



## Educational Visits and Expeditions Policy

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This policy was produced using the guidance on <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits> and <https://oeapng.info/>

## Introduction

School trips and visits have a positive effect on physical health, self-esteem, and confidence levels, thereby improving emotional health and wellbeing. Trips provide additional cultural capital, broadening the experiences of our students.

LHS believe that its students should receive the very best education, which includes the opportunity to experience visits.

## Our School vision statement:

To provide an exceptional and 'boutique' all-round education which will prepare our students for happy and fulfilling lives, and, therefore, during their years with us creating memories that will last a life-time.

## Aims and Objectives

The School recognises its responsibility to ensure that all off-site visits are organised and conducted in a manner that fulfils the school's responsibilities under current legislation.

The School recognises that no amount of planning can guarantee that a visit will be incident-free, but we aim to ensure that, as far as is practicable, every off-site visit will be organised, managed and conducted in a manner that ensures the safety and enjoyment of both pupils and staff.

We aim to ensure that this is achieved through the adoption of clear planning, management and safety procedures that will reduce any inherent risks to the absolute minimum. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used by staff in assessing and managing the risks of any activity, and should be proportionate to the risks of the activity being undertaken.

The School will operate a Safety Management System for visits.



The School will ensure that additional training for staff is provided when it is deemed to be necessary.

The School will conduct an annual revision of the Educational Visits Policy and will ensure that any revision of this document will take careful account of:

- a. Recent amendments to Government legislation
- b. Recent amendments to the guidelines published by the DfE
- c. Any experiences we can learn from, our own and that of others

The School will ensure that the Educational Visits Policy is confirmed and approved every year by the Health and Safety Committee.

## Roles and Responsibilities

A large number of people, with specific roles and responsibilities, are engaged in the success and safe conduct of every educational visit, namely:

- **Governors**, who hold overall responsibility for health and safety in the school
- **Headmaster**, who will ensure all visits and trips planned, controlled, monitored and reviewed correctly. The Headmaster may delegate responsibility for approving visits to the Deputy Head/Head of Juniors.
- **Educational Visits Co-ordinators (EVC)** – Senior School (Deputy Head); Junior Department (Head of Junior Department), who will ensure they are fully trained to lead on visits in school. The EVC will ensure Visit Leaders have suitable training, qualifications and experience to lead visits.
- **The Visit Leader**, who will ensure they understand and follow all the steps set out in the School's visit processes. Where generic risk assessments or other general documents are provided to them, they will ensure these are fit for purpose relevant to the visit.
- **The Visit Leader** will ensure that all parents of children on their trip are provided with all required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place. The Visit Leader named for each visit will have overall responsibility for that visit whilst it is underway. The Visit Leader will be fully familiar with emergency procedures and contact numbers.



- **All Supervisory Staff**, who will ensure they follow all guidance and processes set out by the School and Visit Leader for the trip. In addition to the above duties, when teachers and other staff are responsible for the children of others, they may be said to be 'in loco parentis'. This means that they have a common law duty to take the same care that a reasonably prudent parent would take in similar circumstances. When participants are aged over 18, the principle of 'in loco-parentis' does not apply as such; nevertheless, leaders responsible for them should assume that the duty of care is the same as for younger participants and that the recommendations within this document are applied.
- School support/admin staff, who will support the successful planning and organisation of the trip, completing each stage fully and promptly. They will be aware of and alert to any potential issues and highlight them to the Trip Leader and/or EVC.

## Visit Procedures

Organising a school visit or excursion.

The process set out in Appendix I should be followed for all visits. The first stage is that an application should be made to the Headmaster for a trip to go ahead. It is important that this application is made and the trip agreed, before any further steps are taken.

How the decision on a trip going ahead will be made:

The principle on which trips will be agreed is benefit vs. drawback, both to the students on the trip and those who are not.

Meeting the following points mean a trip is more likely to go ahead, if a trip does not meet these criteria it is less likely to go ahead:

- currently the year group has few other trips or other events which may impact learning in school planned
- the trip is a fundamental requirement of an exam course
- the trip provides significant educational benefit
- the trip provides significant personal development benefit, including increasing cultural capital
- the trip is a unique opportunity
- the trip provides multiple benefits e.g. supports the curriculum of multiple subject areas



## ‘Closed season’

Trips planned between spring half term and the end of exams are less likely to go ahead if: they involve year 11 or 13 missing lessons in other subjects, involve cover for staff who teach years 11 or 13.

Steps which should be taken on all trips:

Drawback	Mitigation
Trips put financial pressure on parents	Secure the best financial deal available, look for opportunities to reduce cost
Trips may lead to students missing learning in school	Emphasise the importance of catching up with missed work Inform other staff well in advance of students missing lessons Minimise the amount of learning time missed by students – trips without a clear academic benefit may not take children out of school for more than two days
Trips may lead to lessons being covered, reduced service in school	Use internal cover if possible Set high-quality cover work Follow-up work completed, behaviour and effort of the class Use staff whose duties and responsibilities can most easily be covered, including only using the – Health and Wellbeing Officer where specifically required Ensure all duties are covered for staff on the trip
Trips lead to additional risk	Ensure a risk assessment is completed and followed for both the trip and any individual students who require additional consideration

**Plan trips as far in advance as possible.** Trips will always be looked at with consideration of how much time out of school a year group has already had. Advance warning allows the balance of provision for students to be the best it can possibly be.



## Teacher – Pupil Ratios

Staffing levels should be assessed on the basis of need. The total number of staff required will depend on the age and ability level of pupils and the activities they will be undertaking. These are guidelines and flexibility is possible, if an appropriate case is put to the Headmaster.

Abroad I: 10 (21 pupils need 3 staff)

Residential in the UK I: 12 for under 16

I: 15 for over 16

Day visits in the UK I: 20

**High Risk Activities** such as caving, trekking, skiing, climbing, sailing, abseiling, swimming and water sports, such as surfing, must be supervised by experts who have appropriate up-to-date qualifications, and hold a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

## Safety

Pupils should be told about any potential dangers and how they should act to ensure their own and others' safety. The party leader remains responsible for pupils even when not in direct contact with them and should ensure that pupils are adequately equipped to be on their own in a group.

Information to pupils may include:

- The aims / objectives of the visit / activity
- Background information about the place
- Basic foreign words where appropriate
- Relevant foreign customs and culture
- Why safety precautions are in place
- What standard of behaviour is expected from pupils
- Who is responsible for the group
- What to do if separated from the group
- Emergency procedures
- Rendezvous procedures



## Emergency Contact

For the duration of any visit, a nominated member of staff is the emergency contact for the visit and will take the School's Visits Mobile Phone. For visits outside of school hours, parents/carers will be provided with this number and may use it to contact a representative of the school in an emergency. The Visit Leader will be given a contact number for a Senior Leader who will be available outside of school hours in case of an emergency.

For any incident or near miss which occurs on a visit, the Visit Leader will complete an incident form following the visit to allow the Visit Leader and Visit Co-Ordinator to reflect upon whether any further action should be taken, or whether any changes to approach are required in the future.

## Use of EVOLVE and Local Authority

Review All educational visits must be logged on the EVOLVE system. This includes both 'Local Area Visits' and all other types of trips ('Trips'). 'Local Area Visits' cover low-risk activities within the agreed local area and may be submitted in a simplified format. All other 'Trips' must be entered in full on EVOLVE.

All 'Trips' will be reviewed by the Local Authority via the EVOLVE system. Visit Leaders must ensure that risk assessments, itineraries, and other key documents are uploaded in good time. The Educational Visits Co-ordinator (EVC) will advise staff on the appropriate classification and support the process of approval. No trip should take place until it has been fully approved on EVOLVE, including any required Local Authority checks.

## Parental Information

For all residential visits, parents/carers will be provided with an itinerary of activities throughout the visit and will be invited to attend an information meeting a few weeks prior to the visit taking place. At this event parents/carers will be given information about travel, luggage, currency, safety, behaviour expectations and will have the opportunity to ask questions.

## Selection of Students for Visits

In the first instance, letters informing students of a visit will be distributed to all students who are eligible to attend. The Headmaster may remove the right of any student to attend some or



all visits if it is considered that their behaviour is likely to be a risk to the individual, other students or members of the public, as a result of previous behavioural incidents.

If the visit is over-subscribed, then the Visit Co-Ordinator will select students to attend, using a random system (students are allocated numbers, and numbers are drawn from a hat at random).

When selecting for residential visits, students who have not previously attended a residential will be prioritised for places over those who have.

For students with additional needs, the school will endeavour to make reasonable adjustments to a visit to ensure that all individuals are able to access it. However, if adjustments result in a significantly negative impact, for example on the cost of the visit, the availability of staff in school or the experience of other students on the visit, then a decision may be made that adjustments cannot be made for an individual or aspect of a visit.



## Appendix #1 – Checklist for visit leader

### Leicester High | Checklist for Visit Leaders [Seniors]

#### Planning stages

- Submit a [trip request form](#) to be reviewed by the Educational Visits Coordinator (EVC)
- Complete an [information and costs form](#) and discuss with Finance

#### Organisation of the trip

- Book any transport, including the School Minibus
- Prepare a [trip itinerary](#)
- Add your trip to Evolve [[Evolve Link](#)]
- Review any risk assessments needed:
  - Check the generic risk assessments on Evolve
  - Consider any specific risk assessments, including for individuals

#### Communication

- Ask the School Office to add your trip to the calendar and setup a SchoolComms payment request
- Send a trip letter to parents, including the payment schedule, after checking the letter with the Head
- Send a list of pupils to the Health and Wellbeing Officer, at the earliest possible stage, to provide medical notes applicable to the trip
- Ensure **the names of all staff involved in the trip** are e-mailed to [cover@leicesterhigh.co.uk](mailto:cover@leicesterhigh.co.uk)
- Ensure duties **of all staff involved in the trip** will be covered

#### Documentation

- At least two weeks prior to the trip** – ensure the trip is signed off on Evolve [*confirm with EVC*]
- Update the information and cost form with final costings and pass to Finance
- Upload the final costs form, letters and any other documents involved in the trip to Evolve
- Store a copy of all documents on the Trips SharePoint (to support planning of future trips)



## Leicester High | Checklist for Visit Leader [Juniors]

### Planning

- Check the [calendar](#) and [trips log](#) for existing events, see *Head of Juniors for discussion if needed*
- Submit a [trip request form](#) to be reviewed by the Educational Visits Coordinator (EVC)
- Book any transport, including the school minibus – arrange a driver if necessary  
Minibus – calculate mileage (trips outside Leicester only) for costs and include parking
- Complete an [Information and Cost form](#), store a copy in your trips folder and email to Finance Team

### Organisation

- Prepare a [trip itinerary](#) and save a copy into your [trip information folder](#)
- Add your trip to Evolve [[Evolve Link](#)]
- Review any risk assessments needed:
  - Check the generic risk assessments on Evolve
  - Consider any specific risk assessments, including for individuals
- Check payments have been made or request cash/cheque for parking, etc

### Communication

- Add your trip outline details to the [trips log](#)
- Add your trip to the Junior Diary and ask Junior Administrator to add it to the online calendar
- Meet with Junior Administrator to set up a SchoolComms payment request
- Add information about your trip and the date in the calendar to the Junior Newsletter
- Ask Junior Administrator to contact the Peripatetic teachers to rearrange any lessons
- Ask the Junior Administrator to prepare a trips contact list with medical notes applicable to the trip and save a copy into your [trip information folder](#)
- E-mail [cover@leicesterhigh.co.uk](mailto:cover@leicesterhigh.co.uk) with details **of all staff involved in the trip**
- Ensure duties **of all staff involved in the trip** will be covered
- Inform other teachers (especially Senior School staff) about the trip
- Inform the catering team and order packed lunches, if required
- Check clubs – add note to Junior Newsletter if cancelling

### Documentation

- At least two weeks prior to the trip** – ensure the trip is signed off on Evolve [*confirm with EVC*]
- Update the information and cost form with final costings and pass to Finance
- Upload the final costs form, letters and any other documents involved in the trip to Evolve

### Final checks

- Transport (Minibus), tickets, parking money, booster seats (children under 135cm), ID wristbands
- First aid kit/sick bucket/individual pupil's medication
- mobile phone, EVC contact details



## Appendix 2 – Visits Information and Costing Form

### Leicester High | Educational Visit Form

E-MAIL COMPLETED FORMS TO FINANCE OFFICE ([j.garner@leicesterhigh.co.uk](mailto:j.garner@leicesterhigh.co.uk))

School:	Leicester High School	Date(s) of trip:	_____
Trip destination(s):	_____	Date of this assessment:	_____
Trip lead:	_____	Number of staff on trip:	_____
Visit Coordinator (EV):	John Partridge	Emergency contact (EC):	John Partridge
Number of students:	_____	Year group(s):	_____
Leaving date:	_____	Return date:	_____
Leaving time:	_____	Return time:	_____
Type of trip:	<input type="checkbox"/> Day trip	<input checked="" type="checkbox"/> Residential (UK)	<input type="checkbox"/> Overseas

Full list of staff: \_\_\_\_\_  
\_\_\_\_\_

First aid trained staff: \_\_\_\_\_

#### Venue Details

Venue: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact name: \_\_\_\_\_  
Contact number: \_\_\_\_\_

#### Costing

Staff places required:	_____	Entry:	_____
Transport:	_____	Food:	_____
	_____	Other:	_____
Accommodation:	_____		_____
	_____		_____

#### Costing Calculations

Total cost: \_\_\_\_\_  
Cost per pupil (approx.): \_\_\_\_\_  
Total Income: \_\_\_\_\_



## Method of charging

Discussed with Finance Officer. Please note, our intention is always to give parents as much notice as possible about trip costing and payments.

## How the trip will be charged to parents:

Total cost to parent: \_\_\_\_\_

Initial deposit: \_\_\_\_\_

Payment schedule: \_\_\_\_\_



## Appendix 3 – Safety and Supervision on School Journeys

This appendix should be read in conjunction with the Staff Code of Conduct.

### Coach/Minibus Trips

All drivers adhere to the School's Minibus Code of Practice.

### Car Trips

Although the School is responsible for the maintenance of all vehicles, the law directs that the driver is responsible for ensuring that the vehicle is fit for use.

Therefore, before departure basic checks on the vehicle must be carried out:

- Lights (including hazard warning lights)
- Tyre pressures and wear
- Fluid levels: oil, brakes, radiator, windscreen washer
- Wipers and horn

After three hours of driving, drivers **MUST** take a break of at least 20 minutes (except where a relief driver is available)

### Seatbelts

The driver should check that all passengers have correctly adjusted and fastened their seatbelts.

Drivers should ensure that children under 1.4m and under 12 years of age are using the correct child restraint in cars. On coaches this should be checked by the person in charge of the trip.

### Doors

The driver should check that all doors/storage areas are properly closed before departure.

### Luggage

Ensure that any loose items (bags etc.) are safely stowed at floor level and are not blocking the way out of the coach.



## Speed Limits

Speed limits must be adhered to at all times.

## Accidents / Incidents / Vehicle Faults

If the event of a breakdown/accident the adult in charge should assess if the vehicle has stopped in a safe position. If so then the passengers should remain in their seats with their seat belts on. If it is deemed to be in a dangerous position the adult in charge is to disembark first and find a suitable place to evacuate to. The group should then disembark together. The adult in charge should then telephone for assistance. All school vehicles are covered by the Breakdown Insurance, details of the number to call are in the vehicle. In the case of a Coach breakdown the driver will have details of who to call. Any of the above must be reported to the School Office as soon as it is safe to do so.

Always take a mobile phone on every outing and ensure it is fully charged before leaving. There is a school mobile phone available. This can be booked out from the School Office.

Please always ring into School if you are delayed.



## Appendix 4 – Risk Assessment Template

### Leicester High | Trips and visits risk assessment

School: Leicester High School Date(s) of trip: \_\_\_\_\_  
 Trip destination(s): \_\_\_\_\_ Date of this assessment: \_\_\_\_\_  
 Trip lead: \_\_\_\_\_ Other staff on trip: \_\_\_\_\_  
 Deputy Head: John Partridge Emergency contact (EC): \_\_\_\_\_

#### General risks and hazards

Risk or hazard	Likelihood of harm	Impact of harm	Control measures	Action to be taken if needed
A description.	H/M/L	H/M/L	How the risk will be minimised	What should be done if the risk or hazard occurs
A member of staff becomes ill or injured and is unable to continue to support the trip				
A child is sick meaning they need urgent medical attention or are unable to continue the trip.	L	M	Trip letter informs parents and children they must not attend the trip if unwell. Parents and Health and Wellbeing Officer inform of any existing conditions ahead of trip, so they can be managed. Emergency contact details held for each child.	Call 999 if illness is serious. Ensure the child is continuously monitored. Inform parents. Inform the EC and make decision on further management.
A child becomes lost during unsupervised time	L	L	Students never allowed to go anywhere alone. Students briefed with emergency contact info, meeting place and meeting time	Call emergency services if child cannot be located after an initial search. Call EC. Inform parents.

			before any unsupervised time. Unsupervised time reduced to a minimum.	
An accident happens, leading to a low degree of harm e.g. upset, bruising				
An accident happens, leading to significant harm				

#### Transport, delete as appropriate

Risk or hazard	Likelihood of harm	Impact of harm	Control measures	Action to be taken if needed
A description.	H/M/L	H/M/L	How the risk will be minimised	What should be done if the risk or hazard occurs
The vehicle experiences a breakdown or is unable to complete the trip				
The vehicle being travelled is not fit to travel				
Travel is significantly delayed				

**Steps taken to reduce risk:** Always ensure full paperwork is taken for transport e.g. insurance certificates, MOT paperwork, train or flight tickets etc.

#### Risks and hazards specific to individuals on the trip

Risk or hazard	Likelihood of harm	Impact of harm	Control measures	Action to be taken if needed
A description.	H/M/L	H/M/L	How the risk will be minimised	What should be done if the risk or hazard occurs



## General risk and hazard prevention

- Take a hardcopy of key information – student contact list, trip details, risk assessments
- Take a full first aid kit, checked by the Health and Wellbeing Officer
- Ensure phones are charged and charging equipment is taken on the trip, where there will be limited or no mobile signal on the trip include how this will be managed in the assessment above
- Ensure children are directly or indirectly always supervised, with regular register checks including at any time transport is used
- If using the mini-bus, complete the pre-trip check process