and staff at all times;
3. to behave in a manner that is sensible and considerate towards others;
4. to ensure my conduct has the safety of myself and others in mind and reflects credit on myself, the party and the school;
5. NO SMOKING, DRINKING OF ALCOHOL, POSSESSION/USE OF ANY DRUG NOT PRESCRIBED TO THE STUDENT IS PERMITTED UNDER ANY CIRCUMSTANCE.
6. to give permission for my possessions to be searched by staff if they have cause for concern; and
7. to ask staff for clarification if I am unclear on any instructions or detail.

I further accept that a full written report of any misconduct will be given to the senior leadership team of the school and my parents.

I understand I will be expected to serve any sanction imposed on me for misconduct, both on the activity and on return. I also understand and agree that I may be sent home or collected from the activity, at my parents' expense, if required by the group leader. I further understand that, should I break the law of the country I am visiting, the local police may become involved.

Name of pupil (please print): _____

Tutor group/form: _____

Signed: _____ (Pupil)

Witnessed: _____ (Parent/guardian/carer)

Date: _____

Appendix 5: Alcohol, Tobacco and Other Drugs

Alcohol

The school policy is that no pupils are permitted to obtain or consume alcohol on a school trip.

Tobacco

Acknowledging the absence of legal constraints on smoking by 18 year olds and over in the UK, the school nonetheless will ***not*** condone smoking by any pupil on a school activity.

Non-Prescription Drugs

The possession or use of any drug, other than legal over-the-counter medicines or medically prescribed drugs (pre-advice of which should be given to the staff in charge of the activity), is totally banned and the school will take a most severe attitude to any departure from this rule.

Sanctions

Any breach of the above guidelines relating to alcohol, tobacco and other drugs will be treated with the utmost seriousness and may result in any or all of the following sanctions:

- The pupil being sent home immediately at their parent's expense;
- The pupil being banned from all future LOtC activities; and
- Exclusion.

All sanctions will be administered using the school's Behaviour and Discipline Policy.

Appendix 6: Risk Assessment for SEN, Disabled, Additional Medical Needs

The disability discrimination legislation and regulation enforces the duty not to discriminate against pupils for reasons relating to disabilities. Therefore, refusal to take a disabled pupil on an off-site visit must be justified otherwise it would be unlawful. The cost of making additional provision for the inclusion of a disabled pupil can be included in the overall cost of any visit. In certain circumstances, charity funding may be available for pupils with physical disabilities. The Co-ordinator will help with details.

Where pupils are identified as having additional needs, this must be reflected in a higher staffing ratio, which must not be less than that which applies on-site, and in most cases will need to be higher. Staff would need to take into account the terms of the ***Equality Act 2010*** and government guidance in ***The Equality Act 2010***.

The risk assessment must explicitly cover how special educational needs and medical needs are to be addressed. It should include details of any special aids and equipment that the pupil may need and, in particular, details of any such items to be brought from home or obtained prior to the visit. At this point a decision should be made as to whether the measures required to include the pupil are reasonable or not.

Where pupils have statements of special educational needs which provide support for access to the curriculum, and where the visit or activity takes place during term time, the level of ancillary support may be used at the same level as provided by the statement. However, the costs of the necessary support beyond this should be built into planning for the visit or activity, so that it is included in the overall package.

In certain circumstances, other funding may be available for pupils with physical disabilities. For details see the Co-ordinator.

For pupils (or staff) with mobility difficulties who hold a “Blue Badge” for parking concessions, it may be beneficial for the blue badge to be displayed in the windscreen of the coach. Mention of this at the arrival at a venue may result in priority parking as close as possible to the venue entrance. Similarly, mention of a blue badge at a ferry port would usually result in priority loading such that the coach is parked close to the lifts on the vehicle decks. It may also be of significant benefit for a disabled pupil to carry some proof of their disability. Word of mouth is often not sufficient proof of their disability.

Appendix 7: Management Procedures Used By (SCHOOL NAME)

Every school must follow the processes on the Handsam Management System.

LOtC (Learning Outside of the Classroom, the use of places other than school for teaching and learning).

Staff intending to organise a LOtC activity will use the three Handsam forms on the management system. The system will not allow the form to be transmitted unless completed. The forms can be printed, or used on the website and sent electronically.

1. Handsam Form LOtC A. Assessment
   On this form organisers will assess the benefits and risks and will record how they intend to manage any significant risks.

2. Handsam Form LOtC B. Parent Information Form
   On this form organisers will tell parents what they need to know, and to request information from parents, including parental consent, if necessary.

3. Handsam Form LOtC C. Approval Form
   On this form the organiser will inform the EVC Coordinator, and where necessary (according to (SCHOOL NAME) policy) the (HEADTEACHER) and/or Governing Body/LA, and obtain approval.

Schools will use a fourth form Handsam Form LOtC4 Review of the Activity for educational visits and activities where the EVC deems it desirable.

Appendix 8: Pupils who Misbehave

Leaders/supervisors should not put up with misbehaviour. Supervisors can and should withdraw anyone in the group who risks others' safety or health. Group leaders on a residential visit are permitted to send an unruly pupil home early.

This sanction, and others, will form part of the briefing of the group and parents beforehand. The briefing will include details of the school method of dealing with such eventualities and who will meet the costs.

Each school must follow their own School's Pupil Code of Conduct.

Appendix 9: Parental Consent

If a parent refuses consent, the school should discuss the reasons. It may be possible to modify the activity for a particular child. But in the face of a confirmed refusal, the child should be omitted from the activity.

Does the School Need to Get Separate Consent for Medical Treatment?
The government advice is No. Medical consent should be part of overall consent for an off-site visit.

The school should use the information form to tell parents about the arrangements for emergency treatment, adding that participants will receive emergency treatment, including anaesthesia or blood transfusion, as considered necessary by the medical authorities.

Some parents may refuse to sign an overall consent form because they cannot agree to medical treatment, as stated above, on religious or other grounds. The Headteacher will inform these parents that, unless some acceptable compromise can be reached, their child will not take part in the visit, because staff should not be expected to take on the responsibility for a child's health and safety under such circumstances.

Doctors can be expected to carry out necessary emergency treatment without parental consent. But a surgeon in another country may be reluctant to operate on one of the participants if the group leader does not have documented consent. This is another reason why it is Trust policy that pupils without an overall consent form cannot be included on the visit/activity.

A translation in the relevant foreign language of the relevant part of the consent form could be useful. This is a matter for the group leader to determine.

Government guidance is contained in *Supporting pupils with medical conditions at school 2015.* The templates are useful and should be considered by the school for adoption.

PARENT/GUARDIAN CONSENT FORM FOR MULTIPLE LEARNING OUTSIDE THE CLASSROOM VISITS/ACTIVITIES	
Please note the following important information before signing this form	
Please sign and date the form below if you are happy for you child:	• To take part in school trips and other school activities that take place off school premises; and • To be given first aid or urgent medical treatment during any school trip or activity.
The trips and activities covered by this consent include:	• All visits (including residential trips) which take place during the holidays or a weekend; • Adventure activities at any time; • Off-site sporting fixtures outside the school day; and • All off-site activities for nursery schools.

The School will send you information about each trip or activity before it takes place.	
You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.	
Written parental consent will not be requested from you for the majority of off-site activities offered by the school, for example year group visits to local amenities, as such activities are part of the school's curriculum and usually take place during the normal school day.	
Name of child:	
Parent/guardian consent:	Signature:
	Printed:
	Date:
Medical Information	
Please complete the medical information section below (if applicable) and sign and date this form to confirm the details you have provided are correct.	
Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:	
Parent/guardian signature:	Signature:
	Printed:
	Date:

FOR CATEGORY C VISITS, THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED IN SCHOOL.

PARENT/GUARDIAN CONSENT FORM FOR A SPECIFIC LEARNING OUTSIDE THE CLASSROOM VISIT/ACTIVITY	
Please see attached information sheet giving full details of the visit.	
Visit to:	
Class/group:	
Date(s)/times:	From:
	To:
	Duration:
Name of child:	
Consent is required for the processing of the following aspects of personal and/or sensitive personal data for the following reasons:	
Data processed will be held for the following specified period under the following security restrictions before prompt deletion:	
Medical Information	
Please complete the medical information section below (if applicable).	
Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:	

Please outline any special dietary requirements your child may have:	
Please outline the type of pain/flu relief medication your child may be given if necessary:	
Is your child allergic to any medication? If YES, please specify:	
Please complete the section below (if applicable).	
To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? If YES, please give details:	
When did your child last have a tetanus injection?	
Parent/Guardian Consent	

I agree to my child taking part in this visit and have read the information sheet. I agree to his/her participation in the activities described in the information sheet. I acknowledge the need for him/her to behave responsibly. I agree that the information contained in this form is correct.

I understand that the data submitted is held, processed and disposed of securely and I understand that I may withdraw my consent for the processing activities I consented to at any time.

I will inform the group leader/Headteacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the trip.

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.	
Parent/guardian consent:	Signature:
	Printed:
	Date:
Emergency Contact Details	
Emergency contact details:	Name:
	Email:
	Mobile:
	Home telephone:
	Work telephone:
Emergency contact home address:	
Alternative emergency contact:	Name:
	Email:
	Mobile:
	Home telephone:
	Work telephone:
Alternative emergency contact home address:	

Name of child's doctor:	Telephone number: Address:

Appendix 10: First Aid

The first aid requirements for a visit will depend on the risk assessment determining what levels and types of first aid are necessary.

The leader must bear in mind the School's First Aid policy and guidelines including those for minimum provision. The leader, or designated other supervisor, should have an acceptable, working knowledge of first aid.

For more complex activities such as visits abroad or adventurous activities, it is sensible for at least one of the group's supervisors to be a trained first aider.

The group leader should consult with any external trip providers to establish the level of first aid provided by them and include this within the risk assessment.

For appropriate visits with medium or high risks, at least one leader should hold a current First Aid at Work certificate and a deputy be nominated holding an Emergency First Aid at Work certificate.

The group must carry a suitably stocked first aid box as per school requirements.

Further information see the DfE *Guidance on First Aid for Schools.*

Appendix 11: Overseas Visits

In view of the ongoing changes due to Brexit, this will be kept under review and updated accordingly.

Visits abroad should include at least one adult with the ability to speak and read the language of the visited country. This may be the tour guide from the tour operator if not available from within the staff or resources.

Passports

All pupils and staff ***must*** hold a valid individual passport. It must, however, be noted that some countries may not allow in a traveller whose passport will expire within a few months of entry.

The leader should check the particular country's requirements and the passport details of all adults and pupils to obviate the risk of anyone being refused entry.

Details for individual countries can be obtained by contacting the UK embassy or consulate of the relevant country or the UK Passport Agency.

The Co-ordinator is responsible for giving further advice.

Visa Exemption

Leaders will need to check the passport and visa requirements for pupils who are not UK nationals. However, it is possible that the school may be able to apply for visa exemption on behalf of the pupils. Details of visa exemption can be obtained from the Home Office or British Council. Should colleagues need assistance in this matter, the Co-ordinator should be consulted.

It is the responsibility of the Headteacher to check the above information to ensure that it is current at the time of the planned trips following Brexit and dependant of Covid restrictions etc.

Customs Allowances and Prohibited Items

The leaflet *Travelling to the UK: What You Can Bring in, What You Can't Bring In, What You Must Declare,* gives advice about customs allowances when travelling both within and outside the EU. It also details prohibited and restricted goods. The leaflet is available in unlimited quantities via HM Customs and Excise National Advice Service, telephone 0845 010 90009

It is the responsibility of the Headteacher to check the above information to ensure that it is current at the time of the planned trips following Brexit and dependant of Covid restrictions etc.

Travel Advice

Travel advice about the safety in specific countries is available from the Foreign and Commonwealth Office on their website: gov.uk/foreign-travel-advice. Once again, it must be remembered that there are often exceptions in insurance policies for claims under refusal to travel unless there is specific advice from the Foreign and Commonwealth Office ***not*** to travel.

Legal Considerations

The government advice on 'trips abroad' states:

*"Schools need to consider their duties under health and safety law when planning trips abroad. **HSE's frequently asked questions on school trips** provides further guidance. Any injury to or death of a member of staff or a child outside Great Britain may be subject to the law of the land in which the injury/death occurred. A school could still be liable under civil law for injuries to children that happen abroad as a result of negligence on the part of the school or its staff".*

Use of Tour Operators

The school will only use licensed tour operators that have sufficient financial security provided through an appropriate scheme such as ATOL or ABTA bonding.

Whenever possible, providers that have been assessed as suitable for educational visits and holding a relevant LOtC Quality Badge for the overseas visit should be used. The school also recognises providers that have been externally assessed against ***British Standard 8848***.

Exchange Visits

The Trust encourages pupil exchanges but recognises that clear procedures have to be followed and rigorous checks made.

The Headteacher must approve each request for an exchange.

The Headteacher in consultation with the Co-ordinator and group leader will determine the procedures to be followed and checks to be made, including 'safeguarding pupils' checks on the school's host families and how far the receiving school can guarantee the safety of the school's pupils.

Whenever possible, the leader will make a preliminary visit to the receiving school.

The information sent to parents will set out clearly the arrangements which have been agreed between the schools. In particular, parents will be informed about the arrangements for the school leader keeping in touch with the party members.

Relevant risk assessments will be made and the control measures will be approved by the Headteacher.

Hiring Coaches and Buses

Tour operators or coach companies holding a Quality Badge will have been checked under the relevant accreditation arrangements. The group leader can reasonably presume adequate safety management.

The group leader should, however, check that coaches and buses are being hired from a reputable company:

- Professional operators of buses and coaches must hold a public service vehicle (PSV) operators' licence. The leader should check for this when hiring a coach;
- The leader should ensure the coach has seat belts. (Buses, without seatbelts, aren't normally safe enough for long journeys or local visits on fast roads);
- If any of the group use a wheelchair, the leader should ensure the transport has access and securing facilities. Portable ramps may be appropriate; and
- The leader should make a visual check of the vehicle before allowing pupils to board and ensure a member of staff is positioned and alert to monitor the driver.

Taking the School Minibus abroad

All trips abroad in a minibus come within the scope of rules governing international bus and coach journeys. Round trips from and back to the UK, where the same passengers are carried throughout, are called 'Occasional Services'.

Following Brexit new regulations and procedures will evolve and the current situation will need to be checked before departure.

Guidance is expected to be available at Driver and Vehicle Standards Authority (see: https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency).

Driving Abroad

Leaders should not normally expect UK-based coach drivers to drive, for example, a French coach in France. In the event of an English coach breaking down abroad, a driver should not drive a left-hand drive coach without relevant experience. Alternative means of transport, such as a train or locally-hired coach (with seatbelts) and driver, should be used.

It is school policy that the Plan B will include such contingencies.

Post-Brexit guidance on foreign travel by own or hired transport is expected to be available at the Driver and Vehicle Standards Authority (see: https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency).

Access to Alcohol, Tobacco or Prohibited Substances.

Please read in conjunction with appendix 5.

Whilst recognising other countries may have different restrictions for access to alcohol, tobacco or other prohibited substances students must not obtain these substances for themselves or parents/guardians (or approach another adult to do so) to bring back into the UK.

Appendix 12: Supporting Inclusion (Disabilities, Special Educational Needs, Medical Conditions)

Organisers and leaders of School trip/LOtC/EV activities must make reasonable adjustments to their arrangements to include participants who have a disability.

The school will ensure that practical measures are in place to include pupils with special educational needs or medical conditions as far as is reasonably practicable. Participants with disabilities should have, as far as is reasonably practicable, the same learning opportunities as the others in the group.

The risk assessment can show such enabling measures. For guidance on inclusion, see the *Council for Learning Outside the Classroom Inclusion paper 2011.*

If a child in the group is subject to a care order, the relevant Social Services Department (SSD) should consent to any activity for which parental consent is advised.

The school will also ensure that foster carers are aware of this so that they take the necessary action.

If any participant is a ward of court the school should have, well in advance, local procedures for seeking advice from the court in relation to excursions and activities abroad.

Government Guidance on Special Education Needs and Ratios

One-to-one supervision may suffice in the classroom or during less complex activities outside the classroom. But this may not be enough during more complex activities.

Two-to-one supervision may be advisable when, for example, a participant has a history of absconding or leaving the supervisory setting. An adult assigned to the supervision or care of one particular participant should not be included in the ratio for the group as a whole.

The SENCO should determine what ratio of supervision the pupil will need for School trips/LOtC and liaise with the Co-ordinator.

Appendix 13: Advice to Group Leaders on Adventurous Activities

Adventurous activities include caving, climbing, trekking and water sports. The DfE guidance ***Health and Safety on Educational Visits*** stresses that such activities should be identified and risk assessed as part of the visit beforehand and must not add such activities during the trip. Organisations require a licence to provide certain adventurous activities. Organisations who hold the LOtC Quality Badge should hold a licence for the activity they provide.

The Health and Safety Executive HSE) is currently designated as the Adventure Activities Licensing Authority (AALA). Adventure activities licensing ensures that activity providers follow good safety management practices.

Group Leaders should check the ***Health and Safety Executive Adventure Activities Licensing*** page, to ascertain if the provider is required to have a licence and, if so, that they have one.

What is Licensable?
See the website at https://www.hse.gov.uk/aala/activities.htm but, in brief:

- Caving (including mines, potholes);
- Climbing (including traversing, scrambling, some abseiling);
- Trekking (including some pony trekking and some mountain biking); and
- Water sports on specified water (sea, tidal water, inland waters more than 50 metres from the nearest land excluding any island or on turbulent inland waters), including canoeing, kayaking, rafting, sailing and windsurfing.

What Adventure Doesn't have to be Licensed?
Adventure activities abroad and the wider range of adventure, such as nearby walking or abseiling on a purpose-built indoor wall.

The provision of non-licensable adventure activities is covered by less specific health and safety legislation. It may also be covered under non-statutory schemes managed by, for example, the Visit Wales, certain national governing bodies (NGBs), or trade associations such as the British Activities Providers Association (BAPA).

Providers are encouraged to obtain overarching accreditation under the government sponsored LOtC Quality Badges scheme.

Catering, transport and accommodation as offered by the provider are not covered by the licensing scheme. Group Leaders should check these out, unless the provider is also accredited by the LOtC Quality Badge scheme.

Who Must Hold a Licence?
The criteria for which types of organisations delivering which types of activities must hold an AALA licence are found here: https://www.hse.gov.uk/aala/public-information.htm.
It is imperative that schools wanting to undertake any of the licensable activities (https://www.hse.gov.uk/aala/activities.htm) ensure they are delivered only by an approved HSE AALA licensed provider, which can be searched for here: https://aala.hse.gov.uk/aala/.

Farm Visits

The Chief Medical Officer suggests ratios as follows:

- One-to-one supervision for every child younger than 12 months;
- One adult for two children between the ages of one and two; and

- Gradually increasing ratios up to one adult for eight children between ages five and eight.

There should be adequate, trained adult supervision in order to ensure that children behave appropriately and wash their hands after touching an animal.

The Health and Safety Executive has refreshed its health advice to farmers whose premises are visited by children; see here.

School-Led Adventure Activities

Colleagues may approach a Co-ordinator about self-led adventure. They may wish to instruct or lead a group from the school on such activities. A licence would not be required but you should take into account that such staff, though well-intentioned, are unlikely to have the experience of licensed providers. They may also lack a comparable level of skill. You must be satisfied that safety management is of a standard required by the school. For that reason it is likely you'll decide to use a licensed provider.

See the adventurous activities page of the Council for Learning Outside the Classroom and the *Health and Safety Executive Adventure Activities Licensing* page.

Activity in Natural Waters: Don't Be Afraid to Say No

Group leaders must be additionally aware of water's potential hazards.

Leaders should very carefully assess the benefits of activity at the water margins or in water against the significant risks. Strong swimmers can get into difficulties. Immersion in cold water can be lethal.

Leaders should never allow impromptu bathing. Any water activity must be carefully prepared and carefully managed.

Leaders should also take particular care in preparing for any activity:

- In water or near the water margins, which should be considered higher risk and have a higher level of risk management and management sign off;
- *Near* natural waters such as river, lake or sea, where any accidental entry into the water may require an understanding of rescue techniques;
- In winter conditions;
- On or near cliffs or steep terrain; and
- In an area subject to extremes of weather or environmental change (for example, variations in water flow, tides, rip currents or level).

In water - Whenever organised activities take place in water, the school must ensure that there are arrangements for suitable lifesaving competent staff to be immediately available. This may be external, for example an RNLI lifeguard at a beach, or by members of staff who hold a suitable qualification. The Royal Life Saving Society's *National Water Safety Management Programme* provides such a qualification.

Near water – where possible the above guidance should be followed. If however, for example, an outing in the vicinity of, or near a river/lake/water is planned ensure an additional RA is completed and approved by the headteacher in advance of the trip.

All complex activities should be subject to the most careful risk management.

Appendix 14: The Council for Learning Outside the Classroom

LOtC.org.uk

The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the Classroom Quality Badge to organisations who meet nationally recognised standards.
The school can check on the CLOtC site whether an organisation holds a LOtC Quality Badge.
If an organisation does not hold the badge, the school must check that they are an appropriate organisation to use. This could include checking:

- their insurance
- that they meet legal requirements
- their health and safety and emergency policies
- their risk assessments
- control measures
- their use of vehicles
- staff competence
- safeguarding
- accommodation
- any sub-contracting arrangements they have
- that they have a licence where needed

The badge gives assurances of good and safe learning and should expedite the school's internal approval process. Group leaders must still ensure the provider is suitable for the group's requirements.

Although detailed risk management questionnaires do not necessarily need to be sent to a LOtC Quality Badge provider, the external organisation should still cooperate with the school in any pre-visit checks and questions.

Appendix 15: Reporting an Injury

Under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured:

- Accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are reportable to the HSE under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* if the accident results in:

- The death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute as treatment).

For more information, see the HSE's guidance *Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences): Guidance for Employers*.

Dangerous occurrences, which are specified near-miss events, must also be reported. See the guidance stated above for further information.

All accidents during School Trips/LOtC activities and events, RIDDOR reportable or not, should be recorded under the school's accident recording procedures *on the Handsam Incident Log system.* Any incident overseas is not reportable to the HSE, but the HSE can investigate work done in Britain to support the trip, such as risk assessments.

What else to do after an incident: Advice to Group Leaders

No-one in the group should give their version of events to the media. The names of those involved in the incident should only be revealed to the HSE, the police or medical professionals. Media enquiries should be referred to a designated person back at the school.

No-one in the group should discuss legal liability with other parties. No-one should sign anything relating to accident liability without clear advice from their employer.

What if the police approach me?

You cannot refuse to engage with the police. You may however seek legal advice, including from your union or professional association, before making a statement. If the police wish to interview you immediately, you also have the right to a duty solicitor. You must also contact the Headteacher (or nominated person) at the earliest opportunity.

What can I expect from an investigation into a serious incident?

The government advises that when a serious incident has taken place during a School Trip/LOtC activity in the UK or abroad, you should expect your employer to conduct an investigation. In fact, the HSE recommends that employers investigate serious accidents in order to learn any lessons and prevent a repeat.

The HSE's *Investigating Accidents and Incidents: A Workbook for Employers, Union, Safety Representatives and Safety Professionals* sets out straightforward ways in which this can be done.

It is good practice to identify an official who will act as the key point of contact for parents. This official should be sensitive to the family's needs and should preferably have some counselling competence. He or she should inform the family of the progress of the investigation. He or she should answer their questions as helpfully as possible, and provide them with the facts.

Appendix 16: Exploratory/Reconnaissance Pre-Visits

An exploratory/reconnaissance visit must be made by any member of staff who is to lead a group abroad or a residential visit to a location that is not familiar to them.

For remote expeditions, a prior visit may not be possible. The Headteacher will determine whether the risk assessment and proposed risk controls are acceptable. This will enable leaders to gain first-hand knowledge of the area and facilities. This knowledge will then inform the risk assessment and pre-planning.

Schools can retain the right to recoup any costs incurred whilst making an exploratory visit.

Some contractors (providers), e.g. school travel specialist companies, may offer a pre-visit for the group leader free of charge. This can enable the leader to gain a direct experience of the venue and environment and assist their appraisal of the contractor's risk assessment.

If it is not possible for the leader to visit the site/area beforehand, the leader must make every effort to collect all appropriate information.

Contractors ***must*** be able to satisfy the Co-ordinator (and where relevant the Headteacher or Trust) that these alternative arrangements are sufficient for a risk assessment to be made. If it is not possible for the leader to make an exploratory visit, a reconnaissance should be made immediately on arrival at the venue whilst the rest of the group remain in a secure place or are supervised by other staff in an activity for which a risk assessment has been made.

If using the facilities of a contractor, e.g. school travel specialist company, the leader should also arrange a meeting with the local representative or manager in order that both parties can be kept fully informed and any concerns can be raised. Any points discussed should be noted in writing.

If it is a requirement for the personal data of children to be transferred to third parties, a clear processing agreement will be established which details how data will be securely held, processed and disposed of by said third party. The guidance of the school Data Controller must be sought in this instance.

Appendix 17: Emergency Contact procedure

In spite of good planning and organisation, there may be problems and emergencies, whether minor or major, that require an on-the-spot response and information distribution.

In the event of any minor problems arising during the visit, such as an earlier or later return to the school later than published, leaders will communicate this information to the school to ensure that information can be relayed to all concerned in the minimum amount of time. Schools will use the infrastructure they have in place to message their school community,

A telephone number that will be monitored day and night should be shared with all the trip leaders to ensure there is no breakdown in communication, or alternatively the school number can be used for during the school day and an alternative agreed number for after school hours.

Follow existing school process system in place.

Appendix 18: Guidelines for Pre-Visit In-School Meetings

Rationale

Policy is that all overnight visits must be preceded by a meeting for at least one parent/carer and the pupil, and that attendance at this meeting is a condition of the pupil's participation on the visit.

The reason for this is to explain in detail what arrangements will be in place for the supervision of pupils at all times during the trip and what expectations there will be of pupils with regard to general co-operation and with regard to specific matters such as smoking and drinking and use of rooms.

It is important that if parents are in no doubt at all about what will happen and what rules will apply, that they have the opportunity to question staff and that they have an opportunity to object (and therefore not participate) in advance of the visit.

Pre-visit meetings also have the advantage that they enable all the documentation and much of the administration to be completed in one go.

The Co-ordinator or another senior member of staff will attend all pre-visit meetings.

Guidelines for Invitations

Distribute the letter with date of the meeting and time as soon as you know the names of participants. At least three weeks' notice of the meeting should be given, more if possible: the more advance notice is given the less will be the difficulty with parents who wish not to attend.

Include a return slip with the letter so that you can make alternative arrangements to see parents who are unable to attend. Parents may well find it difficult to attend an early meeting. This will be a matter for the school to determine.

The letter might include the following wording:

> 'The School Trips/Learning Outside the Classroom/Educational Visits Policy requires us to hold an evening meeting for pupils accompanied by at least one parent.
>
> The attendance at the meeting of both the pupil and a parent is compulsory if the pupil is to be accepted as a participant on the trip.
>
> The meeting will be on ***(day and date)*** *at* ***(time)*** *in the* ***(venue)***. Please bring any outstanding forms and requested information to this meeting. We expect the meeting to last approximately one hour.
>
> Any questions you have regarding the trip can be answered at this meeting.
> Please confirm by returning the attached slip that you intend to attend the meeting'.

Arrangements for the Meeting

Book a large enough area well in advance and inform the Premises Manager about the meeting. Check with the Premises Manager the day before the meeting. Arrive early and lay out all the paperwork.

This may include:

- Medical information and consent form;

- Dietary information sheet;
- The school alcohol, tobacco and drugs on trips policy;
- Appropriate code of conduct;
- Packing list;
- Information regarding pocket money, gifts; and
- Emergency contact details.

Welcome parents as they arrive. Give them a pack of papers to be getting on with while others arrive. If you give the papers out to pupils in advance of the meeting, parents will be more likely to try to avoid attendance. Collect passports, photocopy of GHIC (Global Health Insurance Card) photocopy of passport, two passport size photographs (for trips abroad

Check all have arrived by taking a register of pupils and parents.

Content of the Meeting

- Introduce other accompanying staff;
- You may wish to give information about itinerary and activities if this has not been done in advance;
- Deal with medical information: Parents should let the staff responsible for the visit know of all medication being taken and of potential problems - even if this information has been previously given. In the case of exchanges, this information will need to be passed to host families. Ask for questions;
- Deal with the question of supervision. Tell the parents how the pupils will be supervised at all times, including free time and meal times. Ask for any questions;
- Remind parents of the alcohol and drugs policy.
- Deal with discipline, responsibility and trust. Co-operation is expected and failure to co-operate will be regarded as a serious breach of trust with serious consequences (being sent back home, banning from further trips). Staff will be offended by comments from pupils that they are on a free holiday. You may wish to address this point in advance by thanking the staff for giving up their time to accompany a trip. Ask for any questions;
- For exchanges, deal with the question of parties; parents will value guidance on this as they often feel quite at sea and under pressure from their children. Talk about how not to be a mutant teenager in someone else's house and about how to participate in a civilised way in someone else's family. Remind pupils about the reasons they are doing the exchange (e.g. language skills, international friendship, rather than an extended social life). Ask for any questions; and
- Explain what the school have done about safeguarding pupils at the host venue, and explain that all British host families may be subject to a DBS check.
- Always end the meeting with a final 'Any Questions' session.

Appendix 19: Mobile Phones

At the discretion of the group leader pupils are allowed to take mobile phones on educational visits but they should be used for emergency purposes only.

However, as in the school, pupils will be responsible for their own belongings.

Owing to child protection issues, mobile phones should not be used for taking photographs of other persons unless permission has been obtained from the person to be photographed.

For personal safety reasons, pupils should be advised not to carry mobile phones in a prominent and vulnerable position. On visits abroad, the cost implications of texting, making calls and using mobile data should also be pointed out to pupils.

Mobile phones, however, can be a vital lifeline on exchange visits.

Staff should make arrangements whereby they can be contacted at all times when the group is not under close supervision. Each pupil should have the contact telephone number and should know an emergency code, e.g. a word or a phrase, to be used to indicate that there is a serious problem and help is needed.

Staff should only be using a school device for any recordings, videos or photographs.

Appendix 20: Emergency Procedures for Off-Site Activities

In spite of good planning and organisation, there may be accidents and emergencies that require an on-the-spot response. Reference should be made to the school's crisis management policy.

In the first instance, the Headteacher should be contacted by telephone during school hours and at home out of hours. If not available, the Deputy Headteacher should be contacted, or nominated person. The Leader should always know which person/number to ring.

Details of the agreed emergency procedures, including key telephone numbers, are available from the Co-ordinator.

Crisis Line

Schools will adhere to their Critical Incident Plan should a major accident, emergency or tragic event occur during an educational visit.

A designated and trained member of the leadership team will take responsibility for helping you manage the crisis and its aftermath, including dealing with the press and media.

They will know whom to involve in order to meet the group's specific needs. They have been trained to help with the many problems that will arise from such an event. Ringing one number will immediately put this support into action.

Emergency contact information will be available from the coordinator including out of hours contact.

Details of crisis line are also included on the emergency procedure pocket-sized laminated card. It is hoped that this service will never need to be used but it is best to be prepared.