



DANES HILL SCHOOL

Educational Visits Policy

This policy applies to the Prep School and Pre Prep School

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1. Introduction

- 1.1 Danes Hill recognises the educational value of off-site visits and activities as an integral part of the curriculum. These visits provide students with unique learning experiences that cannot be replicated within the school premises. Visits and trips can directly support and stimulate curriculum learning or be provided to help support co-curricular objectives and the general social, cultural and spiritual development of Danes Hill pupils.
- 1.2 Educational visits cannot happen without the energy, commitment and professional skills of the staff involved. It is essential that the utmost care and attention is given to the planning and running of educational visits to ensure the safety of pupils and staff involved is fully protected. This policy is intended to help in the safe planning and execution of educational visits rather than put undue constraints on these activities.

2. Categories of Educational Visits

- 2.1 At Danes Hill we categories trips into 3 tiers:

Category 1: Non-Residential Day Trips (Passive):

For example, visits to historic sites, museums, galleries, theatres, farms (Passive activities)

Category 2: Non-Residential Day Trips (Active) & Residential (UK):

Any trips with overnight stay and/or day trips requiring a specific risk assessment, in addition to the standard risk assessment, for example:

- Geography Field Trips,
- Adventurous activities
- Sports fixture and residential tours
- Outdoor Education (e.g. Duke of Edinburgh) expeditions

Category 3: Overseas trips

Any trips that leave the UK.

3. Legal Framework and Other Policies

- 3.1 This Policy has been written with reference to National Guidance produced by the Outdoor Education Advisers Panel (OEAP). All staff organising and running trips, particularly those which carry a higher-level of risk are encouraged to use the National Guidance Website www.oeapng.info.
- 3.2 Safety is a top priority at Danes Hill. The legal framework for schools arranging educational visits involves compliance with various laws and regulations to ensure the safety and well-being of students and staff during off-site activities. These include:
- Health and Safety at Work Act (1974): highlighting the School's legal duty to ensure the health, safety, and welfare of both employees and students. This includes a

- requirement to assess risk to identify and mitigate hazards and the training of staff.
- Education Act (1996), updated in 2011: highlighting the School's statutory duty to provide a broad and balanced curriculum, which may include educational visits.
- Management of Health and Safety at Work Regulations (1992, 1999): highlighting the School's responsibility to report accidents and incidents, monitor procedures and practice; and employees' responsibility to co-operate with employers over safety matters, take reasonable care of their own and others health, safety and welfare and carry out activities in accordance with training.
- The Equality Act (2010): highlighting the School's responsibility to enable all pupils to be encouraged to take part in as wide a range of activities as possible irrespective of gender, religion, ethnicity, medical need or physical ability.
- Health and Safety on Educational Visits- DfE (2018)
- School Trips and Outdoor Learning Activities –HSE (2011)
- Driving School Minibuses –DfE (2013)

3.3 Danes Hill staff recognise the **legal duty of care** for the pupil in our care during educational visits. Each Visit Leader understands the requirement to act as a '**responsible parent**' would in looking after the children in their care and, as teachers, hold a higher standard of care as a 'reasonable profession'. Schools also have a '**non-delegable duty of care**' so even if the supervision and control of an activity is provided by a third party, Danes Hill cannot delegate our duty of care. Staff also have a responsibility to maintain order and discipline whether on School premises or on authorised activities elsewhere.

3.4 If there is an accident there are two types of law that need to be considered – *civil law* (the injured party seeks compensation for injuries, loss or damage by another party, such as a member of staff or the school) or *criminal law* (where society punishes the offender and looks beyond the accident to breaches of health & safety law).

3.5 For further information: <https://oeapng.info/guidance-documents> (National Guidance 3.4, 'underpinning legal framework').

3.6 This policy operates in conjunction with the following school policies:

- Complaints Procedure Policy
- Behaviour and Rewards Policy
- Health and Safety Policy
- First Aid Policy
- Minibus Policy
- Inclusive Education and Equal Opportunities Policy
- Staff Recruitment Policy
- Critical Incident Policy

4. Insurance

4.1 Danes Hill has appropriate insurance in place, which covers educational visits from remedying any non-conformity to liabilities, as listed below:

- Employers (Public) Liability Insurance.
- School Journey (Travel) Insurance medical/repatriation, personal liability
- Group Travel Insurance: covers most visits in the UK and overseas, including ski cover.
- Motor Policy: staff should be discouraged from using their own cars on educational visits, however there is cover under the school's policy as 'Occasional Business Use'.
- Package Travel Regulations (PTR): as our trips are offered *occasionally* on a *not-for-profit basis* for a *limited group* of travellers, we are exempt from the PTR. This has important implications when combining any of transport/accommodation/experience, as potentially providing a 'package', so staff should discuss with the operations Director or EVC.

5. Roles & Responsibilities

5.1 For further information: <https://oeapng.info/guidance-documents> (National Guidance 1a, Glossary and Definitions').

5.2 The Head bears ultimate responsibility for all educational visits in conjunction with the chair of governors, as part of the employer oversight of Health & Safety. The Head delegates some responsibilities for educational visits to the Educational Visits Co-ordinator (EVC).

5.3 The EVC role is mandatory in schools, at Danes Hill the EVC role is within the job description of the Deputy Head Organisation & Co-Curriculum (DHOCC). No educational visit can take place without the approval of the EVC. The EVC is supported in the role by the Educational Visit Administrator (EVA).

5.4 The roles and responsibilities relevant to educational visits at Danes Hill School are:

Head/Governing Body:

- Approves this policy and its implementation
- Ensures that this policy complies with the Equality Act 2010
- Ensures that educational trips and visits positively impact pupils' lives, teaching them new skills and providing new experiences
- Ensures the organisation has the procedures for managing health and safety on educational visits.
- Ensures that arrangements are in place for the Governing body to be informed of educational visits.
- Provides training, and resources for the EVC and staff.
- Is part of the critical incident management team, in the event of an emergency.

Educational Visits Coordinator (EVC):

- Acts as the focal point for the planning and approval of educational visits.
- Approves all educational visits.

- Keeps the Head and governing body up to date with the schedule of trips.
- Keeps up-to-date with OEAP guidance and ensures that staff are aware of and follow relevant OEAP guidelines.
- Ensures that all trips follow the STAGED approach, and all necessary risk assessments are conducted.
- Ensures that NOPs and an EAP exist and are shared with the relevant staff.
- Ensures that visits comply with staffing ratios are adequately staffed with an appropriately-experienced trip leader, assistant trip leader (in case required) and supporting staff (including first aid cover).
- Ensure that the trip leader has checked licenses and nationally accredited provider assurance schemes and, where reasonably practicably, visited the centre.
- Establishes lines of communication with staff for use during the visit – normal operating procedures and emergency action plan.
- Keep records of visits including evaluations, accident reports and monitor procedures and practice. Inform Head of the conclusions of evaluations.
- Checks with the Operations Director that the correct type of insurance is in place
- Liaises with the Outdoor Education and Offsite Visits Advisor at Surrey County Council to ensure that the trip gets signed off and all risks are taken into consideration.

Educational Visits Administrator (EVA):

- Assists the EVC in the planning stage of the educational visit and chases any outstanding information or paperwork
- Obtains venue risk assessments or provider statements, for the EVC. Please see appendix
- Obtains insurance paperwork from providers to ensure their compliance
- Books travel tickets.
- Collects parental consent forms and payments.
- Issues school mobile phones and first aid bags.
- Ensures staff are aware of emergency procedures with the EAP.
- Obtains parental consent after informing parents so that consent / refusal can be given based on an understanding of what the visit entails.
- Checks the visa requirements of the country to be visited and the travel status of our pupils.
- Checks that the trip leader has consulted with other Danes Hill stakeholders on medical, safeguarding and financial matters (checklist to be signed off by the EVC).

Visit Leader (VL):

- Initiates the process by submitting an outline approval form.
- Gets approval for the visit from the EVC, follows regulation and guidance.
- Works with the EVA in the organisation of the visit ensuring the checklist of actions have been completed.
- Conducts a thorough pre-trip risk assessment to ensure the health safety and well-being of students during the trip, in addition to dynamic risk assessments during the trip to consider local conditions or changes. This is completed in consultation with the rest of the trip team.
- Communicates with the parents regarding the details of the visit (environment, activities, itinerary, costs) via a letter and, where appropriate, by holding a pre-trip meeting.
- Obtain the necessary permissions (EVC to advise if specific permissions are required or if the visit is covered as part of the educational provision).
- Discuss choice of staff with the EVC (before informing those staff) including nominating a

deputy group leader who would be able to take over the role of the group leader should that person be incapacitated during the visit.

- Brief other staff and allocate tasks to ensure adequate staff supervision, including first aid cover, is available at all times and that all staff have details of special educational or medical needs of pupils.
- Prepare lists of pupils for school, school contact and staff on the visit with EVC. In almost all cases the staff on the visit should be able to get in touch with the school or the school contact throughout the duration of the visit.
- Inform the pupils of what is expected of them during the visit – most likely via a pre-trip meeting or assembly.
- Takes the lead during the visit to regularly brief the group of the risks and the measures in place to ensure their safety.
- Prepares an information booklet to be left at the school (one with the EVC, one with reception) contacting all information required in an emergency situation.
 - The itinerary and programme for the visit.
 - Contact telephone numbers for group leader.
 - Contact telephone number for venue (centre, school, gallery, theatre).
 - Contact names, addresses and telephone numbers of the parents / carers.
 - Parental Consent Forms.
 - Signed copy of the Risk assessment.

Visit Staff (VS)

- All staff should do their best to ensure the safety of everyone in the group (pupils and adults). Concerns should be referred to the group leader as soon as possible. If necessary, staff should consider stopping the activity or visit if they think that the risk to the health, safety or welfare of pupils in their charge is unacceptable. Sometimes, having an alternative plan in place may be useful if the weather or circumstances are unstable.
- Teachers and other adults on the visit should be clear about their roles and responsibilities and should follow the instructions of the GL and assist with the supervision and discipline of pupils.

Parents/Guardians:

- responsible for providing consent for their child to participate in educational visits and providing any relevant medical information.
- remind their children that school rules apply on educational visits.
- Be aware of the terms of cancellation.

7. Risk Management

7.1 Most human activity involves risk. It is impossible to deliver the educational outcomes that can be gained from a trip without the risk. Rather than eliminate the risk by stopping the educational visit, risk needs to be managed – the HSE recognise this. The VL acts in '*loco parentis*' with a duty of care to do all that is practically reasonable to take care of the pupils, and the School (as the employer) will support the member of staff in the event of an accident, provided they have exercised reasonable care and followed guidelines.

7.2 Prior to any educational visit, a comprehensive *risk assessment* will be conducted by the VL – this is a non-negotiable requirement. This assessment will identify potential risks (consequence x likelihood) and outline control measures to minimise or eliminate them, providing a written record of the risk management process. The risk assessment should be in the Danes Hill format (see risk assessment policy) and may have some generic features, however the VL should consider the specifics of their trip and the STAGED variables.

S - Staff: The EVC will consider the competence of the leader based on *experience* (previous trips, knowledge of location/pupils/activity), *qualifications* (visit leader training, first aid, language skills, activity-specific qualifications) and professional judgement (trust, assessment of risk).

T - Transport: The VL should consider the mode of transport and any subsequent implications (qualified drivers, stopping at services)

A - Activity: The activity must deliver the learning outcomes and, if outside providers are being used, they need to be quality-assured (certified provider e.g. 'LOtC' – Learning Outside the Classroom quality badge; 'AALA' – Adventurous Activities Licensing Authority) to ensure staff, policies and procedures are sound (NB. The school has a duty of care that is not transferable). Any specialist activities that require specialist kit need to be added to the kit list for the visit.

G – Group: Consideration of the groups make-up and dynamics needs to be considered including behaviour, medical, educational, emotional needs; this will inform roomings, staff ratios.

E – Environment: The environmental conditions that the trip need to be considered including rural vs urban, natural features (water, terrain), time of year (winter vs summer).

D - Distance: The proximity of the venue to the school and accessibility of emergency services.

7.3 The *assessment of risk*, however, is an on-going process with regular dynamic risk assessments throughout the trip. The control measures highlighted in the risk assessment need to be shared with all VS in pre-trip briefings and need to be implemented i.e., we do what we say on the ground. VL and VS should be prepared to revert to Plan B if the conditions change.

7.4 All risk assessments will be reviewed and approved by the EVC on behalf of the Head. A copy will be left with the information pack for reference during the visit.

7.5 Dane Hill bought into an SLA with the Surrey County Council for the Outdoor Educational and Offsite Visits Advisor services, which provides an additional layer of safety when balancing the risk-benefits of a higher risk educational visit (e.g. abroad trips and local trips with higher risks). Their services may be used on case-by-case basis.

8. Training and Competence

8.1 Danes Hill takes seriously the responsibility to ensure staff are training and confident in exercising their duties in delivering an exciting programme of educational visits.

8.2 The EVC and EVA must have an appropriate level of experience and training to discharge the principal functions of the role. This training should be biennial, ideally annually, through a recognised provider.

- 8.3 Danes Hill subscribes to the catalogue of courses offer by TES Develop. Any VL should complete the online course 'Risk Assessment for School Trip' <https://develop.tes.com/course/view.php?id=338> to enhance their understanding and confidence.
- 8.4 The key requirement for the VL is that they are accountable, confident and competent to lead the visit. This is not related to their post, or level within the organisation, nor is age a sign of experience. Competence is a combination of skills, judgement and understanding; they need to be knowledgeable about the group, the activity and environment.
- 8.5 Leading a trip is situational, and relevant experience is not necessarily gained by repeating the same trip multiple times – experience of a range of trips/activities in different conditions builds the competence of the staff. When looking at the make-up of the staff team a range of experienced, intermediate and novice trip participants should be considered – ideally before being a VL, and member of staff should have been a deputy on a similar trip.

9. Monitoring and Evaluation

- 9.1 The EVC has the primary responsibly for the monitoring and evaluation of educational visits, to facilitate the role of the Head in facilitating trips within Danes Hill.
- 9.2 Monitoring and Evaluation is necessary in order to:
- Deliver high-quality learning experiences.
 - Enable the celebration of successes.
 - Identify areas to improve & CPD requirements.
 - Help to keep Danes Hill pupils safe.
- 9.3 The EVC monitors that the procedures within this policy are followed, with involves checking and reviewing paperwork, as well as making field observations. The EVA also plays a role in supporting the VL through the process of organising the visit, monitoring progress through the required checklist of tasks.
- 9.4 Following the safe return of a trip, an evaluation is an important aid to plan future visits. The EVC will ask the VL to complete either a post-visit report and/or a discussion to review the trip. For any accidents that occurred during the trip, the VL or VS must complete an accident report form (see the H&S policy); a more detailed report will be required if an incident occurred that could have severe consequences to the welfare of any participant and/or failure of services offered by a provider.
- 9.5 Notes of meetings – for the purpose of monitoring and evaluating will be kept with the trip files as a record.
- 9.6 A record should be kept as evidence in the event of retrospective action against the School. The Limitation Act (1980) states that claims for personal injury, except in exceptional circumstances, need to be brought within 3 years of the date of the accident or of the date of knowledge of the person injured.

10. Emergency Procedures

- 10.1 Critical incidents on educational visits are rare but can happen. Effective planning means that the likelihood of a critical incident is reduced and, if they do happen, their impact is minimised.
- 10.2 Knowing what to do in an emergency will form part of the planning and preparation of the visit and will be discussed with the EVC.
- 10.3 The School's Critical Incident Plan should be applied to educational visits. The VL's first responsible is to summon the emergency services and ensure the safety of the group. When it is safe to do so, the EVC (or on-call member of the Exec Team) should be informed – maintaining open channels of communication. The Danes Hill Critical Incident telephone number **01372 849 299** must be saved by staff on their personal mobile phones and used in case of a critical incident. As soon as the critical incident is established, the call receiver will assume the role of the Incident Manager (Silver) and trigger the activation of the Incident Management Team, if required. The Incident Manager will appoint an Emergency Response Lead (ERL) at the site of the emergency and activate the telephone hotline or web briefing portal. A full record should be kept of the details that have emerged or are unfolding. The school's insurers should be contacted, and a copy of the necessary policies should be carried with the VL in their trip pack. Staff must not make any statements or post any information via any media channels. The School's Communication Plan and the Critical Incident Plan must be followed carefully. Pupils' use of social media or communications with home should be actively discouraged.
- 10.4 The EVC will be a key contact for staff during a visit and will be supplied, before departure, with an emergency contact list, including contact details for parents/guardians and emergency services. The VL will also carry this during the trip, as will the deputy VL (as appropriate).

11. Data Protection Issues

- 11.1 The preparation of off-site visits, particularly those where the visit planned will take place outside of the UK, should give due regard to the protection of both pupil and staff personal data.
- 11.2 Where it is necessary to send, to a travel agent or other organisation, data containing for example, pupil names, emergency contact details, dates of birth, medical information and passport data, etc, this should be sent securely to minimise the risk of a data breach and to ensure compliance with GDPR.
- 11.3 meeting must be arranged with the Data Protection Lead by the Visit Leader. The Data Protection Lead should be notified by the VL of the name of the travel agent or other organisation in advance of booking, so that an assessment can take place as to whether there are any privacy issues to be aware of. If there are any privacy issues, the Data Protection Officer will advise accordingly.
- 11.4 Staff should be trained in use of ISAMS teacher to enable them to contact parents from trip mobile.

12. Further Guidance for Staff

A. Staffing

12.1 The staff: pupil ratios recommended by the DfE & ISBA for off-site activities are:

- 1:6 for Years 1-3 (higher ratio for under 5, as per EYFS Statutory requirements)
- 1:10 for years 4-6
- 1:15/20 for Y7+ (larger ration permitted for Y11+)
- 1:10 for residential or overseas trips

12.2 These should be considered the minimum requirement. Where practicably reasonable, taking an additional member of staff to maintain a sufficient staff ratio in the event of an injury should be considered by the EVC and VL in the planning process. E.g. 1:10 + 1 for a residential trip.

B. Supervision

12.3 It is good practice to divide larger groups into subgroups to enhance the level of care given. Each adult should be made aware of the group of children they are supervising and any specific needs (medical/safeguarding) of those pupils. Each adult should have access to a full list of those taking part in the visit.

12.4 Headcounts should be frequent throughout the trip, especially when moving to a new location or boarding a mode of transport such as a coach/minibus. Regular briefings should take place, having taken into account observations following on-going dynamic risk assessment, to include rendezvous points, when appropriate.

12.5 The duty of care of staff extends to being able to respond in an emergency. All members of staff should abstain from alcohol consumption for the duration of the trip.

C. Code of Conduct

12.6 School rules apply during educational visits, which should form the basis of a code of conduct. Pupils should be reminded of the basic requirement of safeguarding and protecting the welfare of themselves and other travellers, as well as showing courtesy and consideration to members of the public to positively reflect and enhance Danes Hill's reputation.

12.7 As per the process of communication to parents/guardians, parents should be made aware that, in the unlikely event of a gross breach of the code of conduct/school rules, a pupil may be repatriated at the parent's expense.

D. Finance & Consent

12.8 The VL should work closely with the EVC and EVA, who will liaise with the Finance Team, regarding the financing of an educational visit.

12.9 If the trip involves an additional cost to the parent, consent should be sought. This communication should include any additional T&Cs concerning liabilities, responsibilities and refunds following a withdrawal from a trip.

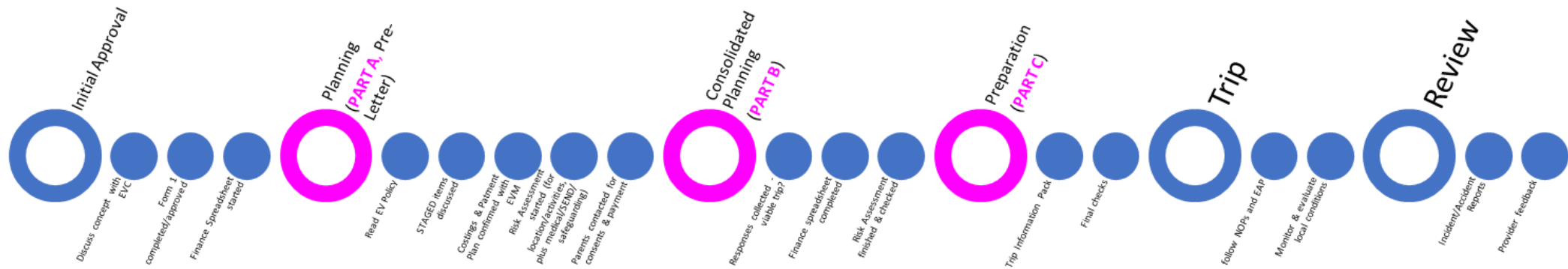
12.10 Educational Visits should be visible in the school calendar and parent should be notified in

advance if a pupil is selected for a sports fixture or is attending a trip during the school day. Trip that are part of the educational offering of Danes Hill are covering in the Terms & Conditions/Parent Contract and shouldn't require additional consent. Individual written consent is required if a trip:

- Extends beyond the normal day.
- Is residential or overseas.
- Involves collection from a different venue.
- Incurs additional cost.

12.11 Consent forms must be returned in good time, ideally no less than 3 days before the trip, and include emergency contact and medical details.

13. Checklist/Timeline



13.3 Stage 1: Approval Stage

13.3.1 For all Educational Visits, regardless of category, the Visit Leader (VL) should discuss the concept and outline proposal with the EVC. This must be done before communicating the intention to travel or committing any financial expenditure.

13.3.2 If not already completed, complete **FORM 1**: Initial Concept Approval. This will include:

- Trip Details (Purpose, Date and timings).
- Staffing Proposed (staff:ratio, specific skills needed).
- Transport requirements.
- Activities – identify any activities requiring additional risk assessment e.g., water-based or adventurous activities.
- Group - identify target Pupils (year group, gender, numbers).
- Environment – identify locations (active/passive) & conditions.
- Distance/Destination – identify any visa requirements for overseas trips.
- Outline costings & funding – parental contribution or departmental budget.

13.3.3 The VL should read the Educational Visits Policy, to satisfy the EVC of commitment to follow the procedures and guidance contained herein.

13.3.4 If approved, the EVC will inform the SLT and place it in the calendar. The VL can move onto the next stage (Planning).



FORM 1: Concept Form (Outline for Initial Approval)

Trip Name:	
Proposed Date/Term:	
Visit Leader (VL):	
Purpose:	
New or Existing Trip: (new, rolling/pre-approved; on the annual trip plan?)	
Timeline: (within notice period: 1 term/day-trips; 2 terms/residentials/2-3/overseas)	Y/N
Cost – outline (max): (to include tour operator costs/ food/ activities/ kit + 10% contingency)	
Nature of Trip: (Tour provider – y/n?)	
Duration: (days/nights, time out of school)	
Potential Risks: (All activities inc recreation, water-based/OAA; Pupils – SEND/Medical)	
Pupil: Staff Year group(s), gender, numbers, 10:1 +1 ratio)	
Destination: (visa requirement/ border regs/ travel advice)	
Other Considerations: inspection visits, parent info evening, tour operator, activity centre license, insurances, consent, schedule of parents' letters.	
EVC Approval to move to Planning Stage	Signed: Date: <input type="checkbox"/> Add to annual Trips schedule
NEXT STAGES:	Move on to PART A of the Planning Sheet (FORM 2) <input type="checkbox"/> Read EV Policy <input type="checkbox"/> Finance Spreadsheet with EVM <input type="checkbox"/> Parent Interest Letter to EVM

13.4 Stage 2: Planning & Preparation Stage

13.4.1 The EVM will assist through the planning stage and help with preparation for final sign off by the EVC.

FORM 2 involves a Planning Sheet split into 3 Parts:

- A. Completed before a letter is sent to parents.
- B. Completed when the trip is confirmed as viable (sufficient numbers).
- C. Final Checks completed pre-trip (2 weeks prior)

FORM 2: Trips PLANNING SHEET



Trip Name:	Dates:	Please tick/sign off
Visit Leader (VL):	Initial meeting with EVC (Date):	
PART A: Pre-Letter to parents		
Read Educational Visits Policy available under All Staff SharePoint		
Complete the Risk Assessment document by using the Generic RA - Rename and Amend.docx and adding any specific risks. Please do not overwrite the risk assessment.		
Pre-Trip Inspection – required? Y/N		
Financial plan started (Spreadsheet of costs and schedule of payments) – Complete with JM and signed off by EVM.		
Contact Parents for initial expressions of interest & deposit (Cat 2 & 3 only, 2 terms prior) – Sign off by EVC before sending.		
Staffing - Staff:pupil ratio - Staff names - Deputy VL? First Aider (taking into account the medical needs of the group) - Specific 1:1 needs		
Transport - Planes/Trains/Ferries/Coaches - Coach transfers/School Minibus		
Activities - Full list (including recreation) & license checks for centres providers		
Group - medical conditions/ pastoral needs/ SEND		
Environment: - Time of year - Sun/Sea/Sand/Mountains/City/Countryside - Proximity and accessibility of emergency services		
Destination - Foreign Office travel advice/vaccinations/visa requirements		
PART A – EVC sign off: <input type="checkbox"/> Letter to Parents (expressions of interest & deposit) <input type="checkbox"/> Proceed to PART B.		Signed: Date:

PART B: Consolidated Planning	
Letter Responses Collected <ul style="list-style-type: none"> - Viable Trip? - Final numbers. - Staff numbers required. 	
Bookings confirmed <ul style="list-style-type: none"> - Lists to providers to be encrypted 	
Financial Update/final costs:	
Risk assessment <ul style="list-style-type: none"> - Started in Part A – enhanced/completed in Part B. - Complete online course: 'Risk Assessment for School Trip' on TES Develop (VL only) https://develop.tes.com/course/view.php?id=338 - Including discuss Critical Incident Plan with EVC/EVM - Check by the Trips Advisor (Surrey Council) 	
Calendar Entry <ul style="list-style-type: none"> - Notice (Cat 2 & 3 only, 2 terms prior). 	
Further Details to parents: <ul style="list-style-type: none"> - Parent information evening. - Info letter – final payments/T&C (refund terms if withdraw)/consent (MSP). 	
PART B – EVC sign off: <input type="checkbox"/> Final payments collected and paid out. <input type="checkbox"/> Proceed to PART C.	Signed: Date:
PART C: 2 weeks before Trip	
Staff Briefing by VL <ul style="list-style-type: none"> - Sign risk assessment - Groupings (inc SEND/Pastoral/medical needs) - Pupils & control measures 	
Additional equipment needs: <ul style="list-style-type: none"> - School phone/currency/ first aid bags/ medicines 	
Financial checks: <ul style="list-style-type: none"> - Reminder about expenses (within 2 weeks of return) 	
Parent Liaison: <ul style="list-style-type: none"> - OneDrive set up for sharing photos. - Means for daily updates (iSAMS message). 	
Catering: <ul style="list-style-type: none"> - Packed lunches. 	
Exec Team Lead (24/7 cover)	
Information Pack (itinerary, contact details, pupil lists, critical incident card, insurance details) <ul style="list-style-type: none"> - For VL & dVL (on trip), EVC, EVM, SLT (at school) 	
PART C – Final Sign-off (EVC):	Signed: Date:

As a summary, these areas are required

	Category 1 (Day Trip, Passive venue)	Category 2 (UK Residential/ Day Trip, Active venue)	Category 3 Overseas
Minimum Notice/Planning	1 term	2 terms	3 terms
Read Educational Visits Policy			
VL to complete the 'Risk Assessment for School Trip' on TES Develop https://develop.tes.com/course/view.php?id=338			
Meet with EVA			
Organise pre-trip inspection of the venue (to be included in financial planning)			
Financial plan – costing calculated, including: <ul style="list-style-type: none"> – entrance/activity charges, transport, staff places, specialist insurance (for adventurous activities), food, accommodation (for cat 2 & 3), additional items (kit). – contingency (min 10% of overall budget) & inspection visits. – Schedule of charges, via school bill vs separate charge. 			
Contact Parents – Initial letter with expressions of interest & deposit (ideally 2 terms before departure): To include: <ul style="list-style-type: none"> – The purpose and aims of the trip. – Outline cost. – Specific requirement (visas, equipment). – Deadline for response, VL as point of contact. – Standardised T&Cs for trips (insurance details, cancellation terms, code of conduct & repatriation circumstances). To be obtained from EVC as letter 'sign off'. 			
Staffing <ul style="list-style-type: none"> – Finalise list of staff (VS) and arrange cover with DHA. – Identify Deputy Trip Leader (dVL), qualified first aiders, and specialist skills or qualifications, language skills. – Allocate subgroups & highlight pupils with specific needs (and associated staff training requirements). – If parents are used, arrange for a DBS disclosure if they have unsupervised responsibility (cat 1 			

only)			
T ransport – book transport trains/planes/ coaches (check safety features)			
A ctivities – for <u>all</u> activities within the trip (including recreation) <ul style="list-style-type: none"> – check generic trip risk assessments (adapt as necessary) – prepare specific risk assessments. – collect risk assessments/procedures from activity providers/centre licenses. – Check school's insurance covers all activities 			
G roup <ul style="list-style-type: none"> – Liaise with Medical Centre (MC) for medical conditions & medication, and allergies. – Liaise with Pastoral Team (DHP/Heads of Section/Heads of Year/SENCo) on any safeguarding/pastoral/SEND needs. – 			
E nvironment: Check generic trip risk assessments (adapt as necessary) <ul style="list-style-type: none"> – Time of year (weather, major event in area) – Room allocation (cat 2 & 3 trips) – Meeting places – Out of bounds 			
D estination <ul style="list-style-type: none"> – Check FCDO travel advice https://www.gov.uk/foreign-travel-advice – check vaccination requirements. – check visa requirements 			
Letter to Parents – Final details (ideally 1 term before departure) To be signed off by EVC. <ul style="list-style-type: none"> – Request details of changes to medical details or emergency contacts (if different to iSAMS). – Consent for trip – Kit list – Consent for specific activities on trip (including water-based and adventurous activities) – Cost of trip (or final payment if Cat 2/3) – Passport details & Visa Requirements (Cat 3 only) – Emergency contact process during the trip (SLT lead at the school, not VL). – Expected lines of communication in event of emergency/travel disruption 			
Parent information evening			
Staff Briefing by VL to discuss: <ul style="list-style-type: none"> – Groupings (inc specific pupil needs) – Risk management (control measures) – Opportunity to contribute 			

Data Protection: Meet with Data Protection Lead to discuss management of personal data. – During bookings – Whilst overseas			
Finance Update: – Finalise costs with tour company/agents. – A list of children going on the trip must be given to the accounts department (for billing) if not paid in advance. – Requests & arrangement made to collect any monies/foreign currency.			
Additional equipment needs: – School phone booked – for emergency use & pictures. – First aid bags & medicines			
Food – kitchen informed of need for packed lunches/absence from serving			
Discuss Critical Incident Plan with EVC & EVA			
Calendar Entry			
Exec Team Lead (24/7 cover)			
Trip Approval by AMu			

13.4 Stage 3: Preparation for Departure (Departure minus 1 week)

In the week up to departure, the VL should:

- Create the **Trip Information Pack** to be left with the EVC/Exec Lead (at base) and carried with the VL & dVL (at the venue)
 - Pupil list with emergency contact numbers, medical details.
 - Contact details of accommodation/tour company (if Cat 2/3)
 - Staff lists with contact details & next of kin.
 - Itinerary
 - Insurance details & emergency help line
 - Critical incident protocols
- Check the itinerary & bookings.
- Collect monies, foreign currency, school payment cards.
- Collect additional equipment – school phone/first aid bags/ medicines.

13.5 Stage 4: During the Trip

The focus on the trip is on the safety of the group & ensuring procedures are followed. Risk management on the trip becomes dynamic, whereby the VL has responsibility for the itinerary and amending in the event of any unforeseen circumstances.

Guidelines to consider during a visit:

- Start the trip well with a Pre-departure briefing – welcome, final checks & reminders.

- The VL, supported by the VS, set the standards of behaviour & ensure the pupils maintain school rules and abide by the code of conduct.
- Regular head counts & registers (as per the risk assessment) every time the group gets on/off a mode of transport and enters/leaves a venue.
- Ensure control measures are followed.
- Visual inspections of locations, activities and equipment (remember we have a non-delegable duty of care).
- Ensure supervision at all times, rotas agreed with staff for post-bedtime corridor checks.
- At accommodation check room locations (ideally together, not on ground floor), create rooming list, check fire procedures &, ideally, a mock fire drill.
- At hotel/restaurant pass on any special dietary requirements/allergies.
- Daily check-ins/staff meetings to feedback/plan ahead (especially cat 2/3 visits)
- Keep an account of expenditure & keep receipts.
- Keep passports safe, don't return to the pupils until they are on the school drive/at collection point.
- In the event of an injury or critical incident, keep detailed & accurate notes that log key information and rationales behind decisions taken.

13.6 Stage 5: Evaluation (on return)

The focus on return becomes reviewing the trip to inform future visits.

The Trip Leader will:

- Inform the Exec Team Lead of the safe return of the group (when all pupils have been collected).
- Give all accompanying staff the opportunity to feedback ahead of the evaluation meeting with the EVC.
- Complete evaluation form as Trip Leader as well as requesting another member of staff and a pupil on the trip to contribute their feedback.
- Complete accident reports for any injuries.
- Return school property - emergency phone, first aid bags.
- Arrange a post-trip meeting with the EVC & EVA to review the process.
- Write a report of the trip for social media.
- Complete any financial reports with final balance, returning any monies/payment cards. Enter detail of receipts on the Concur system *within 1 calendar week*.
- Consider writing a letter to the parents, thanking for their support and a brief summary of any highlights.
- Arrange for the return of money to the parents if the trip was underspent.

14. Incident Management

14.1 Incident Levels

In the event of an incident on an off-site educational visit decide on the level of seriousness of the incident and respond accordingly. The following guidance is given:

Level 1 Incident

A minor incident that can be dealt with by VS/VL and which does not need immediate referral, e.g., medical matters dealt with by the normal First Aid kit and most breaches of School rules. The consent form will include permissions to issue over the counter pain relief. The Visit may proceed. Some alterations to practical issues may be considered and implemented after a meeting of all staff supervising the Visit.

- ACTION: Visit continues, consider any practical alterations after meeting of staff. Inform upon return. If email contact is available, inform the SLT Lead/EVC, particularly if there are likely to be resultant health or disciplinary issues.

Level 2 Incident

An incident that involves outside agencies but does not threaten life or the continuation of the Visit. e.g. injury requiring hospitalisation of a student, police involvement, emergency services. There might be negative publicity elements associated with the incident.

- ACTION: Inform the EVC/SLT Lead as soon as possible by phone.

Level 3 Incident

An incident that involves a threat to life, personal safety, or continuation of the Visit. You are in need of assistance.

- ACTION: Ensure the safety of the group then, immediately, inform the EVC/SLT Lead. The Critical Incident Plan will be brought into action. Be prepared to answer a number of brief factual questions.

Emergency Action Plan (EAP)

See Appendix 1 & 2 for the Emergency Action Plan to be followed when responding to Level 2 & 3 incidents.

15. Conclusion

Danes Hill is committed to providing students with safe and enriching educational experiences through off-site visits. This policy, aligned with OEAP national guidance and the STAGED approach, ensures that all educational visits are well-planned, safe, and conducive to learning. This policy will be reviewed regularly to ensure its effectiveness and compliance with current best practices and legal requirements.

Appendix 1: Emergency Action Plan (EAP)

Immediate Action

- Establish the nature and extent of the emergency.
- Account for the entire party and protect them from immediate danger.
- Call emergency services and render first aid.

At the incident

- A. Remove remainder of party to safety and give reassurance and support.
 - B. Give emergency service details of the incident, including:
 - **Time of incident.**
 - **Details of injuries.**
 - **Number of injured.**
 - **Names of injured or missing.**
 - **Action taken.**
 - **Contact number for group leader.**
- (This will be repeated to the EVC or SLT)

Incident classification

Category	Criteria
Critical Incident (Contact any member of the Senior Leadership Team or Executive Group on the Danes Hill Emergency telephone number or on their mobiles)	Fatality
	Serious injury
	Aggressive trespass / Threat of aggressive trespass e.g. unauthorised visitor with knife
	Loss of building
	Loss of access to campus
	Significant Data breach or cyber attack
	Community Disturbance e.g. demonstration
	Bomb threat / suspicious package
Priority Incident (Contact the Operations Director)	Loss of utility (N/A on trips)
	Loss of IT (N/A on trips)
	Disruption to transportation
	Food poisoning, Norovirus –mass sickness, multiple small injuries (cuts and bruises)
	Severe weather
Routine	Minor or temporary disruption not expected to exceed 4 hours Minor injury or one single injury that is not serious.

- C. Call the EVC/SLT Lead or the Danes Hill emergency response number 01372 849 299 and provide information stated under point B above
- D. Follow the instructions given by the Incident Manager (Silver) and continue to write report of events, times and contacts while still fresh in the memory, if possible. (Including rationales

behind any decisions made). The guidance received from the Incident Manager (Silver) is likely to include:

- E. Restrict access by pupils to telephones. (The EVC/SLT Lead will contact parents).
- F. Ensure that a teacher accompanies pupils to hospital.
- G. One adult should remain at incident to liaise with emergency services. Advise other groups of the incident and ask them to return to base.
- H. Notify insurers which may include emergency assistance.
- I. Refer press to the school e.g., *"a statement will come from the school in due course"*. DO NOT make statements to the press, equally avoid saying "no comment".
- J. Legal liability should not be discussed.

REMEMBER: There is a whole community behind you; you are not on your own.

Contact at School (EVC/SLT Lead)

- A. Establish lines of communication and a **single point of contact** between Incident - group leader - school. EVC/School contact should call the critical incident telephone number which will be answered by a member of the Executive Group (and EVC if not first point of contact for that trip).
- B. Collate all information from the VL.
 - *Time of incident; Details of injuries; Number of injured; Names of injured or missing; Action taken.*
- C. EVC/Head will make contact with parents of those involved giving a full factual account of incident. For serious incidents, all the parents should be contacted in order to give reassurance.
- D. Determine whether a senior member of staff needs to go to the incident.
- E. Provide welfare support – arrange transport/accommodation for senior staff going out (if necessary) and arrange return transport for the group.
- F. Direct any calls from the media to the Head.

Appendix 2: Missing Child Policy and Procedure

If a child goes missing on an outing:

1. As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
2. One staff member searches the immediate vicinity and any other search area they deem reasonable.
3. The EVC/ School contact is contacted immediately to report the incident, who will inform the Head.
4. The Visit Leader (VL) then:
 - Checks the Trip Register to confirm that no other child has also gone astray.
 - Contacts appropriate external staff (e.g., museum security) to assist and widen search and

review CCTV footage if available.

5. If the child has not been located after the above steps, the EVC/SLT Lead coordinating the response at school will call the Police and contact the parents/guardian. This contact should be made no later than 20 minutes after the child has been discovered missing, regardless of other checks being completed.
6. The following actions will be taken by the lead staff member:
 - Speak to other staff on trip.
 - Talk to the pupils who last saw the child.
 - In conjunction with the EVC/SLT Lead contact coordinating the response, liaise with the Police.
7. Whilst the child continues to be missing, Police will lead any further investigation.
8. Staff take the remaining children back to School or to the accommodation if on a residential trip with a member of staff staying to support with investigation and identification.
9. The SLT carries out an investigation once the Police investigation is completed. A Major Incident Report is completed by them, and Governors are informed.

Appendix 3: Operational Procedures for Sports Fixtures

For all fixtures, the member of staff in charge of the teams must adhere to the following procedures:

- Teamsheets should be published on SOCS in good time, not less than 48 hours before the fixture. Print the team sheet for reference on the trip or maintain mobile access to SOCS.
- Check if any pupils have dietary or medical needs and, if so, that they have correct food requirements and medication/inhalers/epi pens.
- Ensure first aid kits are available with each team.
- If using the school minibus and self-driving, check transport protocols. Ensure all pupils always have seatbelts on during journeys to and from fixtures.
- Check by name that the pupils on the transport are the same as the team sheet. If changes are made to team sheets before the fixture, this must be changed on SOCs. (This allows other members of staff know which pupils are at fixtures).
- If parents wish to take their children home, they must seek permission.
- Ensure that the child is met by their parents before departing from the fixture.
- Sports fixtures adhere to the staff: pupil ratio. As a minimum, two members of staff are to accompany each away fixture unless dispensation has been given by the EVC or a member of Exec.
- On arrival back at School, ensure pupils have collected their belongings and taken rubbish off the bus. Staff must check the transport is clear of rubbish and lost property once the pupils have disembarked.
-

Action in the event of an accident or injury at the venue:

- Pupil should be treated by the host venue medical staff.
- A member of staff must accompany the pupil if the pupil needs to go to A&E from the venue unless the parent is immediately available to look after their child.
- If a member of staff goes to A&E, the team are not to leave the venue unless at least one member of staff accompanies them.
- If necessary, arrangements will be made with the EVC/SLT Lead at School for the return of the escorting member of staff or to send another escort.
- Report the accident to the Medical Centre and complete an accident report form noting that the incident concerned an away venue.
- In the event of an incident on the journey, follow the Emergency Action Plan (EAP) protocol (Appendix 1 D of this Educational Visits policy).

This Form will be read and signed annually by all staff who lead sports teams. The DoSp/EVC will maintain a record.

Name:			
I have read, understood and will comply with the above sports fixture operating procedures.			
Signed:		Date:	

Appendix 4: Provider Statement

Providers that are not OEAP registered, must complete the Provider Statement for EVC to assess their suitability.



National
Guidance
oeapng.info

PROVIDER STATEMENT

Notes for the Visit Leader

- You should complete Part 1 and then send the form to the provider for completion.
- You should not send this form to a provider that holds a valid Learning Outside the Classroom Quality Badge, unless you require confirmation of the questions in Section A. Details of the badge and its holders can be found at lotcqualitybadge.org.uk
- If you need advice on the interpretation of information given by the provider on this form, you should contact your establishment's Educational Visits Coordinator (EVC).

Notes for the Provider

- Thank you for completing this form. It is designed to help the Visit Leader confirm that you meet required standards.
- Please complete Part 2 and return it to the Visit Leader at the establishment named below.
- You can find out about the guidance that establishments and Visit Leaders should follow at oeapng.info – see especially document [4.4h "Using External Providers and Facilities"](#).

PART 1: To be completed by the Visit Leader

Name & address of establishment (school/service)	
Email	
Name of Visit Leader	
Name of provider	
Proposed date(s) of visit(s) [either specific dates, or a date range]	

PART 2: To be completed by the provider

Please consider the following questions and respond with YES, NO or N/A, or give the specific information required. You must respond to ALL the questions. If you wish to provide additional information, please add an asterisk (*) to your response, and give the information in the space provided at the foot of the form.

If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need complete only Section A and the Confirmation.

SECTION A To be completed for all types of visit	
1. Learning Outside the Classroom Quality Badge	
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge?
2. Data Protection	
2.1	Do you comply with the Data Protection Act 2018 and GDPR?
2.2	Do you have a privacy policy that explains how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned?
2.3	Do you undertake to ensure that no images of participants are taken or used for marketing purposes, or published in any way, without the specific written consent of the establishment and of the participants (or their parents if the participants are under 18)?
3. Waivers / Disclaimers	
3.1	Do you guarantee that the establishment, the participants or their parents will not be required to agree any waiver or disclaimer which seeks to limit your liability for death or personal injury resulting from your negligence?

SECTION B To be completed for all types of visit	
4. Insurance	
4.1	Do you hold public liability insurance which will be current during the proposed visit and which covers all directly provided and sub-contracted activity?
4.2	If Yes, what is its indemnity limit? £ M
5. Health, Safety and Emergency Policies	
5.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection?
5.2	Do you have procedures for accidents & emergencies, and for reporting incidents and accidents?
6. Vehicles	
6.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and regulations on passenger seats and seat restraints?
7. Staffing	
7.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?
7.2	Are there regular opportunities for liaison between your staff and establishment staff?
7.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?

8. Accommodation (including camping)	
8.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?
8.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?
8.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?
8.4	Are separate male and female sleeping accommodation and washing facilities provided?
8.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?
9. Sub-contracting	
9.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?
9.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?

SECTION C	
To be completed if the visit includes activities or field studies	
10. Activity Management to be completed about ALL activities (not just adventure activities)	
10.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?
10.2	Do you maintain a written code of practice (or similar document) for activities, which is consistent with any relevant National Governing Body (NGB) (or equivalent organisation) guidelines and, if overseas, the relevant regulations of the country concerned?
10.3	Do you confirm staff competence by appropriate qualifications for any adventure activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?
10.4	Where there is no NGB or equivalent organisation for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice or similar document?
10.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?
10.6	Do you make clear your expectations of how responsibilities for the supervision and welfare of participants are shared between your staff and visiting staff?
10.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?
11. Adventure Activities Licensing Authority (AALA) Licence to be completed if any activities are within the scope of the licensing regulations	
11.1	AALA Reference number Date of expiry
11.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?

SECTION D	
To be completed if your provision is within the legal definition of package travel – see www.gov.uk/government/publications/package-holidays-complying-with-regulations-guidance-for-businesses	
12. Tour Operators and Package Providers	
12.1	Do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018 including bonding to safeguard customers' monies?
12.2	Details of bonding (ATOL, ABTA, etc.)

SECTION E	
To be completed if the visit includes an overseas expedition as defined at oeapng.info/downloads/download-info/7q-overseas-expeditions	
13. Overseas Expeditions	
13.1	Do you comply with British Standard BS8848:2014?

SECTION F – ACCREDITATION	
14. Details of any accreditations held by the Provider	

PROVIDER CONFIRMATION			
I confirm that the details given above are correct, and that our organisation will give prior notification of any changes in them, or any other changes that might affect the safety and wellbeing of user groups.			
Signed		Date	
Name		Position	
Name of Provider			
Address of Provider			
Telephone		Website	
Email			
Additional information			