



## Alternative Provision Service

# EDUCATIONAL VISITS POLICY 2022

### Vision

To provide a high quality, personalised educational experience that meets learners' needs and leads to success for all.

### Mission

A positive and inclusive community where young people are encouraged to achieve high standards of progress and succeed in a supported, safe environment.

### Our Values / Principles

Individuals Aspirations Raised  
New Experiences  
Safety and Support  
Personalised Programmes  
Individuals Feeling Valued  
Respect  
Excellence in Learning

**Approved by:** PRU management Committee **Date:** 17<sup>th</sup> October 2022

**Last reviewed on:** 17<sup>th</sup> October 2022

**Next review due by:** October 2023

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## 1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences. They form an integral part of our approach to furthering our pupils' education and personal growth by teaching life skills and providing a foundation for lifelong learning.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- › Visits to places of interest in the local area
- › Day visits to places such as museums and other cultural and educational institutions
- › Sporting activities
- › Adventurous and recreational activities
- › Residential trips organised by the school

## 2. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2022](#)

## 3. Roles and responsibilities

### 3.1 Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the management committee to approve residential trips of more than 24 hours

### 3.2 The educational visits co-ordinator (EVC)

Each PACE and Launchpad teaching base has a named educational visits co-ordinator.

Teaching base	EVC
PACE	Beth Fearnley
Launchpad KS3	Patricia Furlong
Launchpad KS4	Bren Moss/Mark Costello
Launchpad Tuition	Sarah Vaughan

Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

### **3.2 Trip lead**

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- › Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- › Assign staff and volunteer roles, as needed
- › Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- › Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- › Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- › Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- › Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

### **3.3 Staff**

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- › Seek and obtain approval for all educational visits from the headteacher
- › Carry out any required risk assessments and work with the trip lead
- › Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- › Look out for the health and safety of themselves and those around them
- › Help manage pupil behaviour and discipline as required while on the visit
- › Share any concerns or worries with the trip lead and others, as appropriate

### **3.4 Parents and carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- › Provide all information required, such as emergency contact details and health/medicine information if applicable
- › Sign and return consent forms and any other documentation required in a timely manner
- › Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

### **3.5 Volunteers**

Volunteers attending school trips, including parent volunteers, agree to:

- › Follow the directions of staff and act accordingly
- › Behave appropriately and model good behaviour for pupils
- › Report any concerns to the trip lead or other staff present as soon as possible
- › Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

### 3.6 Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times. (See Behaviour Policy for details).

## 4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Teacher in Charge of the relevant teaching base, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our trip information form for the planning and approval of a visit (EV-A).

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the management committee.

Once the risk assessment has been approved by the headteacher, and the management committee where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

### 4.1. Inclusion

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All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

## 5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template which can be found in the staff 'Teams' channel and in **appendix 2**, and approved by the headteacher or relevant Teacher in Charge.

Existing risk assessments, which can be found in the staff 'Teams' channel or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the relevant Teacher in Charge.

### 5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found in the Health and Safety Policy in the staff 'Teams' channel and on the PACE and Launchpad website.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

### 5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures outlined in Safeguarding Policy, Behaviour Policy, Health and Safety Policy and Minibus Policy. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

### 5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## 7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 week before the proposed date of the trip. Communication will be via letter or email, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending. See appendix.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school. See appendix.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached. See appendix.

## 8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip

leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

## 9. Charging and insurance

We will follow our school's charging and remissions policy at all times.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

## 10. Residential visits

The headteacher, together with the management committee, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 week before the start of the trip
- All adults have had adequate safeguarding checks. Where appropriate this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 1 month before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements



- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

## 11. Review

This policy will be reviewed every 2 years by the headteacher. At every review, the policy will be shared with the full governing board.

## 12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan

# Form EV-A: Application for the Approval of Educational Visits



## Section 1: Low-risk visits during school hours – complete Sections 1 & 3 only.

**1. Purpose of visit or specific educational objectives:**

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**2. Places to be visited:**

**3. Dates and times:**

<b>Date of Departure:</b>		<b>Time:</b>	
<b>Date of Return:</b>		<b>Time:</b>	

**4. Transport arrangements:**

*Include the name of the transport/hire company*

*NB only 1 child per seat*

	<b>Minibus</b>	
	<b>Coach</b>	
	<b>Seatbelts</b>	

**5. Proposed cost or financial arrangements:**

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**6. Insurance arrangements for all members of the proposed party, including voluntary helpers:**

*(Include the name of the insurance company)*

<b>Insurance Cover:</b>		<b>Policy Number</b>	
<b>Address</b>			

**7. Details of the programme of activities; including any hazardous activity, evening events and associated arrangements and staffing.**

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**8. Names (in full), relevant experience, qualifications and specific responsibilities of staff and other adults accompanying the party:**


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**9. Existing knowledge of places to be visited and whether an exploratory visit is intended:**

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<b>10. Size and composition of the group:</b>					
<b>Age Range:</b>		<b>No. of Boys:</b>		<b>No. of Girls:</b>	
<b>Adult to pupil ratio:</b>		<b>Leader to participant ratio:</b>			
<b>11. Names of pupils with special educational or medical needs:</b>					
See Consent forms					
<b>Section 2: Only complete for higher-risk activities or visits outside school hours</b>					
<b>1. Organising company/agency/travel company (if any):</b>					
<i>Include license reference number if the body is registered with the Adventure Activities Licensing Authority (AALA).</i>					
<b>Name:</b>		<b>Tel No:</b>			
<b>Address</b>		<b>Licence No:</b>			
<b>2. Accommodation to be used:</b>					
<b>Accommodation Name:</b>					
<b>Address:</b>					
<b>Name of Head of Centre (if applicable):</b>		<b>Tel No:</b>			
<b>3. Name(s), address, and telephone number of the school contact person(s) at the home area who will hold all the information about the visit or journey incase of an emergency:</b>					
<b>Name</b>	<b>Address</b>			<b>Telephone</b>	
<b>Section 3: Approval (complete in all cases)</b>					
	<b>Signature:</b>	<b>Print Full Name:</b>	<b>Date:</b>		
<b>Group Leader</b>					
<b>Deputy Group Leader</b>					
<b>Please tick as appropriate:</b>					
<b>Attached</b>	Low Risk Educational Visit Risk Assessment				
	Specific Risk Assessment(s)				
<b>Consent:</b>	Covered by the Department for Education continuous consent				
	Parental consent obtained.				
	Covered by consent at start of school year				
	Parental consent to be obtained prior to visit				
<b>To be completed by Headteacher/and Chair of Governors as appropriate.</b>					
	<b>Signature:</b>	<b>Print Full Name:</b>	<b>Date:</b>		
<b>Headteacher</b>					

<b>Chair of Governors</b>			
		<i>Foreign or residential visits – copy to Director of CYPS for information</i>	

<b>Risk Assessment</b>				
<b>Activity or Site:</b>				
<b>Date of Assessment:</b>		<b>Approved by:</b>		<b>Review Date:</b>
<p>This risk assessment should be produced and read in conjunction with the relevant Corporate and Department Safety Procedures.          The assessment should be reviewed and maintained regularly.          Any significant change should be checked against the risk assessment and amended if necessary.</p>				
<p>List any relevant HSE or Industry guidance below. These should be used to consider if current control measures are adequate.</p>				
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>Current Control Measures</b>	<b>Any additional control measures required</b>	<b>Date Implemented</b>

## Appendix 3: template letter for parents/carers and consent form

This form is based on the Department for Education's [consent form for school trips and other off-site activities](#).

Parents and carers should sign and date the form and return it to the trip leader.

**Trip destination:**

**Trip date(s):**

I, \_\_\_\_\_, confirm that I am happy for my child, \_\_\_\_\_, to take part in the school trip to **[insert destination]**.

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.

### Contact information

I can be contacted using the following details:

Work telephone:

Home telephone:

E-mail address:

Alternatively, please contact \_\_\_\_\_. Their relationship with the pupil is \_\_\_\_\_

Work telephone:

Home telephone:

E-mail address:

The name and contact details of our family doctor are:

### Medical information

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them.

I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.

# Form EV-B: Parental Consent for a School Visit



St. Helens Council

## CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity

Name of child:

Date of birth:

### Please note the following important information before signing this form:

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
- All off-site activities for schools.
- Venues and Activities may need to change on the day due to adverse weather conditions or Covid restrictions.

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.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above\*

### Medical Information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

Signed:

Date:

Full Name (capitals):

This form covers consent for all off site activities for the duration of your child's time at the school/or for period of \_\_\_\_\_

# Form EV-C: Parental Consent for Medical Treatment



St. Helens Council

## Section 1: *Details of Visit*

### 1. Destination/s

### 3. Dates and times:

Date of Departure:

Time:

Date of Return:

Time:

## Section 2: *Medical Information about your child*

1. Does your child have any conditions requiring medical treatment, including medication?  
If YES provide details below:

YES

NO

2. Does your child have any allergies?  
If YES provide details below:

YES

NO

3. Does your child have any special dietary requirements?  
If YES provide details below:

YES

NO

4. Please outline below the type of pain relief medication your child may be given, if necessary:  
*Launchpad staff cannot give medication to students.*

5. Please outline below the details of any social, emotional or safeguarding concerns:



**Section 3: *Only complete for residential visits and educational exchanges***

<b>1. Has your child to the best of your knowledge been in contact with any contagious or infectious diseases OR suffered from anything in the last four weeks that may be contagious or infectious?</b> If YES provide details below:	<b>YES</b>	
	<b>NO</b>	

**2. When did your child last have a tetanus injection?**

**Section 4: *Declaration***

I will inform the Group Leader/Teacher in Charge as soon as possible of any changes in the medical or other circumstances between now and the commencement of the visit/activity.

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present.

I understand the extent and limitations of the insurance cover provided regarding medical treatment and possible repatriation.

I declare my child to be in good health and physically able to participate in any activities mentioned; subject to any agreed adjustments.

Name of Student:			
Date of Birth:			
Parent/Guardian Signature:		Date:	
Print full name:			

**Section 5: *Emergency Contact Numbers***

Prime Emergency Contact:		Secondary Emergency Contact:	
Name:		Name:	
Relationship to student:		Relationship to student:	
Work Telephone:		Work Telephone:	
Home Telephone:		Home Telephone:	
Mobile Telephone:		Mobile Telephone:	
Address:		Address: (If different)	

**Family Doctor**

Name:		Telephone:	
Address:			

