



Tormead

SCHOOL

Visits Policy

This whole school policy also applies to the Prep School

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1. Statement of Intent

1.1 Tormead school understands that visits and trips can be effective ways of motivating pupils, and they can offer unique educational experiences. Such visits provide pupils with opportunities for development through learning, discovery, exploration and challenge in ways that cannot be achieved in the classroom.

1.2 The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

1.3 The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with, OEAP, DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips

1.4 All School visits are planned and managed using EVOLVE, a cloud-based service accessed either from Tormead SharePoint or <http://evolve.online/> and further information and forms can be found on One Drive-AllStaff-Visits-Visits Documents folder.

1.5 Tormead School values the contribution of educational visits to the education of its pupils. Visits may be day, evening or residential, in this country or abroad and may be directly or indirectly supervised.

1.6 All visits from Tormead should be conducted in accordance with the guidelines listed within this policy, which are designed to ensure that such visits occur within a structured and supportive framework. Attention to the safety of all members of any group is of paramount importance and our Visit Leaders will be experienced, well prepared and well supported both by their party members and by staff, both in term time and holidays. The Visit Leaders in turn have a duty to keep all other members of the group well informed and to ensure that all guidelines are clearly stated and understood by everyone involved.

2. Legal Framework

2.1 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

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

- Behaviour Policy
- Complaints Procedure Policy
- Health & Safety Policy
- Minibus Policy
- Equal Opportunities Policy (for pupils)
- Pupils' Code of Conduct (Prep and Senior)

2.3 This policy has due regard to the OEAP National guidance including, but not limited to the following:

- Good Practice
- Guidance for roles and responsibilities
- Supervision ratios

3. Covid-19

3.1 International visits will reflect any public health advice or in-country advice of the international destination. Foreign, Commonwealth and Development Office travel advice will be consulted before booking and before travel. Checks will be made to ensure that all bookings have adequate financial protection in place.

4. Roles and Responsibilities

4.1 The Governing Body has overall responsibility for the Visits Policy, which it delegates to the Head.

4.2 The Head is responsible for ensuring that all visits are appropriately planned and safely executed for the benefit of the pupils. He delegates this responsibility to the Educational Visits Coordinator (EVC).

4.3 The Educational Visits Coordinator (EVC) oversees all aspects of School policy and procedure and has specific responsibility for oversight of the planning and execution of individual visits in the Senior and Prep School .

4.4 The EVC role for the School is fulfilled by the Assistant Head: Co-curricular

5. The Duty of Care

5.1 Teachers looking after pupils are *in loco parentis*. In exercising the duty of care and interpreting the meaning of “reasonable, prudent and careful”, those involved:

- Should try to think as a parent might in similar circumstances.
- Should consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect, and ultimately in a court of law.
- If they are in doubt they should not proceed unless they have sufficient further information and advice to remove the doubt.

6. General Points

6.1 The following procedure should be followed at all times:

- The purpose of the visit must be established and agreed with the EVC
- The visit must be consistent with the general aims of the School
- The visit must be appropriate to the age and experience of the pupils involved
- Parents must be informed promptly and fully of all appropriate matters
- All members of the staff team must be knowledgeable about the details of the visit and the extent of their responsibilities
- Pupils must be knowledgeable about the details of their visit

- Safety considerations must be paramount and a risk assessment must be in place for every visit.

6.2 The visits calendar is overseen in the Senior School by the Deputy Head Academic and the Director of External Relations. In the Prep School, it is overseen by the Prep School, Head and Deputy Head.

7. Public Events

7.1 Sometimes staff will wish to promote public events to Tormead pupils and their families. In these instances, where the event is publicly advertised and accessible and where attendance is optional, staff do not need to plan a visit, even if they wish to attend themselves. Any communication sent to parents should make clear that this is not a school-run visit. The following wording is suggested: *“Please be aware that this event is not being run as a school visit; any members of Tormead staff who happen also to be present will not be responsible for your daughter’s safety and wellbeing”*.

7.2 Approval to attend such events, must be sought by the EVC from the Head.

7.3 All communications to parents in relation to the public event must be approved by the Communications Officer

7.4 Any event which is marketed specifically to schools will be defined as a school visit and should be planned and organised according to the guidelines set out in this policy.

8. Contacts with School

8.1 Should contact need to be made with the School (for example, in the case of any incident involving illness or injury or any change of plan), the School Office is open from 8am until 6pm and should be the first point of contact between those hours. At any other time the designated Home Duty Office should be contacted directly or the Head. ; a contact card detailing their telephone numbers will be included in the visit pack.

8.2 Residential visits will be allocated a member of SMT to be the Home Duty Officer; this person should be the accompanying staff’s first point of call in the event of an incident or emergency.

9. Planning the Visit

9.1 Safety Standards

- i) The Visit Leader must check that external activity providers and venues have appropriate safety standards and liability insurance. The School Travel Forum (STF) awards the Learning Outside the Classroom (LotC) Quality Badge to organisations which meet national recognised standards. Where the organisation does not hold the badge, staff must establish whether or not it is appropriate to use. To do so, they will require the provider to complete a Provider Statement (Appendix 4). Once received, they should consult the EVC, will discuss the visit’s suitability in conjunction with the Executive Group (EG), who will ultimately decide whether or not to grant permission.

9.2 Hazardous Activities

- i) Hazardous activities are activities such as winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking and watersports or activities in or around water. An activity may be considered to be hazardous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain or in or near water.
- ii) Where the main activity is a hazardous activity or any activity which is facilitated by an external provider, the leader will have regard to the appropriate up to date guidance from the Department for Education, found at GOV.UK.
- iii) When planning an activity involving caving, climbing, trekking, skiing or water sports (other than rowing), the Visit Leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales) (AALR). This may be checked, and general advice on safety for school visits found, on the HSE website. If the activity does not fall within the scope of the AALR, the Visit Leader/EVC may wish to request completion of a Provider Statement prior to a decision on the provider.

9.3 Supervision

- i) There must be an adequate ratio of adults to supervise pupils at all times during the visit, with a minimum of 2 staff for any trip or off site sports activity involving pupils in EYFS and Years 1 – 6. The exact ratio of adults to pupils will derive from the risk assessment undertaken and the risk factors identified. A guide is detailed under Appendix 2.
- ii) The number of staff accompanying a visit will vary according to factors such as the age of the pupils and the nature of the visit. The ratio will be closer the more complex or hazardous the activity. Supervision can be close or remote, but must always be 24 hours a day. Exceptions to the following supervision requirements should be discussed with a member of EG or Head as appropriate.
 - For Senior School visits a ratio of 1:10 is a recommended starting point
 - For Years 4-6 a ratio of 1:10 is a recommended starting point
 - For Years 1- 3 a ratio of 1:6 is a recommended starting point
 - For Reception a ratio of 1:4 is a recommended starting point
- iii) Staff must be aware of and adhere to all the mandatory requirements (including those relating to ratios) under the Early Years Foundation Stage Framework at all times on visits which include pupils under five years old.
- iv) Trips within postcodes GU1-GU10 are deemed as carrying a lower risk due to their proximity to the school and are considered as a local area visit

9.4 Personnel

9.4.1 Role of Accompanying Adults

- i) The visit must have a Visit Leader and will normally include other accompanying adults. At least one member of staff must be qualified in first aid, unless the visit is to a local venue and travel will be by foot, in which case the normal requirement for first aid provision may be waived, after discussion with the EG.
- ii) All accompanying adults must:
 - Recognise that those in charge of young people are *in loco parentis* and must take at least that degree of care;
 - Must have a clear view of the purpose of the visit and the standards of behaviour expected of young people; and
 - Adhere to the Staff Code of Conduct (found in the Employment Manual) both in their own behaviour and by reporting any breaches to the Visit Leader.

9.4.2 Responsibilities of the Visit Leader

- i) In addition to the above the Visit Leader must:
 - Ensure that all accompanying staff are fully briefed as to the purpose of the visit, their responsibilities, the level and type of supervision required at all times, the standards of behaviour expected and any potential hazards
 - Ensure that all pupils are fully briefed as to the purpose of the visit, the standards of behaviour expected and any potential hazards
 - Confirm with the Bursar what insurance is required
 - Confirm costs with the Accounts Office
 - Take all reasonable steps to ensure the safety of all transportation and venues
 - Ensure that the choice of adults accompanying the visit in a supervisory role is approved by the EVC or Head, supported by the Surrey County Council via the Evolve EVC SLA
 - Be responsible for all the planning of the visit
 - Carry out a risk assessment and re-evaluate it as necessary
 - Deal promptly with any problems, ensuring that the EG is informed immediately of any significant concerns and seeking additional help and support when necessary.
- ii) For further guidance, see Appendix 2 – Guidance for Visit Leaders

9.4.3 Preliminary Visits

When a new visit is planned, a preliminary visit should take place, if possible, to evaluate the venue, plan the programme and make a full risk assessment. Many reputable companies will include a free staff inspection visit but, where necessary, finance for such visits should be included in the overall budget.

9.4.4 Risk Assessment

- i) It is the responsibility of the Visit Leader to undertake appropriate risk assessments relating to the visit. In doing so, it is necessary for the Visit Leader to decide whether hazards are significant and whether they are mitigated by satisfactory precautions so that the risks are minimised to an acceptable level.
- ii) External providers may conduct their own risk assessments. The Visit Leader may ask for these in advance and check that they satisfy the School's requirements for the relevant part of the visit. An additional risk assessment will be required to cover travel to and from the venue and any aspects of the visit not included in the external risk assessment.
- iii) The risk assessment must be signed off by the EVC.
- iv) For further guidance, see Appendix 3.

9.4.5 First Aid and Health

- i) The Visit Leader will have regard to the School's First Aid Policy and ensure that there is adequate first aid provision on each visit.
- ii) The minimum requirements for visits are:
 - At least one appropriately qualified member of staff to take charge of first aid arrangements (except for visits involving pupils aged 5 or under when at least one person who has a current paediatric first aid certificate must attend the visit)
 - That each coach has an appropriately qualified member of staff
 - An adequate risk assessment dealing with first aid requirements considering factors such as: the nature and complexity of the activity, the number of pupils, the risk and type of possible injury and how effective first aid would be in those circumstances, proximity to hospitals and the availability of ambulance services and other medical assistance.
- iii) Please note that, when visits take place to local venues during the school day the normal requirement for first aid provision may be waived.
- iv) All staff must be aware of pupils with special medical needs and with how to cope with problems that may arise as a result of these.
- v) If, during a visit there is any doubt as to whether a pupils should see a doctor or visit a hospital, always err on the side of caution and keep the Home Duty Officer or EG informed as appropriate.
- vi) Parental consent is given for the administration of a number of non-prescription medicines and remedies by staff, in accordance with the guidance given in the Medical Information pack. Further permission is not required to administer any of these, but accurate records of what is administered must be kept, using the Administration of Medicine on School Visit form which is provided in the Medical Information pack. This form should be handed to the School Nurse upon the return from the trip.

- vii) Any incidents, accidents or near misses and action taken, as well as an evaluation of the visit, must be recorded by the Visit Leader on the Visit Review Form. This should be submitted to the EVC (SS) or Head (PS) who will evaluate, review and log these records.
- viii) The following procedure has been approved by the School for pupils in Reception – Year 9:
 - A minimum of a week before departure each pupil is given a Medicine Dosage and Administration form in a named bag (samples available).
 - Enough time must be given so that duplicate inhalers etc. may be obtained
 - Medicines are placed in the bag and the form is completed and signed by the parents
 - All bags are then kept together (on correct coaches) in a manner appropriate to the visit
 - Pupils have set “surgery time” to take medicines
 - Staff are present to ensure pupils takes correct dose
 - Staff sign off the medicine dose on the form, filling in time box, and return medicine to bag and bag to box
 - Pupils who need medicines at different times make special arrangements with their group leader
- ix) For older pupils a version of this scheme may be applied.
- x) Staff should ensure that all asthmatics and anaphylaxis sufferers who are permitted to carry their auto-injectors and inhalers, do so at all times.
- xi) Nominated staff members will carry such medication for younger pupils for use in an emergency.

9.4.6 Disability, medical and special educational needs

- i) The school will make every effort to ensure that visits cater for and are accessible to all, irrespective of disability, special educational or medical needs, ethnic origin, religion or gender.
- ii) Where there are doubts over the inclusion of a pupil on the grounds of disability, special educational or medical needs, ethnic origin, religion or gender, there will be consultation between the School, the pupil and the parents.
- iii) If despite making reasonable adjustments there remains a significant, unmanageable and unacceptable risk to the health and safety of pupils or anyone else on the visit, it may be reasonable to exclude a pupil from the visit on those grounds.
- iv) A record should be maintained by the school of the reasons for the exclusion of that pupil from the visit.

9.4.7 Insurance

- i) The following procedures regarding the insurance process must be adhered to:

- It is the responsibility of the Bursar and the Visit Leader to ensure that adequate insurance is in place.
 - The Visit Leader will take a copy of the relevant insurance policy(ies) with them on the visit, will be familiar with the cover arranged and any conditions applying and will know how to claim on the policy(ies), if necessary.
 - The School arranges comprehensive insurance for all visits for which an extra insurance charge is levied. **The Visit Leader must ensure that they have arranged this with the Accounts department**
 - If travelling in the EU all pupils should have an EHIC/GHIC
 - There are some significant exclusions for “high risk” activities. The Visit Leader must check with the Bursar to ensure that such activities are covered by the School’s insurance policy. Additional insurance may be necessary. The parents of some pupils with special health needs may prefer or be required to take out additional insurance cover of their own.
 - Some companies offer their own insurance and include it in the overall cost of the visit. The Visit Leader should check the level of the cover carefully.
 - If abroad on high risk activities check whether you will have to pay “up front” for ambulances etc, whether the cost of a member of staff remaining with an injured/sick pupil is covered and whether parents will be flown out
 - The Visit Leader must have all appropriate contact numbers including those for in-country emergency services and the British Embassy/ Consulate.
 - Paragraph 6.20 of ‘Tormead School Terms & Conditions’ states
“Parents are responsible for insurance of the Pupil’s personal property whilst at school or on the way to and from school or any school-sponsored activity away from school premises”
- ii) Any insurance policy(ies) should include the following cover
- Personal liability covering claims against the school and its members
 - Personal accident cover for Visit Leaders, Staff, volunteers and participants
 - Medical Treatment
 - Transport and passenger liability
 - Damage to or loss of personal or hired equipment
 - Programmed and non-programmed activities
 - Transport and accommodation expenses in case of emergency
 - Compensation against cancellation or delay
 - Compensation for loss of baggage and effects
 - Legal assistance for claims
 - Failure or bankruptcy of a centre or travel company

9.4.8 Further Guidance

- i) Further guidance will be found in Appendix 1 – Sequence of Events, Appendix 2 – Guidance for Visit Leaders, Appendix 3 – Risk Assessments and Appendix 4 Provider Statement

Last policy review: September 2023

Mr Matthew Howse
Chair of Governors

Mr David Boyd
Head

September 2023

Appendix 1: Sequence of events

Visit Leader Check List, Residential Trip

Name of visit	
Date of visit	
EVOLVE number	
PO number (s)	

Before booking

	Date when complete
Review Visits Policy – OneDrive, AllStaff, Policies, Visits Policy	
Request dates of trips with Deputy Head (External Relations) and Deputy Head (Academic)	
Request 3 quotes from different companies	
Agree provider with EVC	
Complete New Supplier Form if required, wait for approval	
The Council for Learning Outside the Classroom (LOtC) awards the LotC Quality Badge	YES/NO
If no LOtC Quality Badge, ask the external activity provider to complete a Provider Statement, which will cover all the areas of compliance. Check the information provided in the Provider Statement, together with their insurance and terms and conditions – consult with the Bursar and EVC if necessary	
If the supplier holds a LotC Quality Badge, check their insurance and terms and conditions and proceed to agreeing date and time with EVC/Deputy Head (External Relations) for Visit and Parents’ Information Evening. A risk assessment from the provider is optional and should be considered on case by case basis.	
Complete Finance Form with Accounts & submit PO(s)	

	Date when complete
Read the company’s terms and conditions	
Add the visit to EVOLVE	
Once approved on EVOLVE. Make the booking, add T&Cs and other relevant details to the EVOLVE Visits Form	
Confirm venue for Parents’ Information Evening with RBRA	

Submit Events Form for Parents' Information Evening	
Request coach hire from BMOR if required	
Book minibus with ADRU if required & review the Minibus Policy	
Upload an initial Risk Assessment and map	
Draft letter to parents, send to Communications & SJON for approval	
Once approved ask ASHU to send letter to parents via EVOLVE and request that WisePay is set-up.	
Work with ASHU to chase responses from parents	
Confirm staffing on EVOLVE Visit Form	
Submit cover request for all staff	
Work with ASHU to chase responses from parents	
Host the Parents' Information Evening	

One to two school weeks before departure

Monitor & update School Trips Information Sheet and EVOLVE	
Confirm with ASHU the list of participants. Check the EVOLVE list	
Check that phones allocated & numbers added to EVOLVE	
Check that the office has sent out and received back all Pupil and Staff Data Sheets	
Ask ASHU to create registers (coach registers, group registers). N.B. girls on residential should be registered before breakfast, at lunchtime and before bed. They should also be registered before using transport.	
Check that the correct number of lunches, with dietary requirements added & that this has been uploaded to the EVOLVE Visit Form	
For residential visits check the Home Duty Officer is on EVOLVE	
Meet with Medical Lead for a medical briefing	
Meet with HoY to discuss mental health of participants	

48 hours before departure

Draft final details letter to Communications & SJON for approval parents, including emergency phone number. ASHU to send	
Finalise and sign Risk Assessment with EVC (SJON)	
Upload Event Plan to EVOLVE	
Hold staff briefing meeting, share event plan and RA	
Brief the students and distribute medical bags	
Check and charge mobile phones (emergency card)	
Confirm the lunch order	
Confirm that the aid kit, incident forms & medications have been collected by the named First Aider	
Collect registers and pupil data from the office	

Departure

Check emergency medication	
Register on EVOLVE	
Take Coach/minibus register, take to office	

Return

Incident forms/medication forms given to Medical Lead	
Complete CPOMs if necessary	
Collect and shred any paperwork with personal details	
Return school phones	
Submit all receipts to Accounts	
Complete evaluation on EVOLVE	

Visit Leader Check List, Day Trip

Name of visit	
Date of visit	
EVOLVE number (once generated – see below)	
PO number (s)	

Before booking	Date when complete
Review Visits Policy – OneDrive, AllStaff, Policies, Visits Policy	
Request dates of trips with MOBR and KDAB	
Agree provider with EVC, SJON	
Complete New Supplier Form if required, wait for approval	
The Council for Learning Outside the Classroom (LOtC) awards the LotC Quality Badge	YES/NO
If no LOtC Quality Badge, ask the external activity provider to complete a Provider Statement, which will cover all the areas of compliance. Check the information provided in the Provider Statement, together with their insurance and terms and conditions – consult with the Bursar and EVC if necessary	
If the supplier holds a LotC Quality Badge, check their insurance and terms and conditions and proceed to agreeing date and time with EVC/Deputy Head (External Relations) for Visit and Parents’ Information Evening. A risk assessment from the provider is optional and should be considered on case by case basis.	

Add the visit to EVOLVE	
Check that the correct date & time are visible in the calendars for the Visit	
Confirm finance with Accounts	
Make the booking, add T&Cs and other relevant details to the EVOLVE Visits Form	
Request coach hire from Accounts if required	
Book minibus if required & review the Minibus Policy	
Upload an initial Risk Assessment	
Draft letter to parents, send to MFOW for approval	
Once approved, check the list of participants on EVOLVE, then send letter to parents via EVOLVE (consent)	

Work with office support to chase responses from parents	
Confirm staffing on EVOLVE Visit Form	

Two school weeks and no later than one week before departure

Check the list of participants on EVOLVE and with Trips Administrator	
Check that phones allocated & numbers added to EVOLVE	
Create registers with help from the office (coach registers, group registers). Pupils should be registered at 8.25am & 2pm, before and after traveling, and when appropriate	
Check that the correct number of lunches, with dietary requirements have been ordered by the Office Support & that this form has been uploaded to the EVOLVE Visit Form	
Meet with Health Lead for a medical briefing	
Meet with HoY to discuss mental health of participants	
Prepare briefing pack for staff	

48 hours before departure

	Date when complete
Download EVOLVEgo, check that you are confident to send a text to parents from it	
Send final details letter to parents, via EVOLVE, including emergency phone number (Communications & EVC to approve latter)	
Finalise and sign Risk Assessment with EVC (SJON)	
Hold staff briefing meeting, share event plan and RA	
Brief the pupils when appropriate	
Check and charge mobile phones (emergency card)	
Confirm that the aid kit, incident forms & medications have been collected by the named First Aider	

Departure

Collect registers from office	
Check emergency medication	
Register on EVOLVE	
Take Coach/minibus register, take to office	

Return

Incident forms/medication forms given to Health Lead	
Collect and shred any paperwork with personal details	
Return school phones	
Submit all receipts to Accounts	
Complete evaluation on EVOLVE	

Appendix 2: Guidance for Visit Leaders

A) Groups and Briefings

- Ensure that all staff and pupils are fully briefed and that all accompanying adults are introduced at the start of the visit, or before.
- You may need to plan groups for various aspects of the visit, e.g. bedrooms, activities, coaches. Organise these in advance where possible.
- Large groups may be better managed as sub-groups with their own group leader. Make sure that everyone is aware of who is responsible for whom. Group leaders need their own copies of pupil lists, medical details, and any other relevant information, including a hard copy of a map covering area of one mile radius around the venue to be visited.
- Consult regularly with other staff to monitor and review progress and planning for the visit.
- Talk to the pupils during the visit to keep aware of their experience.

B) Venue

Factors guiding the choice of venue may include:

- Safety/Stairs/fire arrangements
- Access arrangements
- Pupil and staff accommodation
- Security of site
- Safeguarding concerns
- Catering arrangements
- Hygiene arrangements

- Qualifications and number of staff
- Supervision arrangements
- Transport arrangements
- Insurance
- Equipment – guarantee of standards/safety/maintenance
- Medical arrangements
- Written accident and emergency procedure
- Written operations procedure

The Visit Leader should check the site on arrival and make any immediate necessary changes.

C) Finance

Major considerations in the financing of any visit are keeping the cost to pupils as low as possible while at the same time allowing for all major expenses and extras as well as having enough in reserve as a contingency fund. Funds can be refunded to pupils on return. It is hard to ask for more money after the visit.

Points to consider:

- Any letter to parents must state clearly what is being included in the main cost and what likely extras there may be.
- Any adult taking a sub-group must be adequately funded
- Check all brochures for hidden extras
- Check costs carefully before including them in a letter. It is a good idea to write that the visit will cost “not more than xx amount” and allow a certain amount of “float” in your calculations
- Do not forget extras such as tips, prizes, presents and always add on a certain amount for the extra drink or snack when the pupils have spent all their money
- Carry enough change in the appropriate currency for loos, phones etc
- Be clear about how much pocket money is to be allowed and decide whether or not to run a bank. If you are going to do this, run it at a set time and do not alter this. Pupils soon get organised when their money is involved. All pupils should split their money into small amounts with no large notes, particularly if a bank is being run. If running a bank make sure pupils keep money out for the first journey
- If travelling abroad with foreign currency make sure the funds are always kept securely and that amounts are split between the Visit Leader and other staff in case of theft or loss
- Monies for a day/evening visit will usually be billed
- Monies for residential visits will be collected by the Office at the advice of the Visit Leader
- Parents must be told whether payments are non-refundable or not
- Accidental damage to property abroad or in hotels usually has to be paid for “up front”. Check all rooms, equipment and facilities carefully before use to avoid being charged for damage done by another party
- If on a residential visit abroad and you get into financial difficulties contact: allocated senior member of staff, travel rep, consulate (make sure you know their numbers)
- Take a credit card of your own for emergency use
- If you will have known entry fees while away, prepare the money in advance to avoid fuss at ticket offices. Never have pupils paying one by one even for extras. Take advantage of group rates.
- Preview costs need to be included in the budget

D) Transport

General points:

- Any journey must be included in the risk assessment(s) for the visit, which should include arrangements for any emergency, eg coach breakdown, party getting separated if using public transport
- Any journey should be seen as an exciting and worthwhile part of the visit
- Any disturbance or irritation to the general public should be avoided if possible
- Regular head counts should be made and must certainly be made after any stops on route
- Sub-groups make checking easier and give other staff the chance to get involved and get to know the pupils
- Prepare for travel sickness – seat known sufferers sensibly and make sure that transport is well ventilated
- The wearing of safety belts is obligatory and non-negotiable at all times
- Parents must be aware of their responsibilities in terms of departure and collection. Special arrangements for individuals can cause problems for the whole group and should be avoided
- A School Post/ Evolve group will be set up to contact parents for collection times if appropriate.
- The Visit Leader should have an easily accessible contingency fund.

Coach Travel:

- Book only with approved companies and ensure that you have an emergency contact number for the company
- Make sure adequate arrangements are in place in the event of a breakdown
- Seat belts must be in working order for all passengers and the Visit Leader should require pupils to put these on.
- Pupils should remain seated while the coach is moving
- All passengers must be made aware of the position of the safety exits
- Incorporate rest stops as appropriate to the needs of the party
- Ensure that all members of the party are aware of information re meeting times etc after stops
- If there are any doubts about the safety of the driver or the vehicle do not proceed until confident that it is safe to do so
- If early morning departures with large groups are taking place, make careful plans for embarkation
- Take plenty of bin bags
- On long-distance visits, it is customary to give the coach driver a small tip, which should be included in the costings.
- DVDs may be shown at the discretion of the Visit Leader and by agreement with the coach driver. They must be appropriate to the age of the party.

Minibus Travel:

Please refer to the Minibus Policy

Ferry Crossings:

- Consideration must be given to the potential danger on board for the particular group. In particular, great care and diligent supervision must be given if the group is allowed on deck
- Sub-groups are essential

- Clear meeting points must be designated
- If combining coach and ferry all members of the party must know which deck their coach is on
- Briefing must be given on:
 - Emergency evacuation and location of muster stations
 - Feeling unwell
 - Care of property
 - Respect for others
 - Meeting points
- Rules must be clearly established with regard to duty free shops, alcohol, aerosols, tobacco and illegal substances
- Supervision at the port should be carefully managed with the group working in sub-groups and no one moving on without the permission of the Visit Leader
- Minimum group size if given free time is three

Air Travel:

- Use sub-groups for check-in etc. but the whole group should move to and from the flight together with the Visit Leader at the back to avoid the party being split
- Establish a base while waiting
- Make sure all members of the group know the flight number and time and know how to check the boards
- Give clear instructions about meeting times
- While waiting, minimum group size is three
- Emergency arrangements must be clear and understood by all
- All passengers will be made aware of the position of the safety exits, pupils must be instructed to listen to these carefully
- Pupils should be reminded to show respect for other travelers
- Where possible seat all pupils ahead of staff in the aircraft
- Ensure that special dietary needs have been catered for
- Seat pupils with special needs near staff

Rail Travel:

- Whenever possible seats should be booked in advance
- Whenever possible pupils should be seated together or in sub-groups with a member of staff
- Each member of staff needs to be aware of emergency exits and procedures and to inform their group
- Seat pupils with special needs near staff
- On long journeys pupils should be encouraged to remain in their seats and permission should be sought if they need to leave their seats
- No one may leave the train before the destination without the permission of the Visit Leader
- Pupils should be reminded to show respect for other travellers
- If using a train eg an underground train where seats cannot be booked it is a good idea to divide the party into sub-groups each of which will board together into a separate carriage
- Ensure that pupils know where to meet if they become separated from the rest of the party
- For sixth form visits, when meeting pupils, give clear instructions about meeting times and place

Emergency arrangements during travel must be clear and understood

E) Overnight Accommodation and Visits Abroad

Where possible, the accommodation should be assessed in advance of the visit to ensure that it is satisfactory. Aspects to consider:

- Sufficient and suitable bed and bedding for each pupil (or the camping equivalent)
- Separate sleeping provision for all genders wherever practicable
- Ability to lock doors of bedrooms for safeguarding and security
- Hotel rooms should ideally be located together on the same corridor, preferably not on the ground floor
- Safety of rooms: trip hazards, windows, electrical cables etc.
- Fire safety: location of fire exits and routes to exit building in case of fire; whether smoke detectors are fitted
- Sufficient access to toilet and washing facilities (separate for each gender if possible) appropriate to the nature of the activity
- Regular provision of sufficient and appropriate food and drink, stored and prepared under sufficiently hygienic conditions to minimise risk of disease
- Ability to contact medical services, and provision for return to school or home, in case of accident or illness
- Satisfactory and contactable adult supervisors who are competent to supervise activities involved and with back up staffing to deal with emergencies.
- Sufficient clothing or equipment which is suitable for the activities to be undertaken, and sufficient to ensure adequate protection
- Adjustment of activities for any special needs of individual pupils (e.g. disability, asthma, enuresis, dietary needs, allergies) and safe storage and provision for administration of any medication.

School staff should have daily contact with pupils and regularly discuss any concerns that they may have in relation to their accommodation or case, or any other aspect of the visit. They should make them aware of basic safeguarding procedures such as locking their door at night and not admitting any adult other than school staff. They should also inform them of whom to contact should they have any concerns.

The Visit Leader must ensure that pupils have details of the designated contact person on the visit, who will be contactable at all times.

F) Communication with Parents

It is necessary and desirable to keep parents well informed at all stages of a visit.

- For residential visits, an initial letter outlining details of the visit would be sent; this would normally be followed by an evening information meeting. Parents of each pupil should be advised to have an adult representative at that meeting if possible.
- The initial letter should contain the following information:
 - Venue
 - Purpose
 - Departure date and approximate time if known

- Return date and approximate time if known
- Insurance details
- Mode of travel and company
- Staffing for the group
- Approximate cost and information about what is included
- Any further costs
- Any special equipment that may be needed
- Date of information meeting
-
- The information meeting for parents will normally last no longer than forty-five minutes (excluding questions) and should have some visual input. Parents may be given the consent form with the request for first deposits. The meeting may address the following:
 - Welcome parents and thank them for giving up time etc.
 - Introduce the visit – new venture or has it been done before
 - Explain the purpose and relevance
 - Departure dates/return dates
 - Mode of travel
 - Destination
 - Location
 - Accommodation/style and security
 - Food
 - Costs: what is covered/ payment schedule and deadlines/ cancellation arrangements
 - Expectations of behaviour
 - Medical details requirement
 - Items that will/will not be allowed
 - Advice on pocket money/bank/small denominations
 - Special activities/safety arrangements/ equipment needed
 - Passport requirements (if appropriate)
 - Information on obtaining an EHIC card (if appropriate)
 - Staff information/Information on staff at centre + qualifications
 - Details of insurance cover
 - Details of emergency procedures
 -
- Subsequent letter(s) will include further documentation and confirmation:
 - Forms to be completed
 - Clothing list
 - Acknowledgement of payment
 - Confirmed travel arrangements
 - Contact numbers

Contact with parents during the visit, e.g. to advise of safe arrival, to confirm collection times, can be done using SchoolPost/ Evolve.

G) Behaviour

- The Girls' Code of Conduct applies on all visits. In addition, during briefings prior to the visit girls should be given clear instructions about the behaviour expected for the specific circumstances of the visit.
- For pupils, alcohol and cigarettes are forbidden at all times.
- Members of staff should not drink alcohol whilst on a school visit.
- Members of staff who smoke must be discreet and must never smoke while on duty.

- Where mobile devices are allowed to be taken on a visit, clear guidelines should be given as to their use and security.

H) Final Arrangements

7 – 1 days beforehand

- Confirm coach/transport arrangements
- Ensure all members of staff are fully prepared and briefed
- Ensure that you have all necessary contact details
- Ensure that you have all passports and EHICs or GHICs for travel abroad
- Ensure that you have correct foreign currency
- Complete assembly of visits pack - this should contain
 - details of venue with contact numbers (one per subgroup)
 - details of transport with contact numbers (one per subgroup)
 - copy of itinerary with approximate timings (one per subgroup)
 - risk assessment (one per subgroup)
 - medical information pack
 - hard copy of map covering area of one mile radius around venue
 - school emergency telephone contact number card (one per member of staff)

The Visit Leader and sub-group leaders should carry these details at all times.

The member of the Office staff allocated to your visit will assist with this.

- Check MI5, FCO and/ or any other relevant websites for any pertinent information regarding security and threat levels.
- Telephone venue no earlier than 48 hours before visit to establish whether there is any additional security in place (this might delay entry and lengthen the day).
- Get Final Details sheet signed and return it to the office (in the Junior School only, pin the Final Details sheet to the mini whiteboard outside the office, for easy and immediate access).
- Collect first aid kits and the Medical Information pack.
- Ensure that staff members have mobile phones. Take phone chargers (and plug adapter if travelling abroad).
- Inform School Office of any absentees.

I) On day of/ During the Visit

- Distribute first aid kits
- Ensure that staff members have fully charged mobile phones and are carrying chargers
- Register pupils and divide into groups as appropriate
- Remind pupils of code of behaviour expected
- Allocate staff to groups
- Give each member of staff the appropriate details etc. for their group
- If any form of transport is to be used, ensure that everyone is aware of the emergency procedures needed (e.g. emergency exit on coach, where to meet if separated on a train journey)
- If pupils are allowed to go off in small groups, these should be no smaller than four and no greater than five (different arrangements may be made for sixth form) and clear arrangements about when and where to meet should be made. Other arrangements apply for Duke of Edinburgh's Award expeditions and international expeditions.

- In the event of any attack, staff should normally aim to follow the government advice to ‘Run, Hide, Tell’, although they should use common sense and their own judgement to take appropriate action depending upon the circumstances.
- On completion of the visit, staff should complete a Visit Review Form, making note of any incidents, accidents or near misses and evaluating the visit. This should be submitted to the EVC (SS) or Head(PS) who will evaluate, review and log these records.

Appendix 3: Risk Assessments

Risk assessment is an examination of what could cause harm to people and subsequent planning to remove the problem or minimise the risk to an acceptable level given the age and experience of the party and the nature of the activity.

A) Definitions

Hazard: Anything that can cause harm e.g. traffic at crossing points

Risk: The chance, high or low that somebody will be harmed by the Hazard

B) Making the Risk Assessment

Some sample risk assessments can be found in One Drive/ allstaff/ Visits Documents, but it is essential that Visit Leaders consider every aspect of their visit and look for hazards relevant to the particular circumstances of their visit. You will probably wish to use form EVRA, but other layouts are acceptable.

C) Look for the Hazards

- In the preliminary planning visit or contact find out about the potential hazards in the context of the group and the experience and knowledge of the staff.
- Concentrate on issues relevant to the age, maturity and/or developmental stage of the group.
- Get information from others who may have had experience of this visit
- Ask questions – if you are not shown something on your checklist, ask to see it
- Check that the situation will be the same when you visit

D) Decide who is at risk

- Risk assessment should include all members of the party, adults and pupils and others who may be affected by the visit. Some people in the group may be at greater risk than others and special provision may be necessary e.g. lower bunk bed on ground floor for sleepwalkers
- Staff who do not know pupils well may pose a hazard to effective supervision, and this can be mitigated by taking photos of the pupils for identification purposes
- Be aware that both the party and others may be at risk if behaviour is poor
- Poor organisation and inadequate rest for duty staff can pose a hazard and put others at risk. Organisers should ensure that arrangements are made for adequate rest.
- Ensure that you always consider safeguarding

E) Evaluate the Risk

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken some risk usually remains. You have to decide whether this remaining risk for each hazard is high, medium or low. Your aim is to make all risks LOW. Some risks are controlled by legislation or by the centre to be visited or by vehicle regulation.

If it is necessary to take action ask:

- Can I get rid of the Hazard altogether?
- IF NOT can I control the risks so that harm is unlikely?

Strategies to reduce or control the risk could involve:

- Change to a lower risk option
- Restrict area of risk through code of conduct
- Restrict access to risk
- Plan to avoid risk –e.g. ski groups relative to ability
- Increase use of safety equipment
- Change time schedules to reduce fatigue
- Increase staff supervision
- Cancel part of programme – never be afraid to do this on safety grounds or of changing plans at short notice

F) Record your findings

Risk assessments should be recorded on form EVRA or a similar form. No visit may take place unless a full written risk assessment has been approved.

All risk assessments must show risk, estimated level, to whom, means of reducing level, final level. Centre risk assessments are only acceptable if they include all the above and should be validated by the School.

The following details should be considered and included where relevant:

- Departure – one of the most dangerous times
- The Journey
- During the visit
- Other instructors
- Equipment
- Catering – particularly packed meals
- Activities
- Safeguarding
- Emergency evacuation
- Visits away from the main venue (particularly where secondary transport is involved)
- Return Journey
- Arrival home – again one of the most dangerous times

You need to be able to show that:

- A proper check was made
- You dealt with the significant hazards

- You took proper account of individual differences
- The precautions are reasonable and the remaining risks low
- You have kept appropriate records

G) Review and Revise

Nothing remains constant and circumstances may necessitate change. Risk assessments should be reviewed regularly (certainly during a visit) and you must never be afraid to change them. Most common reasons for change are:

- Change in the group dynamic/illness
- Change of staff
- Weather/ environmental event
- Transport problems
- Equipment
- Increasing fatigue of party
- Political change e.g. UK terror threat level

Appendix 4: Provider Statement



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 lotqualitybadge.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)	<input type="text"/>
Email	<input type="text"/>
Name of Visit Leader	<input type="text"/>
Name of provider	<input type="text"/>
Proposed date(s) of visit	<input type="text"/>

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. If you wish to provide additional information, please add * 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? <input type="text"/>
2. Data Protection	
2.1	Do you comply with the Data Protection Act 2018 and GDPR? <input type="text"/>
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? <input type="text"/>
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)? <input type="text"/>
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? <input type="text"/>

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? <input type="text"/>
4.2	If Yes, what is its indemnity limit? £ <input type="text"/> 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? <input type="text"/>
5.2	Do you have procedures for accidents & emergencies, and for reporting incidents and accidents? <input type="text"/>
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? <input type="text"/>
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? <input type="text"/>
7.2	Are there regular opportunities for liaison between your staff and establishment staff? <input type="text"/>
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? <input type="text"/>

8. Accommodation		
8.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	<input type="checkbox"/>
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?	<input type="checkbox"/>
8.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	<input type="checkbox"/>
8.4	Are separate male and female sleeping accommodation and washing facilities provided?	<input type="checkbox"/>
8.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	<input type="checkbox"/>
9. Sub-contracting		
9.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	<input type="checkbox"/>
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?	<input type="checkbox"/>

SECTION C		
To be completed if the visit includes activities or field studies		
10. Adventure Activities Licensing Authority (AALA) Licence		
to be completed if any activities are within the scope of the licensing regulations		
10.1	AALA Reference number Date of expiry	<input type="checkbox"/>
10.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	<input type="checkbox"/>
11. Activity Management		
to be completed about all activities		
11.1	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?	<input type="checkbox"/>
11.2	Do you maintain a written code of practice 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?	<input type="checkbox"/>
11.3	Do you confirm staff competence by appropriate AALA-recognised qualifications for any adventure activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	<input type="checkbox"/>
11.4	Where there is no NGB or equivalent organisation for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	<input type="checkbox"/>
11.5	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?	<input type="checkbox"/>
11.6	Do you make clear your expectations of how responsibilities for the supervision and welfare of participants are shared between your staff and visiting staff?	<input type="checkbox"/>
11.7	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?	<input type="checkbox"/>

SECTION D To be completed by Tour Operators	
12. Tour Operators	
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	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

PROVIDER CONFIRMATION			
I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might affect the safety and wellbeing of user groups.			
Signed	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Position	<input type="text"/>
Name of Provider	<input type="text"/>		
Address of Provider	<input type="text"/>		
Telephone	<input type="text"/>	Website	<input type="text"/>
Email	<input type="text"/>		
Additional information			
<input type="text"/>			

Appendix 5: using SAGE model to determine appropriate supervision

Decisions about the staffing and supervision on visits should take account of:

- The nature and duration of the visit and the planned activities;
- The location and environment in which the activity is to take place;
- The nature of the group, including the number of young people and their age, level of development, sex, ability and needs (behavioural, medical, emotional and educational);
- Staff competence;
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time.
- When planning a repeat visit or a series of activities, it is important to review the previous plan (no matter how well it worked in the past) to ensure that it meets current group needs and any other changes (e.g., time of year).
- Staffing ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff/participant ratios for a particular age group or activity.
- The Early Years Foundation Stage (EYFS) Statutory Framework sets out legal minimum ratios for all providers working with children aged up to five. The appropriate ratio during an outing is always likely to be higher than the legal minimum: as with other age groups, this should be determined by risk assessment, which should be reviewed before each outing. It is not unusual for a ratio of 1:1 to be necessary.
- Staffing, especially for visits to remote locations or overseas, should take into account how the group will be supervised effectively given the possibility of a leader becoming indisposed or having to leave the group, for example to accompany a sick child to hospital.

During some activities, staff inexperienced in that activity may need to be counted as participants rather than leaders when considering ratios.

If a leader or helper is the parent of a young person taking part in a visit, there is the potential for them to be distracted by the needs of their own child when their responsibility extends to all or some of the group. This could compromise group management, particularly if there is a serious incident. The potential to be distracted can be avoided if a parent is not allocated a leadership role with direct responsibility for their own child. Sometimes this may not be possible (e.g., when a class teacher has their own child in their class). In this case consideration should be given to other ways to manage the risk, for example by ensuring that other leaders are available.

A useful framework for assessing requirements for ratios and effective supervision is SAGE. See OEAP National Guidance document 1b “Foundations”:

- Staffing: who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
- Activities to be undertaken: what do you want the group to do and what is possible?
- Group characteristics: prior experience, abilities, behaviour and maturity, sex, any specific individual needs.
- Environment: indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions. Consider the implications of current guidance about avoiding infection during an epidemic