

## Educational Visits Policy

Policy Code:	SW11
Policy Start Date:	September 2024
Policy Review Date:	December 2027

Please read this policy in conjunction with the policies listed below:

- F1 Trust Policy for Reclaim of Business Travel and Expenses
- HR6 Data Protection Policy
- HR6A Data Breach Policy
- HR9 Positive Handling and Safe Touch Policy
- HR12 Staff Disciplinary Policy
- HR24 Allegations of Abuse Made Against Adults Policy
- HR29 Code of Conduct (Staff)
- HR33 Records Management Policy
- HR42 Low-Level Concerns Policy
- HS2 Medical Treatment Policy
- HS3 Transport and Vehicles Policy
- HS4 First Aid Policy
- HS5 Health and Safety Policy
- SW1 Intimate Care Policy
- SW2 Exclusion Policy
- SW4 Student Behaviour and Discipline Policy
- SW5 Safeguarding and Child Protection Policy
- SW10 Charging and Remissions Policy
- SW17 Safeguarding Adults Policy
- TL6 SEND Policy

Depending upon the nature of the visit, and the needs of the children and young people, additional policies may be relevant. Visit Leaders should speak with their setting's Educational Visits Coordinator if they have any questions.

## **1 Policy Statement**

- 1.1 The Priory Federation of Academies Trust believes that educational visits can complement the teaching and learning experience and provide pupils with valuable outside knowledge and understanding in order to enhance their educational and personal development.
- 1.2 This policy outlines the manner in which educational visits will be managed and adheres to the DfE guidance *Health and safety: responsibilities and duties for schools*.
- 1.3 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Training and Lincolnshire SCITT.
- 1.4 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.
- 1.5 Where visit templates are referred to in this policy, e.g., EV1, staff can access these on SharePoint (Compliance → Policies).

## **2 Roles, Responsibility and Implementation**

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Safeguarding.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all employees are responsible for supporting colleagues and ensuring its success.

## **3 Aims**

- 3.1 To ensure that educational visits are undertaken as safely as reasonably possible while retaining the enjoyment and educational or social value of the activity.

## **4 Definition**

- 4.1 The following activities can be defined as an educational 'visit':
  - adventurous activities using licensed providers;
  - residential activities during school time;

- residential activities in holiday or weekend periods;
- subject-relevant field studies;
- overseas residential visits;
- exchange visits;
- day visits to the Continent;
- day or part-day visits using transport; and/or
- day or part-day visits on foot.

## **5 Educational Visit Co-ordination**

- 5.1 Each academy will nominate a responsible member of staff to fulfil the role of Educational Visit Co-ordinator (EVC) – this individual will be responsible for overseeing, monitoring and reviewing all educational visits, including collating all Educational Visit Risk Assessments and any other relevant documents for their respective academy. Staff should consult with the Educational Visits Co-ordinator for appropriate guidance.
- 5.2 The nominated EVC should be granted sufficient time and resources to carry out their function successfully, and it is advisable to handle the administration centrally within the academy, in case of staff absence.
- 5.3 The nominated EVC will undergo appropriate training for their role (for example, Educational Visits Co-ordinator Training). They will also be responsible for ensuring that Visit Leaders are appropriately briefed prior to running a visit, with training being provided where a need is identified. The EVC is responsible for ensuring that prior to the visit departing, a Visit Leader is up-to-date with all required Trust training. This includes Safeguarding, Health & Safety, First Aid (where applicable), Equality & Diversity, Data Protection and Cyber Security.
- 5.4 It is essential that the guidelines are read carefully by all concerned in approving, organising, leading or supporting educational visits and outdoor education activities. However, no guidelines can be expected to cover or predict every eventuality, and leaders must therefore be flexible in their approach and prepare to adapt or change their plans where necessary, according to the needs of their group or their situation. Effective and efficient leadership and management skills are vital to the success of off-site activities.

## **6 Visit Categories**

When considering the planning of an Educational Visit, the risk factor should be a priority. Consideration must be given to how much risk the staff and pupils are being exposed to and the likelihood that accident or injury could occur during the normal course of the activities.

Category	Example of visit / activity / risk	Approval Procedure / Requirements
<b>A</b>	<i>Low Risk:</i> Visits and journeys with risks similar to that of everyday life, e.g. Historic sites, museums, local walks, theatre, fieldwork in the locality.	Academy Headteacher or EVC approval depending on Academy procedures.
<b>B</b>	<i>Medium Risk:</i> Outdoor/Adventure Activities in more remote areas having an element of risk Activities in countryside environments. Any visit with a residential element within the UK, e.g. Activity Centre. Specialised activities require NGB qualification for leaders/instructors.	Academy Headteacher <b>and</b> EVC approval. Group leader approved by Academy Headteacher.
<b>C</b>	<i>Higher Risk:</i> All activities in, on, close to water. (Excluding the Academy's normal swimming programme for which separate guidance exists). All visits abroad. All recognised hazardous activities. Activities with significant Health and Safety concerns. Activity leaders require recognised NGB qualifications.	Academy Headteacher and EVC approval. Academy Headteacher to consult with FED Health & Safety and Compliance Coordinator if required. Supported by appropriate forms.

## 7 Making a visit application

- 7.1 Staff intending to take pupils on an educational visit should follow the guidance provided within this policy, and must review their documents even when making a repeat visit (as circumstances may have changed from the previous visit).
- 7.2 If a member of staff wishes to run a visit they should submit EV1 to the Academy EVC. When completing EV1 visit leaders should take into consideration the following:
- the aims and objectives of the visit;
  - the target group;

- dates (to be agreed with SLT) - consideration should be given to the year group and whether or not it is an appropriate time of year for them to be out of lessons;
- staffing;
- insurance and travel cover; and
- how the group will travel and whether or not passports will be required.

7.3 If financial contributions are not being made by pupils and the academy/specific budget line is covering all costs then approval is not required from the Finance Team. However, if contributions are to be made by pupils then finance approval must be obtained. The visit leader must complete the 'Finance Trip Application Form' which will be submitted electronically. The form will be reviewed by a member of the finance team and an email will be sent containing a finance trip approval form which will require authorisation from the Academy EVC. Once approval is received from the EVC, finance will issue approval and a budget code for the trip. The Finance Trip Application Form can be found on the Federation SharePoint (Finance – Educational Visits).

7.4 The EVC will discuss the visit with the Academy SLT. Once the visit has been approved by both the EVC and the Finance Team the visit will be added to the Academy calendar and the EVC will send the visit leader EV2, which contains the next steps and deadlines. The visit leader must ensure that the deadlines are met for the visit to run. **No letters should be sent out, bookings made or payments taken before approval has been given.**

## **8 Local Day Visits**

8.1 During the academy day staff act 'in loco parentis' which means that they have a duty of care towards the children under their supervision, as well as promoting the safety and welfare of the children in their care. Whilst acting 'in loco parentis' staff are able to take pupils on local day visits without seeking consent from parents/carers. However, the academy will at the very least notify parents/carers of any planned local day visits as a matter of courtesy.

## **9 Preliminary Visits**

9.1 A preliminary visit should be carried out if possible. Visit Leaders should consider the following points, as these will assist with the planning of the visit and may need to be factored into a risk assessment:

- routes;
- journey time;
- facilities on route, e.g., toilets, restaurants, picnic areas;
- car/bus access and parking;

- help offered in organising activities, e.g., guides, maps, information material, worksheets;
- fire precautions and what to do in case of fire;
- instructions and codes, which must be observed; and
- equipment needed by pupils and staff.

In addition to the above points, for residential visits visit leaders may also want to consider:

- sleeping arrangements, e.g., Dormitory size and layout, the location of the staff sleeping area to the pupil sleeping area, disabled facilities;
- if the accommodation is exclusive use or if other members of the public might be using it at the same time;
- facilities available e.g., washing, drying, recreational medical facilities; and
- meal times and other timings.

## **10 Risk assessments**

10.1 A comprehensive risk assessment must be carried out by the Visit Leader. The standard Trust template must be used for all risk assessments and example risk assessments are available on the Estates Portal (please contact the Central Services Team if you require further support). Risk assessments should consider the following:

- identification of hazards;
- who might be affected;
- how can risks be reduced to an acceptable level and what needs to happen in order to achieve this;
- what contingency plans can be put into place if all else fails;
- number of pupils involved;
- age, sex and ability (including any vulnerabilities) of pupils;
- previous experience of group on visits;
- time of day and time of year;
- travel arrangements;
- hazards of environment being visited;
- numbers, experience and suitability of accompanying staff and volunteers;
- nature of the activity; and
- safeguarding considerations (please ensure any safeguarding information about staff or pupils is kept anonymous on the risk assessment). A specific plan should be put in place for disseminating any safeguarding information which staff on the visit need to be aware of in order to keep pupils safe. Please be aware that any specific behaviour risk assessments or safety plans for individual pupils must be completed separately and should not form part of the main visit risk assessment.

- 10.2 A copy of the risk assessment must be given to the Academy EVC prior to the visit departing, and in line with the deadline set out in EV2.
- 10.3 Visit leaders are **not** permitted to use a venue/organisation's own risk assessment as the visit risk assessment. These risk assessments can be used to direct, and be incorporated into, the visit leader's own risk assessment but should never be used in its place.
- 10.4 A medical risk assessment must be completed by the visit leader and submitted to the Academy EVC before the visit departs. This must be done in a timely manner to ensure any medical arrangements or additional staffing can be put in place. The Trust is committed to providing all pupils with medical conditions the same opportunities as other pupils.  
If a pupil participating in a visit has a medical condition, the visit leader should be aware of the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication, staffing or equipment needed. If applicable, the visit leader should refer to the pupil's Individual Medical Care Plan. Further information is provided in HS2 Medical Treatment Policy.  
All staff attending off-site visits should be aware of any pupils on the visit who have medical conditions and their medical needs. It is the responsibility of the Visit Leader to ensure that all staff are appropriately briefed.
- 10.5 It is the responsibility of the Visit Leader to ensure that all risk assessments for the visit are shared with any staff attending the visit prior to departure. This must be done in a timely manner before the visit, to ensure that staff have the opportunity to read the risk assessments, and seek clarification if needed. In line with Trust procedures, staff will be asked to sign a risk assessment once they have read and understood it.

## **11 Emergency procedures**

- 11.1 In spite of good planning and organisation there may be accidents and emergencies, which require an on-the-spot response by the visit leaders. In the event of an accident or serious occurrence during a visit, the Trust's Critical Incident and Business Continuity Plan (CIBCP) should be adhered to.  
A copy of this document must be made available to all staff attending the visit. Visit leaders must ensure that they familiarise themselves with the content of the CIBCP, in the event that it is needed during the visit.
- 11.2 In addition to the Trust's CIBCP, there is a portable version, specifically intended for educational visits. This must be accessed by the Visit Leader in advance of the visit (in line with EV2), and a copy of the document shared with all staff attending the visit prior to departure.



- 11.3 For each visit that takes place, a member of staff who is not taking part in the visit will be identified as an emergency contact for the visit. This individual should be available for the duration of the visit, and in the event of any problems, incidents and/or emergencies will take on the role of liaison between the Visit Leader (and other visit staff as appropriate) and the academy, Central Services Team and parents/carers. The name of this individual, and how to contact them, should be shared with visit staff, parents/carers and the academy reception team prior to the visit departing.

## **12 Voluntary Help**

- 12.1 Volunteer helpers may be used, provided that the Academy Headteacher and the EVC agrees with the choice of person. If a volunteer is required for a visit, the Trust's volunteer checklist must be adhered to.
- 12.2 If the visit is residential, an enhanced DBS check (which includes a children's barred list check) is required to ensure suitability. If the visit is non-residential a volunteer risk assessment must be completed to determine the level of DBS check that is required. Please see HR16 DBS Policy for further information.
- 12.3 The role of volunteers must be very carefully considered and their legal responsibilities clearly understood. To offer help voluntarily does not negate legal responsibilities. Volunteers must know what their role is, and understand that they have a responsibility to ensure that they carry out that role. It is the responsibility of the Visit Leader prior to the visit to brief the volunteer as to their role(s) and responsibilities, including sharing this policy with them. Volunteers must understand that they have a responsibility to follow the instructions of the Visit Leader.
- 12.4 Where the academy has identified volunteers well in advance of a visit, supervised opportunities should be found for those volunteers to meet the pupils where possible.

## **13 Supervision**

- 13.1 The level of supervision will always depend on the type of visit being made, the numbers and abilities of the pupils, the experience of staff and other variables such as the weather, the time of day, the age of the pupils and the sex of the pupils. Staffing needs will often be determined by the risk assessment, including the medical risk assessment. Staffing ratios must be discussed with the Academy's EVC and will vary from visit to visit, however, there must be at least two members of staff on any educational visit.



As examples, the following ratios might apply:

Primary/Special

- Years 1 to 3: 1:6
- Years 4 to 6: 1:10 or 1:15

Secondary/Special

- Theatre and museum visits, non-hazardous activities – 1:15
- More hazardous activities, activity centres – 1:10 or 1:12
- Trip abroad – 1:10 with a minimum of **two adults of the opposite sex if a mixed party**.

Visit Leaders should be aware that the needs of individual pupils and/or the group may impact the required ratios.

- 13.2 For Early Years Foundation Stage (EYFS), Visit Leaders must comply with the DfE's guidance on staff-child ratios, which is set out in the *Statutory framework for the early years foundation stage*. For educational visits there must be at least as many adults to children as there would be in the classroom and at least one member of staff who has a current paediatric first aid qualification must be on the visit.
- 13.3 Some organisations/venues will demand their own pupil-staff ratios and the visit leader is responsible for checking this in advance of the visit and ensuring compliance.
- 13.4 If, as part of a visit, an academy is using an organisation/venue with its own staff, for example, PGL, these adults must not be included in any academy supervision ratios. External adults must not replace the role fulfilled by visit staff and, as such, pupils must not be left unsupervised with these adults.
- 13.5 Any member of staff or volunteer whose child is a pupil at the academy and is taking part in the visit should not be supervising the group that their child is in. Please note, this does not relate to situations where a parent/carers is accompanying the visit specifically to accompany their child, and the parent/carers has not been included within the supervision ratios. No member of staff or volunteer is allowed to take their own child (who is not a pupil taking part in the visit) on the visit, unless this has been permitted by the Academy Headteacher.

## **14 Equipment and Clothing**

- 14.1 The Visit Leader is responsible for indicating to parents/carers and pupils the clothing and equipment which is deemed necessary or appropriate for the visit, paying particular attention to current advice in respect of weather conditions, for example protection from over exposure to the sun.
- 14.2 For a visit that is required by the curriculum, the academy is responsible for ensuring that any specialist equipment needed for the visit is provided to pupils without charge.
- 14.3 For non-curriculum visits where specialist equipment is required, for example, ski boots, the academy must set out to parents/carers what equipment is needed and the possible options for obtaining these items. For example, there may be a hire charge that can be paid by parents/carers. The academy should also be clear in any communication what equipment is mandatory for the visit, and what equipment is recommended/optional. Parents/carers will be responsible for covering the cost of these items (both mandatory and optional).
- 14.4 Sufficient notice should be given to parents/carers with regards to clothing/equipment requirements, to ensure pupils are appropriately prepared for the visit.
- 14.5 The Visit Leader is responsible for ensuring that equipment guidelines laid down for specific activities are adhered to. The Visit Leader has the right to refuse participation to any pupil refusing to comply with equipment guidelines or whom they feel is improperly equipped/dressed.

## **15 Insurance**

- 15.1 The Visit Leader is responsible for checking with the Academy Headteacher and the Estates and Procurement Team, that the academy's insurance policy covers the specific requirements of the visit. If this is not the case, the Visit Leader, through the Academy Headteacher and the Estates and Procurement Team, must ensure that appropriate additional insurance is taken out.
- 15.2 The Visit Leader must be aware of the required procedures in the event of a claim and is responsible for taking the necessary action.
- 15.3 The Visit Leader should make parents/carers aware that high value personal items are unlikely to be covered by the insurance policy, so if pupils wish to take such items (which is not generally advised) then parents/carers may wish to take out separate personal insurance. Pupils are responsible for any high value items they take.

## **16 Transport**

- 16.1 Minibuses – Please refer to HS3 Transport and Vehicles Policy.
- 16.2 Hired transport – only reputable companies should be used. Seat belts should be provided and worn at all times. The pupils' conduct and behaviour are the responsibility of the accompanying staff. The highest standards of conduct are expected.
- 16.3 Private use of cars - Extreme caution should be exercised over the use of private cars, both of parents/carers and staff. Where such transport is to be used, the Visit Leader must be confident that vehicles and drivers are legal. Any member of staff transporting pupils, including where private vehicles are used, would be expected to undergo a basic driver assessment (carried out in-house). The following details need to be current:
- valid full driving licence, covering the class of vehicle used;
  - vehicle road fund licence and MOT certificate; and
  - vehicle insurance valid for carrying passengers on a school off-site visit.
- 16.4 If the driver has any penalty points on their licence, approval must be sought from the Academy Headteacher to drive the minibus or any personal vehicle used to transport children. Visit Leaders must ensure this is recorded within their visit paperwork.
- 16.5 Where staff offer their services, they must sign a declaration that they have appropriate insurance cover (for their personal vehicle) for conveying pupils during the course of their professional duties and that the vehicle is in a roadworthy and serviceable condition, with a valid MOT.
- 16.6 The Visit Leader must confirm with the Academy EVC that all staff who may be required to drive are eligible for the terms of the Trust's insurance policy, and hold the appropriate entitlement(s) on their licence. To be eligible, staff must:
- hold a valid full driving licence, covering the class of vehicle used;
  - be over 21; and
  - have undertaken the academy driving assessment.
- 16.7 Parents/carers should not be reimbursed for the use of their vehicle.
- 16.8 If staff wish to claim expenses and/or mileage this must be done in line with F1 Trust Policy for Reclaim of Business Travel and Expenses.
- 16.9 Parents/Carers must always be informed if it is intended to use private transport to convey their children. If an objection is raised, suitable alternative transport should be provided where it is reasonably practicable to do so. In extreme

cases, a pupil may have to be found a suitable alternative activity in the Academy if a parent/carer does not wish for their child to be conveyed in a private vehicle.

## **17 Charging**

- 17.1 The academy should not impose a charge for any visit that occurs during the academy day. However, it is permissible to ask for a voluntary contribution. Parents/carers should be made aware that the contribution is not compulsory, and the children of parents/carers who do not contribute will not be discriminated against.
- 17.2 It is not acceptable to ask parents/carers to contribute more than the minimum amount in order to subsidise those pupils whose parents/carers have not contributed. As a last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.
- 17.3 The academy may, however, charge parents/carers for board and lodgings on residential visits as well as the full costs when a visit is deemed to be an 'optional extra', for example:
- falls wholly or mainly outside school hours;
  - does not form part of the National Curriculum;
  - is not part of a syllabus towards a Prescribed Public Examination; and
  - is not in scope of the statutory requirements relating to religious education.

Therefore, a skiing holiday during the academy holidays would be an optional extra. Charging parents/carers for an optional extra visit may not include an element of subsidy in respect of other pupils whose families do not meet the full charge.

- 17.4 On residential visits which are not optional extras, or which take place during academy hours, some parents/carers may have board and lodging costs remitted. These are parents in receipt of Income Support, Income-Based Jobseekers' Allowance, Family Credit or Disability Working Allowance.
- 17.5 All accounts must be kept accurately and must be available for inspection within the Finance Department. In the event that the income for a trip exceeds the expenditure, the surplus will remain in the General Academy Fund unless the amount equals or exceeds £5.00 per pupil in which case refunds are issued to parents/carers. More detailed instructions on this issue are contained in the Trust Finance Manual.

## **18 Visits Organised by a Third Party**

- 18.1 Staff must be sure that a package deal is appropriate to the needs of the academy and that there is sufficient insurance cover. If necessary, additional appropriate cover should be bought. Parents/carers should always be informed of the amount of insurance cover available through the agent. If the journey is abroad, the company must be able to refund costs of repatriation in the event of insolvency and to provide for the return of advance payments.
- 18.2 Visit Leaders should look for the following when looking to organise a visit in this way:
- ATOL agencies will have such cover (as recommended in 18.1)
  - SAGTA is an independent association complying with a members' code of good practice and safety rules; and
  - ABTA is a bonded association insuring against insolvency.

## **19 First Letter to Parents/Carers**

- 19.1 Parents/carers must always be made aware when their children are leaving the academy site. In certain circumstances, parents/carers may wish to exercise their right to refuse to allow their child to take part in a visit. Under such circumstances, the academy must make alternative arrangements to ensure that the National Curriculum work that was being developed during the visit is made available in another form to the pupil in the academy. The refusal of the parent/carer to allow the child to take part does not offer the opportunity for a day off, and alternative arrangements must be made to ensure continuity of the individual educational experience.
- 19.2 Letter templates are available for staff on SharePoint (Compliance). Further information specific to the visit may need to be added into the template, e.g. If private transport is being used, information about meetings regarding the visit, etc.
- 19.3 A draft, typed letter should be sent to the EVC or responsible member of staff for approval; if agreed, then the letter is printed on academy paper and sent to parents/carers.

## **20 In Loco Parentis**

- 20.1 Every member of staff (or adult included within the supervision ratios) who accompanies a visit must act 'in loco parentis' at all times. Where parent/carer consent is not covered by the pupil's Admission Form, consent will be sought for each visit.
- 20.2 Pupils need to be supervised with great care – for overnight visits, staff are responsible 24 hours a day.

- 20.3 For Secondary visits it may be that pupils are allowed unsupervised time (at the discretion of the Visit Leader). If pupils are to be on their own without direct staff supervision for any length of time, parents/carers should be notified in advance and permission for this to occur must be sought. Pupils must be in pairs (at least) during unsupervised time.
- 20.4 In an emergency visit staff should act as if they were the parent/carer; however, where possible staff should consult with parents/carers, other staff and/or emergency service staff before taking action.
- 20.5 The letter sent to parents/carers will either identify that the contact and medical information stored on the academy's management system will be used for each visit or parents/carers will be asked to enter the required information through the ParentPay system. The letter will make it clear that it is the responsibility of the parent/carer to inform the academy as soon as possible in the event that any of details change so that the Visit Leader has up-to-date information with them on the visit.

## **21 Collection of Money**

- 21.1 The visit leader must obtain approval from the Finance Team before the visit can be approved. Once the visit has been approved (the Visit Leader will receive an email containing a budget code), Finance will set up a dedicated account within the academy account for the visit. Money for the visit cannot be accepted by the academy without this account being in place.
- 21.2 The visit leader must adhere to the academy's procedures for payment of, and collection of, money but the following points must be taken into account:
- a record of payments taken must be kept by each academy (detailing how much money was collected, for which pupil, for which visit and the date the money was collected) and receipts must be issued to pupils and parents/carers for any monies collected; and
  - for collection of large sums paid in instalments a payment plan must be followed and it is the visit leader's responsibility to chase any late payments.
- 21.3 All financial transactions should go through the visit account – personal accounts must never be used. Under no circumstances is it permissible to take money off the premises, open a separate account outside the academy or pay any money into a personal account. All of these are considered "gross misconduct" and are dismissible offences.

## **22 Final Letter to Parents/Carers (if required)**

- 22.1 This should outline any final travel details, itinerary and special requirements.



- 22.2 If the visit is abroad and/or residential, a parent/carers meeting must be held before departure. If staff are hosting a visit which is UK-based and non-residential but feel it is necessary or advantageous that a parent/carers meeting should be held then this can be arranged.
- 22.3 A meeting must be held with all pupils just before the visit to give final details and to make clear exactly what the expectations are in terms of their behaviour and what the consequences of any misdemeanours will be. This can be organised at the same time as the parent/carers meeting. If held separately to the parent/career meeting, it is advisable to document that this meeting will take place and what the expectations are in the final letter to parents/carers so that the message is consistent.

## **23 Final Checks**

- 23.1 Confirm staff cover details with the member of staff responsible for Staff Cover. Staff accompanying a visit **MUST** set appropriate work for all classes; this should be set in line with the academy's procedures. Staff must also arrange for their duties/extra-curricular responsibilities to be covered.

## **24 Visit Leader - Responsibilities**

- 24.1 Prior to any visit departing the visit leader must ensure that:
- a preliminary visit has been conducted (if possible). See Section 8 for more information;
  - allocation of pupil places (if applicable) has been fair and without discrimination. Checks must be done to identify if pupils have been on previous visits or have applied and been unsuccessful;
  - they engage regularly with SLT (and Heads of Year if appropriate) to ensure that all pupils remain eligible to take part in the visit;
  - any third party used as part of the visit, e.g., coach company, activity centre, accommodation, must have been checked by the Visit Leader to ensure that they carry the necessary certification/insurance/safeguarding checks/qualifications/quality mark/licence. At no point must a company be used which does not meet the appropriate standards;
  - an emergency contact at the academy has been identified. This is normally the Academy EVC, but it can be a different member of staff (normally a member of SLT) if necessary. The Visit Leader must have a contact number for the emergency contact and this number must also be given to parents/carers. The emergency contact must be available for the duration of the visit. If required, there may be more than one emergency contact;
  - they are aware of all insurance information, including medical insurance, and that they have a copy of any key details, e.g., emergency telephone numbers;



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- a visit phone is available for the duration of the visit. If appropriate, the number for this phone should be communicated to parents/carers in advance of the visit and ideally should be given to pupils on the visit in the event of a separation or an emergency. As part of the risk assessment Visit Leaders should consider whether it is necessary for additional members of staff to also have a visit phone. If it is not deemed appropriate for parents/carers to contact the visit leader during the visit then an alternative communication plan must be put in place. This should be agreed with the Academy EVC and should be communicated to parents/carers prior to the visit departing;
  - a register of pupils taking part in the visit is sent to all staff, including those with responsibility for attendance, prior to the visit's departure. If any pupil is unable to take part in the visit the attendance staff and the Academy EVC must be informed. This can either be done by informing the academy reception or by contacting the EVC (or the emergency contact if this is not the EVC) directly;
  - cover is arranged for any staff taking part in the visit;
  - they are aware of any safeguarding concerns which might affect any pupil taking part in the visit. The Visit Leader must liaise with, and take advice from, the Academy's Designated Safeguarding Lead (DSL) to ensure the pupil is adequately safeguarded whilst on the visit. Safeguarding considerations may need to form part of the main visit risk assessment, however, individual pupil risk assessments may also be needed. The DSL will advise the Visit Leader on anything which must remain confidential and what staff accompanying the visit need to know;
  - they are aware of any pupil taking part in the visit who is classified as special education needs (SEN) or has a disability (SEND). The visit leader should seek advice from the Academy SENCO to ensure appropriate support is in place for the visit;
  - the relevant academy staff are aware of the visit. This could include reception staff (who need to know dates and times), Site Staff (as the site may need to be opened/closed for the visit to depart or return) and the academy catering team (particularly if large numbers of pupils are involved which will affect service/FSM provision on that day);
  - the necessary first aid provisions are available (see section 25) and
  - establish a 'numbering-off' register or similar – and make regular checks, e.g., before moving to a different location.
- 24.2 The Visit Leader is also responsible for setting the rules and behaviour expectations for the visit. Please see Section 25 for further information.
- 24.3 The Visit Leader is responsible for ensuring that pupils and staff are adequately safeguarded at all times whilst on the visit. For example, the Visit Leader must ensure that suitable changing facilities are provided if required and sleeping

arrangements are appropriate. Please see SW5 Safeguarding and Child Protection Policy for further information.

- 24.4 In the event that a safeguarding incident occurs during the visit, the Visit Leader and visit staff should report any concerns immediately to the Academy DSL, even if a member of staff on the visit is part of the safeguarding team. The Academy DSL will then support visit staff with next steps, ensuring appropriate action is taken. The Trust DSL can be contacted in the event that the Academy DSL is not available.
- 24.5 If staff have a concern about an adult working with one of the Trust's children whilst on an educational visit, they must report this to the Academy Headteacher or the Trust DSL immediately, in line with the procedures set out in HR24 Allegations of Abuse Made Against Adults Policy.
- 24.6 The Visit Leader must ensure that staff conduct themselves in a professional manner at all times whilst on the visit, in line with HR29 Code of Conduct.

#### Visit documents and data protection

- 24.7 For the duration of the visit, the Visit Leader must have access to the following documents:
- if required, pupil consent forms;
  - pupil risk assessments (behaviour, medical and/or safeguarding);
  - emergency contact information;
  - medical risk assessment;
  - visit risk assessment; and
  - Critical Incident & Business Continuity Plan – portable version for visits.
- 24.8 If pupils are divided into groups for the purpose of the visit, then each group leader must also have access to the relevant documents for their group. At all times, however, the Visit Leader must consider the way in which confidential pupil information is shared with staff – they may wish to involve parents/carers and the pupil in this process if necessary.
- 24.9 For data security, during the visit best practice is for the Visit Leader to access these documents electronically on a Trust-owned device (to ensure the appropriate authentication/security measures are in place). Visit Leaders should be aware, however, that for residential visits abroad, consent forms must be taken in paper form.
- 24.10 The Visit Leader must ensure that the emergency contact back at the academy has access to any documents relating to the visit.

24.11 Where paper copies are taken, the Visit Leader is responsible for:

- maintaining the data security of the documents at all times, in line with HR6 Data Protection Policy, UK-GDPR and the Data Protection Act 2018; and
- ensuring they are returned to the academy reception for confidential disposal following the visit (please see Section 28 for further information).

## **25 Behaviour expectations**

25.1 In the event that a pupil is not permitted to go on an educational visit due to behaviour and safety concerns, the Academy Headteacher (or a nominated Deputy) will make the final decision.

25.2 All visits will be conducted according to the Trust's SW4 Student Behaviour and Discipline Policy. Clear instructions should be given to pupils at all times. Matters of what to do if lost, meeting times and places, expectations of standards of behaviour and dress and sanctions and warnings of any hazards that can be foreseen must all be made clear to all pupils on the visit.

25.3 The Visit Leader should establish clear rules and expectations for the visit, which are known and understood by staff, parents/carers and pupils. Although each visit may be different, the following key points should be in place for all visits:

- pupils are not permitted to drink alcohol and/or take illegal/banned substances;
- pupils are not permitted to bring banned items on the visit (for foreign visits, pupils must respect the laws of the country they are visiting and not bring any item that is illegal in the country they are visiting). See SW4 Student Behaviour and Discipline Policy for more information;
- whilst on the visit (particularly visits abroad where laws/regulations may be different to the UK) pupils are not permitted to purchase items that are illegal in the UK and/or may violate customs laws;
- pupils are not permitted to smoke and/or vape;
- chewing gum is not permitted;
- no child is to be left on their own, e.g., at a motorway service stop;
- a curfew should be established at nighttime (if applicable); and
- equipment/clothes should be appropriate to the activities being undertaken.

25.4 In the event that a behaviour incident occurs whilst on the visit, the Visit Leader and visit staff should manage it. However, if a serious incident occurs, or the Visit Leader requires guidance/support, then they should contact the member of SLT at the academy with responsibility for behaviour to discuss next steps. In the event that the behaviour lead is unavailable, the Visit Leader should contact the emergency contact for the visit.

## **26 First Aid/Medication**

26.1 A First Aid box should be readily available during the course of an off-site visit and a first aider should accompany the visit. If the visit involves more than one vehicle, e.g., coaches, then a First Aid box should be available on each vehicle. A visit can only go ahead without an accompanying first aider if the Academy Headteacher has given approval for this to happen. However, in these instances Visit Leaders must be confident that pupil (and staff) medical needs can be met if necessary.

26.2 In line with HS2 Medical Treatment Policy, medicines should be kept securely by a nominated member of staff and a record kept of when these are taken/administered. However, it is important that the pupil knows where their medication is (and who it is stored with) should they need to access it. It will not be appropriate in all cases for medication to be kept by a member of staff, as there will be cases where the pupil should be in possession of their medication, e.g., an inhaler.

If a pupil is required to carry an 'epi-pen' (if they suffer from a severe allergy), this should also be carried by the pupil (although a member of staff should know where the pupil stores it in the event of an emergency). The Visit Leader (or nominated individual) must also carry a spare epi-pen along with instructions and permission to administer the drug in case of emergency. In most cases, the academy normally holds spare medication and instructions for use, but it will be the responsibility of the Visit Leader to ensure they have these.

26.3 Medical conditions must be considered as part of the risk assessment and the medical risk assessment.

26.4 If a pupil participating in the visit has a complex medical need, then it may be appropriate for the Visit Leader to meet with the pupil and a parent/carers to ensure that appropriate support can be put in place on the visit.

## **27 Fire**

27.1 The Visit Leader of any visit is responsible for ensuring that action in the event of fire is clearly indicated throughout the premises and must bring procedures to the attention of staff and pupils. For residential visits, the Visit Leader must also check that escape routes from sleeping accommodation are clearly indicated and operative and understood by staff and pupils. A drill may be carried out if the Visit Leader feels it is necessary.

27.2 If any pupil requires help evacuating the Visit Leader must have incorporated this into their risk assessment (or medical risk assessment) and the nominated member(s) of staff must be aware of their responsibilities.

- 27.3 All UK non-domestic residential and commercial premises should have a current Fire Risk Assessment in place with appropriate fire routine notices. The Visit Leader must identify these, explain them to members of the group and make sure they are understood.
- 27.4 The Visit Leader must obtain advice from the management on the means of escape available from the premises, including safe refuges, and investigate all means of escape to ensure that they are adequate and unobstructed. Visit Leaders must be confident that, in the event of an emergency, pupils can evacuate locked bedrooms from the inside and any locked external doors can be opened from within (e.g., they have suitable crash escape bars).
- 27.5 The Visit Leader must familiarise themselves and those in their charge with the alternative escape routes by physically checking them. The whole party should have a fire briefing which identifies the location of the assembly points, describes the sound of the alarm (if a drill is not possible) and the actions that the Visit Leader/group leaders may take if possible, e.g., knocking on doors to ensure pupils are awake.
- 27.6 The Visit Leader must check on fire alarm call positions. For a residential visit, they must ensure that each member of the group knows where the nearest call point is located in relation to their room, and if possible arrange for the alarm system to be tested so that the members of the group can recognise the alarm. If the Visit Leader's room is too far from other members of the group or from an escape staircase or escape route, insist on being moved or changes made.
- 27.7 In the event of a fire:
- the visit leader must give priority to the evacuation of persons in their group and on checking that all are accounted for;
  - do not use the lift;
  - If the fire alarm sounds, all members of the group must proceed in a calm and orderly manner to the pre-arranged assembly point;
  - if it is safe to do so, the Visit Leader must check that those in their group have heard the alarm and are evacuating the premises;
  - check that all persons are accounted for, by carrying out the full roll call as soon as possible at the assembly point;
  - if any members of the group are found to be missing on roll call, report them immediately and without fail to the fire officer/warden in charge at the scene; and
  - on no account should the Visit Leader or any member of their group re-enter the premises to locate or attempt to rescue missing persons after carrying out the procedure above.

- 27.8 Special precautions against fire are necessary at standing camps, particularly during periods of dry, hot weather. The Visit Leader must ensure that procedures are established with regards to conduct in the event of fire.

## **28 On Return**

- 28.1 When returning out of academy hours, staff should ensure that pupils are collected by their parents/carers/a nominated individual. Two members of staff must remain until all pupils have been collected. Staff may, with permission from parents/carers, allow a child to leave site alone. However, this will need to be agreed with the EVC in advance of consent being sought from parents/carers.
- 28.2 The Visit Leader must also ensure that they:
- settle any bills and hand over any receipts to Finance. The Visit Leader is responsible for accounting for (and evidencing) any money spent;
  - any claims for petty cash should be made to Finance with the appropriate form (from Finance). Receipts must be attached to any claim;
  - write up any letters of thanks, insurance claims, and return any borrowed equipment or kit;
  - make a verbal report to the EVC – a written report may be asked for;
  - arrange reports from pupils, if necessary, with follow-up work;
  - ensure visit paperwork is returned appropriately (as set out below); and
  - report any accidents, incidents or near-misses through the Federation Portal.
- 28.3 A list containing the names of staff and pupils who attended the visit, the date of the visit and the location(s) visited should be given to the Academy EVC and the Academy Finance Partner who must keep this information in line with HR33 Records Management Policy.
- 28.4 Records of medicine which has been administered should be kept on the individual pupil's file.
- 28.5 If there has been an accident or incident on the visit or an area of concern, e.g., a behaviour incident, then any records relating to these should be handed to the Academy EVC or an appropriate member of SLT, who will store them in line with HR33 Records Management Policy. Any safeguarding records should sit with the Academy DSL.
- 28.6 All other information from the visit can be deleted (if held electronically) or paper copies should be shredded/disposed of in confidential waste.



- 28.7 It is advisable to put the visit risk assessment onto the appropriate SharePoint Portal, as this can be adapted for future repeat visits.

## **29 Specifics Regarding Foreign Travel**

- 29.1 Meticulous planning is of paramount importance and no element should be taken for granted. Parents/carers should be kept informed as comprehensively and early as possible. Information should be conveyed by letter and a meeting held where parents/carers can attend to ask any questions that they feel are necessary.
- 29.2 The information sent in a letter should include the following details in addition to those relevant to all visits:
- the cost of the trip with a breakdown of what is included e.g. travel, accommodation, insurance etc;
  - any extra costs such as spending money should be made clear;
  - a timetable outlining the payment deadlines and when final payment is due; and
  - arrangements for distribution of spending money should be explained (if any).
- 29.3 Parents/carers should be provided with full details of all travel insurance taken out and any documentation that is required from parents/carers.
- 29.4 The Visit Leader should ensure that UK government guidance is followed in terms of advising parents/carers (and staff) on the requirement for health insurance for the visit.
- 29.5 Young people should travel on their own passports if possible. Parents/carers should be aware that all visit bookings must be made in the name stated in the child's passport. However, it is possible for a collective (group) passport to be used for visits to certain European countries (if pupils are staying in the same place). Visit leaders must be aware of the following if they wish to use a group passport:
- only 'British Nationals' and children who will be under the age of 18 by the end of the trip are permitted to travel on a collective passport. Therefore, the visit leader must ensure that parents/carers are issued with the correct information and arrangements are made for non-British Nationals/pupils over the age of 18 to be able to travel;
  - if pupils are staying in different places then they will all need to travel on their own individual passports;
  - it can take at least 6 weeks to issue collective passports;



- a group leader must be named on the passport – the passport is invalid if the group leader cannot travel (but if a deputy leader is named on the application, they can take over); and
  - the group leader (and deputy if applicable) must be aged 21 or over, be a British Citizen with a British passport and be a UK resident.
- 29.6 It is the Visit Leader's responsibility to ensure that any travel requirements for the country being visited, e.g., Visas, are all complied with. Visit Leaders should be aware that, if travelling on a collective passport, a visa might be needed, even if a visa is not needed when travelling on an individual passport.
- 29.7 Staff and pupils must be informed of regulations about bringing goods through Customs.
- 29.8 Whilst most group insurances cover luggage, there is normally an insurance excess for each claim. Therefore, it is not financially viable to claim for personal technology items that are broken or lost, e.g., cameras, music players. Pupils must be told that they take these items at their own risk.
- 29.9 Pupils, and parents/carers, must be told about what is acceptable and unacceptable to bring in their luggage. This can be done through directing pupils and parents/carers to the relevant government website and/or travel company website.
- 29.10 The organiser's provision should be explained to pupils and parents/carers. If pupils need a packed meal or money to buy a meal this should be specified. It is important that the Visit Leader is aware of any dietary requirements well in advance of the visit's departure as special arrangements may need to be made.
- 29.11 The Visit Leader must travel with paper copies of the pupils' consent forms. These must be carried by the Visit Leader at all times whilst on the visit.

### **30 Additional considerations in respect of foreign visits**

- 30.1 The Visit Leader should:
- ensure that all staff and pupils have a valid Global Health Insurance Card (GHIC) medical treatment card if travelling in the European Union;
  - find out where the nearest hospital emergency department is and the nearest doctor and dentist. Know the telephone number of the emergency services;
  - drinking water should be regarded with caution abroad and pupils should be advised to drink bottled water. Pupils should likewise be warned to be wary of dogs and cats and other animals, particularly strays;

- staff should give the pupils instruction on crossing roads and staff should supervise whenever possible. Bear in mind that sometimes pedestrians do not have right of way on foreign pedestrian crossings or cycle lanes. Crossing at traffic lights is preferable, but it is an offence to cross the road unless you have a green light. Traffic may also approach from the opposite direction to what British travellers are used to;
- staff should give instruction about foreign culture/beliefs to avoid embarrassment and potential difficulties. This is particularly important when travelling to a country where a practice that is legal in the UK is illegal in that country, for example, homosexuality;
- staff and pupils should be advised that electrical appliances e.g., hairdryers, mobile phone chargers, razors, etc. may require an adaptor because of the different sockets abroad and may not work abroad; and
- staff need to be aware of the potential difficulties they might encounter on a foreign visit if one or more of the pupils within the group identifies as transgender. Passport control needs to be considered, as well as the laws of the country being visited. The Visit Leader must take this into account when planning a visit, and should seek advice where necessary.

## **31 Policy Changes**

- 31.1 This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

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## **The Priory Federation of Academies Trust**

### **Educational Visits Policy**

This Policy has been approved by the Education & Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.