



Offsite Educational Visits Policy

This policy was approved and ratified by the
Board of Trustees of Cox Green School
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Revision History

Version	Area
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1 Introduction

- 1.1 An Educational Visit is any organised, off-site visit involving students that requires the permission and approval of the Headteacher, the Educational Visits Coordinator (EVC), and the parents/guardians of students attending. Visits and off-site activities support, enrich, and extend the curriculum in many subject areas. They encourage cooperation, teamwork, and the application of problem-solving skills and develop independence and self-confidence. The aim of this policy is to sustain and promote a broad range of off-site educational visits whilst ensuring safe practices and competent supervision.

2 Scope of Policy

- 2.1 This policy covers all organised off-site visits for Cox Green School students, which are led by a member of staff. It does not include off-site events that are promoted to students, where there is no requirement for a member of staff to accompany the students. Procedures and forms are separate from this policy and are found on the staff intranet.

3 Educational Visits Policy Statement

- 3.1 All Educational Visits must have clearly identified aims and objectives and have an approved competent Trip Leader who is a member of staff. Well-planned visits lead to successful visits. Staff will set appropriate learning challenges, responding to students' diverse learning needs. Provision with well-planned, reasonable adjustments will be made to support students, enabling them to participate effectively in all educational visits.
- 3.2 Cox Green School recognises that the benefits for students engaged on educational visits include:
- Raising achievement through organised experiences and opportunities outside the classroom;
 - Raising self-esteem, confidence, and independence;
 - Experiencing a range of environments, extending their cultural awareness and widening horizons;
 - Participating in challenging physical activity and encouraging healthy lifestyles;
 - Being involved in teamwork and problem-solving through residential experiences.
- 3.3 As an academy, the school is fully responsible for all aspects of educational visits, and a comprehensive insurance policy covers staff and student participation on all educational visits, where procedures have been followed.
- 3.4 All documentation relating to educational visits is updated regularly and can be found on the staff intranet.
- 3.5 This policy operates in line with OEAP National Guidance, which provides detailed procedures and must be followed for all educational visits.

4 Inclusions and Entitlement

- 4.1 Educational Visits are an integral part of the curriculum. All students are entitled to participate irrespective of social background, race, ethnicity, religion, belief, special educational needs, or disability. Where the number of students wishing to participate in a trip could exceed the number of places, then places are allocated on a first-come, first-served basis, and a waiting list is operated by the Trip Administrator. At the Headteacher's discretion, places can be prioritised for individual students to support their wider social and educational development, where it is felt that, due to personal circumstances, they may not otherwise have the opportunity to partake in trips and visits (for example, Looked After Children).



- 4.2 In cases where the family's financial circumstances prevent a student from participating in a curriculum trip, parents may appeal to the school for assistance with the cost of the trip. In the case of students who are currently are, or have been, eligible for Pupil Premium, an application can be made to the Finance Office for financial assistance. Others can apply in writing to the Hardship Fund for a contribution. Decisions on funding assistance will rest with the Headteacher. Offsite visits and trips may be cancelled if sufficient financial contributions are not received. Please refer to the separate Charging and Remissions Policy.
- 4.3 Risk assessments must take account of the requirements of individual students.
- 4.4 In the case of students who may suffer from severe allergic reactions, there will need to be sufficient numbers of trained staff allocated to the trip who are prepared to administer, for example, an Auto-injector. All planning for students with severe allergic reactions should include parents and medical Support Staff who have the specific knowledge and resources to support the needs of the trip. All students who use Auto-injectors have a care plan completed by the Student Welfare Officer. If these students attend a trip, it is a requirement that the student carries two Auto-injectors. Please refer to the Medical Conditions Policy.
- 4.5 For residential or overseas trips, staff should have Auto-injector training, and students must be able to administer the Auto-injector themselves. 4.6 The school's First Aid Lead will provide a copy of the student's Auto-injector Care plan to the Trip Leader.
- 4.7 Exclusion from a trip should only happen in extreme circumstances and after consultation with the Headteacher and EVC.

5 Behaviour

- 5.1 Places on trips are subject to the Behaviour Policy. Not complying with the Behaviour Policy can result in your child's place on a trip being withdrawn. If an internal reflection or fixed-term exclusion is given to a student between the date the place is allocated and the date of the trip, they will be withdrawn from any trip they have a place on, and no refund will be made unless the place can be resold. The school reserves the right to consider exceptional circumstances at its discretion. Any refunds or partial refunds will be considered in accordance with the Charging and Remissions Policy and any non-recoverable costs incurred.
- 5.2 In addition, if the school assesses that the attendance on a trip is a potential Health and Safety risk to the student or to others, a trip place will not be allocated or will be withdrawn, and there will be no refund made unless the place can be re-sold.

6 Risk Assessments

- 6.1 The law requires that risk assessments be in place for all activities.

Types of risk assessment:

- Generic – available from the Trips Administrator to be amended by the Trip Leader;
- Site/Activity specific – written specifically by the Trip Leader;
- Ongoing – A risk assessment that already exists for a student, which may need to be amended for the trip and its activities.



6.2 Risk assessments need to:

- Identify significant risks;
- Assess the risk of harm;
- Put control measures in place;
- Check if anything else is needed;
- Risk assessments should focus on identifying significant hazards, implementing suitable control measures, and ensuring risks are reduced and managed so far as is reasonably practicable.

6.3 Thorough preparation for a visit must be undertaken, including a preliminary staff visit if deemed necessary. Any significant risks will need to be identified, and control measures that will be put in place need to be outlined. The six main considerations when undertaking risk assessments are:

- Type of Group;
- Staffing (ratios and competency);
- Equipment;
- Venue/Activities;
- Travel;
- Emergency Procedures.

6.4 Dynamic Risk Assessments and Changing Circumstances

Educational visits will be subject to ongoing review prior to departure and, where appropriate, whilst the visit is taking place. The school will monitor relevant advice and guidance, including information relating to public safety, security, terrorism, public health, severe weather, travel disruption, and other emerging risks that may affect the visit.

6.4.1 Risk assessments and visit arrangements may be amended in response to changing circumstances, local intelligence, official guidance, or concerns identified by the school, visit leaders, external providers, or relevant authorities.

6.4.2 The school reserves the right to amend, postpone, curtail, reroute, or cancel any visit where changing circumstances or risk assessments indicate that this is necessary to protect the safety and wellbeing of students and staff.

6.4.3 Parents/carers will be informed as soon as reasonably practicable of any significant changes to visit arrangements.

7 Staffing

7.1 Staffing ratios for activities will vary according to the activity, age, group, location, and efficient use of resources.

7.2 Risk Management will dictate the level of supervision needed.

7.3 Before taking the above into account:

- All groups should have a minimum of 2 staff who are over 18 years of age and have a pastoral role with the group, and in the instance of a mixed gender group on residentials, at least 1 of each sex should be in attendance;
- The suggested staff-to-student ratio for day and evening visits is 1:15 where students are in Years 7 – 11 and 1:20 for Sixth Form students, although these ratios are only suggestions and are subject to amendment following discussion with the EVC according to the risk assessment;



- The suggested staff-to-student ratio for residential, overseas trips, or adventurous activities is 1:10 for all years 7 – 13;
- A ratio will never be more than 1:20;
- It is recommended that at least 50% of the accompanying staff are employees of school;
- Any adults with the group must be there in a working role. The participation of any accompanying adults who are relatives of staff should be considered in the same light as that of other staff;
- Members of staff are not permitted to take their own children on a trip unless they are students at the school.

7.4 Activities where Participants are Not Under Direct Supervision

There are occasions when it is appropriate for young people to work in situations where they are not directly supervised. Examples might be The Duke of Edinburgh Award expeditions, some night and orienteering exercises, and in order to explore, however briefly, a carefully and clearly defined area, shopping expeditions and visits to public facilities.

7.4.1 In such cases, no matter how short the time scale may be, particular care must be taken to ensure that the following are observed:

- Participants must have the aptitude and maturity for, and be appropriately trained, briefed and experienced for whatever is involved;
- In Secondary, never less than 3;
- At least one adult must be in a set place the whole time;
- There must be appropriate emergency back-up available, and participants must have the means and ability to use it. Precisely what backup is necessary will depend upon the particular circumstances.

7.5 Staffing of Mixed and Single Sex Groups

Where parties of participants are of Secondary school age and include young people of both sexes, then those parties generally must be accompanied by both a male and a female, except in the following circumstances:

- Where a small group of participants is involved in an activity lasting less than twenty-four hours and not including an overnight stay;
- Where appropriate adult help is available at the group's venue and only the journey involves adults of one sex being present;
- Where an activity involves participants working without direct supervision;
- Where parties of participants over the age of 12 include members of one sex, only the Trip Leader should, in normal circumstances, be of the same sex. Exceptions to this rule should only be made after careful consideration and appropriate risk assessments are in place.

7.6 Head Counts

Particular care must be taken to ensure all participants are present as required, and to this end, frequent head counts must be made. The policy of dividing participants into smaller groups to facilitate the ease, speed, and effectiveness of counting is advantageous.

7.7 Who to Brief and How

All staff, full-time or voluntary, parents, and participants directly or indirectly involved with an off-site activity must be fully briefed with regard to the nature of the activity, their role and responsibilities, and all arrangements that will or might be made in connection with it.



7.8 Delegation of Role

The Trip Leader must make a clear delegation of roles and responsibilities to the other staff involved in the venture, particularly in case where the Leader is not present.

7.9 Checklists and Information

Each staff member of a group should carry checklists, emergency procedure cards if appropriate, and information sufficient to enable them to act quickly and effectively. Particular care should be taken here if a group is to divide into small units. As far as is reasonable, all staff should know who is where and when.

7.10 Participants, if appropriate, should have:

- Knowledge of what to do should they become separated from the group or the Trip Leader becomes incapacitated;
- The telephone number of the school, centre, base, or unit if taking part in a daytime local activity;
- Contact numbers and address of the base if away on a residential visit;
- Contact number of a member of staff whilst on a residential visit (mobile number if carried).

7.11 Frequency and Regularity of Briefing

While an activity is in progress, there should be regular briefings for participants and staff at least daily.

Where a visit takes place on a regular basis and where and when the situation and/or location are well known to staff, briefing is no less important.

7.12 Calculating Staffing Ratios

When calculating what the staffing ratio should be on a particular activity or part of an activity, it should be borne in mind that the ratio should reflect the following:

- The duration and nature of the activity – for example, does it involve situations in which particular care needs to be taken, such as naturally hazardous areas, ferry crossings, and higher-risk activities/adventurous activities;
- The age and characteristics of participants – for example, the level of expectation that participants will be disciplined and their age relative to the activities involved. See also the section on disability;
- The needs and abilities of staff – for example, will there need to be an opportunity for staff to relax if they are to operate efficiently throughout, and have they had experience of similar activities;
- Any domestic role of staff – for example, if staff have to supervise or facilitate the cooking of meals, are the staff sufficient to ensure supervision at that time? Are there participants who will require a particular high level of supervision, and are there enough staff to cope with checking of numbers and other arrangements;
- Any pastoral role of staff, particularly when with an outside agency.

8 Roles and Responsibilities

8.1 The Board of Trustees will:

1. Ensure the Headteacher and the EVC are given support in relation to Educational Visits, including the resources to enable them to fulfil their obligations;
2. Monitor the effectiveness of the school's arrangements for off-site activities;
3. Authorise overseas visits and visits involving greater risks than routine school activities.

8.2 The Headteacher will:

1. Approve the initial request for a visit;



2. In the case of residential and overseas trips, take the request to the Board of Trustees for approval.
3. Ensure that the EVC is specifically competent and has had appropriate training, which needs to be revalidated every 3 years.

8.3 The Leadership Link will:

1. Check and approve the curriculum value of the trip;
2. Check for school calendar clashes with events etc;
3. Check the cover requirements and impacts of staff being out of school on trips.

8.4 The Educational Visits Coordinator (EVC) will:

1. Liaise with the school's Outdoor Education Advisor to ensure that educational visits meet appropriate requirements, including those of risk assessment;
2. Support the Head and Trustees with approval and other decisions;
3. Verify Trip Leader and associated trip staff are competent people to lead or otherwise supervise a visit;
4. Assess the competence of leaders and other adults proposed for a visit;
5. Organise the training of leaders and other adults going on a visit. This will involve trip training, first aid etc., as required;
6. Organise training of staff in leading educational visits;
7. Ensure the Trip Leader obtains the consent or refusal of parents and provides full details of the visit beforehand so the parents can consent or refuse consent on a fully informed basis;
8. Ensure the Trip Leader organises the emergency arrangements for each visit;
9. Keep records of individual visits, including reports of accidents and "near misses";
10. Review systems and, if required, monitor practice;
11. Promote educational visits and take a lead in policy development;
12. Liaise with staff, offering advice and support regarding educational visits;
13. Advise on the arrangements for visits, including staff-to-student ratios;
14. Ensure that approved trips are added to the school calendar;
15. Ensure that there is an updated Charging and Remissions Policy;
16. Liaise with the Headteacher and Board of Trustees as requested;
17. Confirm the insurance policy covers the planned activities;
18. Ensure approval, notification forms, checklists etc. are completed accurately and approved by the Outdoor Education Advisor where required;
19. Ensure the Trips Administrator undertakes the administration of the trip, including issuing emergency numbers, first aid kit, mobile phone etc;
20. Ensure records are kept and checks are made on staff qualifications and driving details (car insurance with business use if transporting students in their own cars);
21. Maintain and update the Offsite Educational Visits Policy and Procedures and associated documentation;
22. Attend relevant EVC training.
23. Ensure the use of EVOLVE, or any successor system, for visits requiring Local Authority notification, approval, or monitoring.
24. Have final approval authority for all routine and non-residential visits, unless escalation to the Headteacher or Board of Trustees is required under this policy.

8.5 The Outdoor Education Advisor Service will:

1. Provide training for the EVC;
2. Provide training for staff leading and attending, or supervising educational visits;
3. Ensure relevant documentation is completed and will check this for compliance;
4. Ensure risk assessments are completed and findings acted on;



5. Give advice and guidance to the EVC;
6. Monitor the work of the EVC;
7. Provide support in case of emergency situations.

8.6 The Trip Leader will:

1. Ensure there are clear educational aims for the visit;
2. Take overall responsibility for the organisation, supervision and conduct of the visit and have an up-to-date knowledge of the Offsite Educational Visits policy and procedures;
3. Ask the Link/Line Manager for outline permission to organise the visit in terms of educational value, cover requirements, and the school calendar. In the case of overseas visits, ideally, this should be twelve months in advance;
4. Liaise with the Trips Administrator to confirm that any costs being passed onto students are provided to the Finance Office;
5. Confirm draft of letter to parents as completed by the Trips Administrator;
6. For trips outside school hours, one member of LT staff, to be named contacts in case of emergency;
7. Complete a comprehensive risk assessment and complete the trip request form and pass it to the EVC. The Trip Leader must have sufficient competence and confidence to assess risks as they change throughout the trip and make decisions to stop activities if the risks become unacceptable;
8. Give the Trips Administrator a list of students invited to attend the visit and check parental consent forms have been received where applicable;
9. Consider whether any student participating in the visit may need a permission letter from their doctor to be covered by the school's insurance policy. A clear risk assessment must be made for any named student with known behavioural or medical issues;
10. Ensure parents, accompanying staff, and students are kept fully informed of visit arrangements and itinerary (and in the case of residential and overseas trips, hold an information evening for parents);
11. Ensure that all accompanying staff have a clear understanding of accident/emergency procedures;
12. Ensure adequate first aid has been considered and that first aid kits and individual students' medical kits have been taken along as appropriate. The Trip Leader must inform all staff on the trip should be aware of who is responsible for first aid;
13. At least three weeks before the trip is due to take place, confirm the names of students to the Trips Administrator, who will generate a SIMS list of all dietary requirements, emergency contact details, OA4 forms as required, and medical information;
14. Ensure that the Trips Administrator has collected and compiled the medicines identified from the OA5's or OA4's, and are labelled and bagged;
15. Carry copies of all supporting documentation on the visit, e.g. itinerary, consent forms, OA5 which shows emergency contacts, special medical and/or dietary requirements, and ensure that copies of the details are passed to the emergency contacts where the trip is outside school hours, residential, or overseas;
16. Take a charged mobile phone on the trip;
17. Register the students before leaving school and contact the school office to confirm attendance and report any absentees;
18. Report any accidents and incidents that occur during the visits in line with the School Health and Safety Policy;
19. Ensure that all accompanying staff are fully briefed and clear about their specific duties and responsibilities;
20. Ensure they are suitably competent to lead a trip;
21. Ensure they understand Child Protection issues;
22. For overseas trips, ensure that all students have the correct travel documents to be able to enter the country being visited and to be able to re-enter the UK. Students who hold non-EU passports



must have full residency stamps or visas that allow them re-entry on their passports, not their parents;

23. Ensure that visa waivers for non-EU passport holders have been obtained for entry into countries that have a visa requirement and that the Headteacher has signed this before the trip leaves;
24. Carry out a trip evaluation on completion of the trip;
25. Prepare the young people for the visit by ensuring that they understand what is expected of them and what the visit will entail;
26. Ensure that the young people understand the standard of behaviour expected of them and the rules they must follow;
27. Encourage young people to take on challenges but not coerce them into activities of which they have a genuine fear;
28. Ensure that the young people understand:
 - The aims and objectives of the activity;
 - Background information about the place;
 - Basic foreign words where appropriate;
 - Relevant culture and customs;
 - How to avoid specific dangers and why they should follow rules;
 - Why safety precautions are in place;
 - What standard of behaviour is expected from them;
 - Appropriate and inappropriate personal and social conduct, including sexual activity;
 - Who is responsible for the group;
 - What not to bring back from either abroad or within the UK;
 - What to do if approached by anyone from outside the group;
 - Rendezvous procedures;
 - What to do if separated from the group;
 - Emergency procedures;
 - How to care for each other;
29. Ensure that young people are issued with and carry with them at all times:
 - The telephone number of the school, centre, base, or unit if a daytime local activity;
 - Contact numbers and address of base if away on residential;
 - Contact number of a member of staff whilst on residential (mobile number if carried).
30. For overseas trips, ensure that young people are issued with and carry with them at all times:
 - Emergency contact number in UK;
 - Information in the relevant language to get them or put them in contact with a safe place, hotel, police, etc.

8.7 The Emergency Contact (Home base):

See Annex A for the Role of the Emergency Contact.

8.8 The Cover Manager will:

1. Book the cover requirements that the trip will necessitate.

8.9 Additional Members of Staff and Other Adults Taking Part in Educational Visits will:

1. Assist the Trip Leader to ensure the health, safety, welfare, pastoral care, and supervision of the students on the visit;
2. Be clear about their roles and responsibilities whilst taking part in a visit;
3. Take care of their own Health and Safety and that of others on off-site visits;
4. Bring any deficiencies in the arrangements that create hazards to the Trip Leader's attention.



8.10 The Senior Leadership Team Link will:

1. Ensure they have all the details from the Trips Administrator of the trip, including timings and emergency contact details, before the trip departs;
2. Be available on the emergency contact number given to answer any queries and emergencies during the trip.

8.11 Students should:

1. Understand that they have a responsibility to avoid unnecessary risks;
2. Follow the instructions of the Trip Leader and other members of staff;
3. Behave sensibly at all times, keeping to any agreed code of conduct;
4. Inform a member of staff if they become aware of any significant hazards;
5. Not take mobile phones or electronic devices on any trip;
6. Let an adult know if there is anything that they are concerned about;
7. Not behave in a way that puts themselves or others at risk.

8.12 Parents/Carers/Guardians should:

1. Understand that they have an important role in deciding whether any visit or off-site activity is suitable for their child;
2. Inform the Trip Leader about any medical, psychological, or physical condition relevant to the visit;
3. Provide an emergency contact number;
4. Provide consent through payment or a consent form where the trip is outside curriculum hours;
5. For trips overseas, be responsible for ensuring that their child has the correct travel documentation for overseas trips and re-entry into the UK.

9 Visits Abroad

9.1 On visits abroad:

- There is to be a minimum ratio of 1 adult to 10 young people, with at least two adults;
- There should be enough adults to cover an emergency, which may be covered by staff or organisational staff in the country of the visit who can be briefed as to what to do in an emergency;
- Young people must be prepared for emergencies;
- Passports, visas, GHICs, and relevant inoculations must be up to date;
- Cox Green School does not take part in student exchange or home placement visits.

9.2 Overseas visits will be subject to ongoing review prior to departure and whilst the visit is taking place. The school will monitor relevant Foreign, Commonwealth and Development Office (FCDO), Department for Education (DfE), UK Government, and local authority guidance, including travel advice, security concerns, public health information, and terrorism threat levels.

9.3 The school reserves the right to amend, postpone, curtail, reroute, or cancel any visit where changing circumstances, risk assessments, or official guidance indicate that this is necessary to protect the safety and wellbeing of students and staff.



10 Preparation for Overseas Trips

Thorough preparation for overseas trips will need to be in various areas, and a suggested but not exhaustive list follows:

10.1 Preparation of Pupils

- Language – common phrases;
- Culture – dress, body language, customs etc;
- Drugs and alcohol, and the law;
- Food and drink;
- Money;
- What to do in an emergency;
- What to carry in the way of information.

10.2 Preparation of Staff Members as Drivers Abroad

Where driving abroad is required, the Trip Leader will seek to use a professional driver or transport provider in the first instance.

Points to remember:

- PCV licences are needed for any vehicle with more than 8 passenger seats;
- Insurance;
- Driving on the other side of the road;
- Dropping off young people as the doors of the minibuses will be opening out onto the highway;
- Speed limits;
- Tachographs;
- Driving hours.

10.3 Preparation for an Emergency

- Ensuring that all know what to do if a problem arises and to be aware of emergency contacts and their telephone numbers;
- The staff should know where the British Embassy or Consulate is located;
- All know where medical facilities are;
- Ensuring insurance documents and GHIC are to hand;
- All relevant paperwork is held by all staff;
- Back-up systems are established, and the staff know how they work.

10.4 Preparation of Paperwork

- Passports for all individuals;
- Visas for all where necessary;
- Medical Insurance;
- GHIC forms;
- Medical consent forms;
- Medical preparation, vaccinations, names of medication that participants have a need of and/or are currently on.



11 Parental and Participant Consent

11.1 While formal written consent may not be required for routine curriculum activities, parents will always be fully informed. Legally, parental consent is not needed for any activity within curriculum time. A pupil can only be removed from Religious Education and Sex Education lessons.

11.2 When is Parental Consent Necessary?

11.2.1 Education

Signed parental consent must be obtained for all activities lasting more than twenty-four hours, involving an overnight, a journey by air or sea, and should be obtained for all activities involving higher-risk activities/adventurous activities.

The Headteacher has delegated responsibility for determining if parental consent is needed for off-site activities to the EVC.

Separate consent must be obtained for all activities lasting more than 24 hours, involving an overnight stay, a journey by air or sea, and all activities involving higher-risk activities/adventurous activities unless the consent has been given for a period of time for such activities, when a letter may be used. Participants over the age of 18 years must sign their own consent form.

11.2.2 Day Activities

In the case of activities lasting less than twenty-four hours and not involving higher-risk activities/adventurous activities, parental consent must be obtained if the activity is off-site and for any activity which parents might regard as unusual compared with normal day-to-day practice in the school.

11.2.3 Overseas Trips

The school will seek written consent from all persons with parental responsibility for a child participating in an overseas trip. Where consent is provided by only one person with parental responsibility, they must provide a signed declaration confirming that they have the authority to provide consent and, where required, have obtained the agreement of all others with parental responsibility.

Parents/carers must inform the school of any court orders, travel restrictions, or legal arrangements that may affect a student's participation in overseas travel.

Where the school becomes aware of a dispute relating to overseas travel consent, further evidence of consent or supporting documentation may be requested before the visit proceeds.

Responsibility for ensuring that all necessary consents, permissions, travel documentation, and legal requirements relating to overseas travel are in place remains with the parent/carer.

11.3 Procedures

11.3.1 The Timing of Consent and Information for Parents/Guardians and Participants

Information to parents/guardians and participants must be clear and realistic, and should be given in sufficient time for parents/guardians and participants to make an unhurried and informed decision before they are financially or otherwise committed. There should be enough information to allow parents/guardians and participants to make an objective decision, and this information must be in written form.



11.3.2 Parents/Guardians and Participants Evenings

In many cases, a parents'/guardians and participants' evening might well be appropriate in order to expand on written information or in order to answer parents'/participants' questions. This will always take place for an overseas or where appropriate for a residential trip.

11.3.3 Information on Insurance

Parents/guardians and participants can be informed on request of the nature and extent of insurance taken out on their behalf.

11.3.4 Parental/Guardian Consent for a Series of Events

Parents/guardians need only be asked to sign one parental consent form in respect of a series of activities that are part of a course or program. Consent should not cover more than one year. *If consent is renewed after each year, medical information should be updated.* It is essential, in these cases, that the school informs parents that it is the parents/guardians' responsibility to inform the school if there is any change to the information on the Medical/Consent form.

11.3.5 Consent and Medical Forms OA4

The school's parental/guardian and participant consent and medical form must be used in all cases where consent is to be obtained. It must have all the necessary information about the activity attached to it when it is given to parents/guardians and participants. In the case of residential and overseas trips, the OA4 must be checked and all requirements complied with (see separate Medical Conditions Policy).

12 Insurance

Two main types of insurance are required for off-site activities.

12.1 Travel Insurance

This provides cover for the participants of the trip and includes personal accident benefits, cancellation and personal effects cover, plus medical cover for trips abroad. Travel insurance is required for any trip over 24 hours, or overseas of any length.

The school has arranged an annual policy that provides cover for all off-site activities occurring during the year.

12.2 Liability (Third Party) Insurance

The normal Public Liability insurance policy that the school holds will apply to off-site activities, even those abroad, where the school has responsibility.

The Liability policy provides cover for the school against claims from third parties for personal injury or damage.

Any outside agency or provider must have a minimum of £5,000,000 public liability insurance or equivalent; preferably £10,000,000 public liability insurance.

13. Mobile Phones, Social Media, Internet, and Contacting Home

13.1 Communication by various means has become a part of society and, as such, allows instant access throughout the world. This can have a variety of effects on visits, particularly when looking at developing independence and confidence skills. It can also produce great problems in the event of an emergency.



13.2 Problems for Group Organisation

- Young people communicating wrong or limited information in the event of a problem;
- Young people informing others of emergencies, particularly parents of those who may be seriously injured or killed;
- Communicating false or misleading information, such as 'they are lost' when they are not prepared to use the skills they have;
- Young people receiving information of a troubling nature, directly to their mobile phone, without the information being passed through the leaders who would be prepared and able to counsel if the information had come through them;
- Parents receiving distressing information through the mobile phone calls or emails of young people, which may put the leadership at risk of negligence and liable to prosecution or claims of damages.

13.3 Risk Management and Emergency Contacts

Mobile phones must either not be carried or remain secured in school mobile phone pouches during off-site activities. Unauthorised access to or use of a mobile phone may result in sanctions in line with the Behaviour Policy. Exceptions to this must be presented by the Trip Leader to the Headteacher for approval.

- The Trip Leader will hold a school-issued trip mobile phone.
- The Trip Leader will arrange a "home base" emergency contact person who will hold a school-issued trip mobile phone or school 3CX extension.
- Arrangements must be established by the Trip Leader that allow young people to communicate with their families in problem situations to alleviate worry.
- Arrangements must be established by the Trip Leader through the "home base" emergency contact to allow information to be sent first to the families of those involved in any incident, before the families receive the information from other sources.
- Families must also agree to pass all information that may be distressing to a member of the party through the "home base" emergency contact. The emergency contact will then contact the Trip Leader, who will then have the time to prepare the person and the rest of the group. They will also be prepared to assist the young person rather than suddenly being faced with a distraught member of the group, and no knowledge of the cause.

14 Contracts for School Activities

14.1 All providers must have a minimum of £5,000,000 public liability insurance, preferably £10,000,000 public liability insurance.

14.2 **All providers should either have the Learning Outside the Classroom Quality accreditation badge (LOTQ) or the School Travel Forum accreditation badge (STF).**

14.3 **All providers of adventurous activities, must hold a Adventure Activity Licensing Authority (AALA) license.**

14.4 Outside Agency

All contracts must be between the school and the provider, but the responsibility for the contract is with the Board of Trustees.



14.5 Parents and Agency

Contracts must not be completed between parents and the outside agency.

14.6 Cancelling Contracts

Any contract should have a clear process written in that explains the process of cancellation. Parents and participants need to know the levels of penalty, if any, that they will have to pay should a contract be cancelled. It is also important that the school has sufficient means to pay the contract if they cancel.

14.7 Alternate Itinerary and Programs

This is particularly important on overseas trips when areas planned for visits can become inappropriate to visit. Alternate arrangements must be written into the contract and agreed by all parties, and appropriate risk assessments undertaken and risk management put in place.

15 Young People with Disabilities or Special Needs

15.1 It is unlawful for the Board of Trustees of a school to discriminate against any pupil, including those with disabilities and special needs, to ensure equal opportunities regarding the education or associated services that are provided or offered. There are two key duties placed on governing bodies, namely:

- A duty not to treat pupils with SEND less favourably without justification;
- A duty to take reasonable steps to ensure that pupils with SEND are not substantially disadvantaged when it comes to the education or associated services provided or offered by their school.

15.2 Staff must ensure that an appropriate level of care and supervision is available to meet the needs of all the individuals within the group. Risk assessments should be completed that include the needs of any pupils with SEND. The risk assessments should clearly identify the support needed by the pupils with SEND for those activities and state how the school intends to provide that support. Risk assessments must be site and travel-specific as well as covering pupils' specific needs.

15.3 Support for pupils with SEND should not be less than that provided by the school at any other time. The level of support should reflect what would be regarded as reasonable during on-site activities, but in addition, it must take into account the level of supervision required during travel to and from a venue and that required during the actual activity itself.

15.4 If the level of supervision available is less than or falls below the level specified in the risk assessments whilst on the trip for any reason, then it may be that the pupils with SEND will not be able to take part in the activity or part of it. However, before making this decision, the school must consider what reasonable adjustments it could make in order to allow the pupils with SEND to take part. To prevent the pupil from taking part could constitute less favourable treatment that cannot be justified in the circumstances and therefore infringe equal opportunities.

15.5 The circumstances of each individual case must be assessed fully before any decision is made concerning a pupil with SEND's participation in a school visit. Each case must be judged on its own merits.

15.6 Further advice on this area is available from the school's Outdoor Education Advisor.

16 Parental Support

16.1 It is permissible for parents of SEND pupils to assist with off-site activities. Parents may have access to funding or assistance, which can be included as a voluntary contribution (see below). If parents assist in



an off-site activity, then this factor must be taken into account in the risk assessment and subsequent risk management.

- 16.2 If a school treats a SEND pupil or prospective pupil less favourably than another because of his or her disability without justification, they may be breaking the law.
- 16.3 In some cases, the school can treat a **SEND** pupil “less favourably” if it can provide justification that is both material and substantial to the particular case.

Example :

A pupil with cerebral palsy who uses a wheelchair is on a trip with her school to an outdoor centre. The teachers arrange for the school children to go on a 12-mile hike over difficult terrain, but having carried out a risk assessment, they decide that the SEND pupil can't go on the hike for health and safety reasons. In this particular case, the school may be able to justify the less favourable treatment for a material and substantial reason, although they are likely to be expected to arrange an alternative activity for the SEND pupil as a reasonable adjustment.

17 Reasonable Adjustment

- 17.1 What is “reasonable”? The Act does not define “reasonable” – this depends on individual cases and will be a matter for the Tribunal and/or appeal panels to decide. However, schools can take into account the:

- Need to maintain academic and other standards;
- Money available;
- Practicalities of making the particular adjustment;
- Health and safety of the SEND pupil and others;
- Interests of other pupils.

18 Substantial Disadvantage

- 18.1 What is a “substantial disadvantage”? The school needs to take into account a number of factors. These might include:

- The time and effort that the SEND child might need to expend;
- The inconvenience, indignity, or discomfort a SEND child might suffer, the loss of opportunity or lack of progress that a SEND child may make, compared to other non-SEND children.

19 Alcohol, Smoking, and Illegal Substances (*smoking includes the use of e-cigarettes/vapes*)

- 19.1 The health and safety of young people whilst on a trip is paramount, and staff will appreciate that any consumption of alcohol will have an adverse effect on their ability to carry out their Duty of Care.
- 19.2 Staff drinking and smoking portray a poor image, not in keeping with that of a staff member in a position of authority and responsibility.

20 The Law

- 20.1 It is against the law (1) (2):

- To sell alcohol to someone under 18 anywhere;
- For an adult to buy or attempt to buy alcohol on behalf of someone under 18. (Retailers can reserve the right to refuse the sale of alcohol to an adult if they're accompanied by a child and think the alcohol is being bought for the child);



- For someone under 18 to buy alcohol, attempt to buy alcohol, or be sold alcohol.;
- For someone under 18 to drink alcohol in licensed premises, except where the child is 16 or 17 years old and accompanied by an adult. In this case, it is legal for them to drink, but not buy, beer, wine, and cider with a table meal;
- For an adult to buy alcohol for someone under 18 for consumption on licensed premises, except as above;
- To give children alcohol if they are under five.

21 School Staff

- 21.1 It is not acceptable for any staff on an off-site activity who has a 'duty of care' to consume alcohol. The only time when in a 'duty of care' situation it may be permitted is whilst on a residential and the member of staff is 'off duty'.
- 21.2 "Off duty" is when the person is removed from the group, and there remains a minimum of 2 staff covering the group. A member of staff cannot resume duty of care cover until 8 hours have elapsed after alcohol has been consumed.
- 21.3 There must be no consumption of alcohol whatsoever during or immediately before activities that are of less than 24 hours duration.

22 Driving

- 22.1 It is not permissible to drink alcohol on the day of driving young people, and alcohol consumed the previous day must be in an amount that will not impair ability after a night's sleep.
- 22.2 The school minibuses operate under Section 19 Permit arrangements for use within the UK. The Facilities Team manage the school's minibus permits and driver authorisation process. Staff wishing to drive a school minibus must complete a minibus driver form, have their driving licence and DVLA record checked, and successfully complete a familiarisation drive before being authorised to drive a school minibus. Authorised drivers are issued with a driver fob.
- 22.3 Driving arrangements must take account of journey duration, driver fatigue, rest periods, and staff workload. Where necessary, additional drivers, overnight stops, or alternative transport arrangements should be used to reduce fatigue-related risk.
- 22.4 The school's Driving at Work Policy applies to trips and off-site visits.

23 Students and Alcohol

- 23.1 Social drinking at school activities is not acceptable, both from a legal perspective and an educational basis. This applies to all students on school activities, including those over 18 years of age. Whilst on visits, schools are still operating under UK law, and parents and pupils must be clearly informed as to the policy. Schools need to be seen to be doing all that is reasonable, and a statement of what will happen to the student if the policy is broken must be in place.

24 Smoking and Illegal Substances

- 24.1 All visits have a stated policy barring smoking and illegal substances, which parents and/or participants have to agree to.
- 24.2 It must be made clear to all what the consequences will be for any person caught drinking, smoking, or with illegal substances in contravention of the policies.



24.3 The school's Behaviour Policy and Exclusion Policy will apply to those on off-site activities as in school.

25 Home Stays

25.1 All homestay arrangements, exchange visits, and host family placements will be planned and managed in accordance with OEAP National Guidance and Keeping Children Safe in Education (KCSIE).

25.2 Appropriate safeguarding arrangements must be in place for all homestays, whether within the UK or overseas. The school will ensure that suitable checks, vetting procedures, supervision arrangements, and safeguarding measures are undertaken in proportion to the nature and duration of the visit, the age and needs of the students, and the level of responsibility delegated to host families.

25.3 Where homestays take place in the UK, the school will undertake enhanced DBS checks for adults involved in homestay arrangements wherever appropriate and permitted by legislation. Barred list checks will be undertaken where the role meets the legal definition of regulated activity, in line with KCSIE and current safeguarding legislation.

25.4 For overseas homestays, the school recognises that DBS checks in accordance with UK requirements cannot normally be undertaken. In such circumstances, the Trip Leader and Educational Visits Coordinator (EVC) must satisfy themselves that the host organisation or partner school has undertaken appropriate safeguarding and suitability checks on host families and adults residing in the accommodation. Where safeguarding assurances are considered insufficient, alternative arrangements must be made or the visit reconsidered.

25.6 Parents/carers and students will be fully informed about:

- the nature of the homestay arrangements;
- the safeguarding and vetting procedures in place;
- supervision and communication arrangements;
- emergency contact procedures; and
- expected standards of behaviour and conduct.

25.7 The school will ensure that:

- a suitable monitoring and communication process is in place throughout the visit;
- students have access to a 24-hour emergency contact;
- contingency arrangements exist should alternative accommodation be required; and
- safeguarding concerns or disclosures are reported immediately in line with the school's safeguarding procedures.

25.8 All homestay arrangements will be subject to appropriate risk assessment and oversight by the EVC and Designated Safeguarding Lead (DSL), where necessary.

26 Visit Approval Categories

26.1 Category 1 – Routine Local Visits

Routine local visits within the normal school day and involving no significant additional risk may be approved by the Educational Visits Coordinator (EVC).

Examples may include:

- local sports fixtures;
- theatre visits;
- curriculum visits within the local area.



26.2 Category 2 – Non-Routine or Residential Visits

Visits involving residential stays, extended travel, higher-risk activities, or travel outside the local area require approval from the Headteacher and EVC.

Examples may include:

- residential visits;
- visits involving adventurous activities;
- visits outside normal school hours.

26.3 Category 3 – Overseas and Higher-Risk Visits

Overseas visits and visits involving significant risk, unusual activities, or higher levels of complexity require approval from:

- the EVC;
- the Headteacher; and
- the Board of Trustees.

Where required, visits must also be submitted through EVOLVE and notified to the Local Authority or Outdoor Education Adviser in accordance with OEAP guidance.

26.4 No visit may proceed without the appropriate approvals being obtained.

27 Further Advice and Guidance

27.1 Further guidance and documentation for staff can be found in the Offsite Visits folder on the staff intranet, or from the school's Trips Administrator.

27.2 Advice on the school's educational visits insurance policy can be sought from the Operations Director. Further advice and guidance on all aspects of educational visits is available from the school's competent Outdoor Education Advisor currently Paul Bowen at RBWM.

28 Communication of Policy

This policy will be published on the staff intranet and on the school website.

29 Review of Policy

This policy shall be reviewed every 3 years by the Finance and Resources Committee.

29. Version History

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Board of Trustees	14/05/2013	May 2013	July 2015
1.2	Board of Trustees	18/10/2016	18/10/2016	September 2019
1.3	Board of Trustees	31/01/2017	31/01/2017	September 2019
1.4	Board of Trustees	06/02/2018	06/02/2018	January 2022
1.5	Board of Trustees	23/02/2021	23/02/2021	February 2024
1.6	Board of Trustees	23/05/2023	23/05/2023	May 2026
1.7	Board of Trustees	19/05/2026	19/05/2026	May 2029



Glossary

3CX	Cox Green School Phone System
EC	Emergency Contact
EVOLVE	An online platform that helps schools plan, manage, and approve educational visits, extracurricular activities, and off-site learning efficiently and safely
EVC	Educational Visits Coordinator
GHIC	Global Health Insurance Card
OA4	Medical Consent form
OA5	Document detailing information of attendees on a trip (Emergency contact, medical information)
OEAP	Outdoor Education Advisors Panel
PCV	Passenger Carrying Vehicle
SEND	Special Educational Needs and Disabilities
SLT	Senior Leadership Team



Annex A

Role of the Emergency Contact (EC)

All Emergency Contacts should be trained for the role.

The Emergency Contact response will be aligned with the school's Critical Incident Plan.

There are four areas the Emergency Contact (EC) has to fulfil, whether it is for an expedition to Canada or an evening theatre visit. These are:

1. Being the person with the experience and senior role in the organisation who can support the leader and the group who have had the accident/incident, and guide them through the situation;
2. Be the link to the next of kin of the young person/staff involved, informing them of the situation;
3. Informing those in Management, Local Authority, Press Department etc;
4. Working with the families, Insurance, Critical incident team etc., to enable the family to be with their child if necessary.

A serious accident or incident is defined as:

- An accident leading to a fatality, serious or multiple fractures, amputation, or other serious injury;
- Circumstances in which a party member might be at serious risk or subject to serious illness;
- Any situation in which the press or media might be involved.

In an emergency situation, or when an incident or accident has happened, **it is not the responsibility of the Trip Leader to communicate with parents or any other agency, except the emergency services.**

The Trip Leader's role is to look after the group and the other staff on the trip. So it is the role of the Emergency Contact (EC) to be the coordinator of the situation.

1. Visits should be well planned and overseen by the EVC of the organisation, but accidents/incidents can always happen that are outside the control of the Trip Leader. An Emergency Contact must have experience in leadership and staff management and be able to guide the Trip Leader through the various actions they need to take, encouraging them, asking if all actions that should have been done, getting the Trip Leader to take notes of what happened and what actions to take etc.
2. The Emergency Contact is the person who will inform the parents that, for example (this is not an exhaustive list):
 - Their child has had an accident and is in hospital, helps them get to the hospital, communicates with Insurance to make sure that the travel is covered;
 - There has been an accident and the status even if all are uninjured;
 - There has been a bomb attack in London but the group is all ok (and nowhere near the bomb);
 - Their child is very ill and is hospitalised etc.

Except in the case of a death, when the Police may inform the families concerned.

However, if a school or centre knows that a person on the trip has died, they may have to inform the parents if the Police have not gained the information about the death in a way that they can act on, so that the potential of the parents finding out by other sources is reduced.



The Emergency Contact is representing the organisation, Children's Services, and RBWM and acting on their behalf. Parents would expect a level of seniority informing them of an incident, and that the authority is taking the situation seriously and is being as supportive as is reasonable to the family. Therefore, the Emergency Contact must have a level of responsibility and have the people skills to communicate serious news and then work with parents who may be in shock and needing support.

3. An Emergency Contact will need to communicate up the management levels in the school and Local Authority so that all are prepared in their role and can show due care. The school employs the services of the Outdoor Visits Co-ordinator to assist and advise in such circumstances.
4. The Emergency Contact will also need to be involved with the support of the family and young person/s in the short term, at least liaising with Insurance etc, to get members of the family to the young person if relevant, and being involved with any critical incident needs and support.

Emergency Contact Procedures

The first instance will be taking a call from someone on the trip to say an incident has occurred, and can you contact the group.

The first report of an incident can come from many sources.

Whatever the source, it is important that if you receive information of a serious accident, you listen carefully and write down the following:

- The name and address of the caller;
- The caller's telephone number;
- The location of the incident;
- The time the incident occurred;
- The nature of the incident;
- The names of individuals involved;
- The condition and location of any injured persons;
- The details of any assistance required;
- Try and establish what is being done.

Next Steps

Ensure that the parents of any participant who has died, been seriously injured, or been involved in a serious accident are informed as rapidly and compassionately as possible. In the case of a fatality, the most effective way of achieving this will be to telephone the local Police Station, explain the circumstances, and give appropriate details.

The Police will usually arrange for the next of kin to be informed.

Please note, any delay at this point could mean that parents could experience distress by learning of an accident through other sources, such as the press or media.

If the Police cannot inform the parents because they feel the level of information on the death is insufficient for them to act, then the school or centre may need to take that responsibility.



The Police will be able to stay with those they have informed for a little more than half an hour because of other responsibilities. It is important that arrangements for other forms of support and help for parents and party members are available, if at all possible, within that timescale.

Whatever is arranged, details should be passed on to relevant officers as soon as possible, so that a course of action can be agreed that will:

- Facilitate the use of the resources of the locality as necessary;
- Ensure all necessary support for those involved;
- Ensure that parents/relatives of other participants involved are informed as rapidly as possible so as to avoid their being unnecessarily distressed.

Inform and set in motion information to the school's Outdoor Education Advisor and confirm who will advise Senior Officers of the Local Authority Directorate and whoever needs to know to assist:

- Children's Services Director;
- Lead member;
- Chief Executive;
- Arrange who is to prepare and inform the Press Office of the Royal Borough.

Maintain contact with the party on the activity and arrange whatever resources they need.

Liaise with the insurance company, next-of-kin, and the party to facilitate any arrangements that need to be put into action to take relatives or other assistance to the locality or the hospital.

The Local Authority will assist with Media handling. The Headteacher's PA will generally lead this communication if they are available, otherwise the Operations Director will arrange the point of contact.

General Concerns

- Be as helpful and compassionate as possible with the parents of participants involved.
- Remember, the staff at the incident may be stressed and under immense pressure.
- In all cases, keep a careful written record of all facts, events, and circumstances and retain this record until all matters are finally settled.



Annex B Flowchart



- No trips after February half term until the end of exams, unless curriculum mandatory or to support exams.
- No more than one residential trip at a time, with at least one week in-between.
- No year 11 trips after October half term.



Annex C – Forms

All forms are usually stored on the staff intranet or can be obtained from the Trips Administrator. Staff wishing to run a trip should liaise with the Trips Administrator in the first instance.

Public Health and Emergency Guidance

The school will follow all relevant Department for Education (DfE), UK Government, UK Health Security Agency (UKHSA), Foreign, Commonwealth and Development Office (FCDO), and Local Authority guidance relating to public health, safety, travel, and emergency situations when planning and undertaking educational visits.

Educational visits may be amended, postponed, or cancelled where national guidance, risk assessment, or operational considerations indicate this is necessary to ensure the safety and wellbeing of students and staff.