



# Educational Visit Policy

**Reviewed: 12/7/2024**

**Changes made:**

Page	Change	Reason	Made by	Reviewed by
3.	Additional of Group Leader Profile checklist	To clarify suitability of potential Group Leader	AM	LT, BM
3.	Addition of pre-visit checklist	To ensure all relevant documentation / checks are completed	AM	LT, BM
4.	EVC certificate held in Training File.	Ensure training is up-to-date	AM	LT, BM

**Next review: 12/7/2025**

## **1. Statement of Purpose**

Redhill High School recognises the substantial benefit to students' personal and academic development afforded by outdoor learning, offsite visits and Learning Outside the Classroom.

The School aims to provide a safe and secure environment for our students at all times, and to fulfil our remit in terms of traditional Safeguarding responsibilities. This extends to all off site activities, educational and otherwise, that groups of students (or individual students) take part in under the auspices of Redhill High School.

## **2. Scope**

The Policy applies to all students and staff. This Policy is supplementary to the overall Safeguarding Policy and should be read, understood and acted upon in conjunction with it. The primary concern of this Policy is to provide a context and guidance for considering, organising and delivering off site activities. It has been produced with reference to the recommended National Guidance <https://oeapng.info/>

## **3. Health & Safety**

Under the Health and Safety at Work etc. Act 1974 employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, as far as is reasonably practicable, the health and safety of anyone else who may be affected by their activities. This includes participants in educational visits. The Board of Directors are the employers.

The Management of Health and Safety at Work Regulations 1992 (updated 1999), made under the 1974 Act, require employers to:

- assess the risks of activities;
- ensure that measures to control those risks are adequate.

This includes telling employees about safety measures along with reasonable measures to ensure that these are followed and implemented. The 'reasonable' requirement will generally be satisfied by monitoring arrangements 'in the field' until the employer is satisfied that there is reasonable understanding of what needs to be done, and to be reasonably satisfied that it is being done. It is not necessary to monitor the performance of every employee on every activity, but by a process of targeted and random monitoring (and revision of practices as appropriate) the employer can be satisfied that there is general understanding and compliance with the employer's wishes.

Under Health and Safety legislation employees must:

- take reasonable care of their own and others' health and safety;
- co-operate with their employers over safety matters;
- carry out activities in accordance with training and instructions;
- inform the employer of any serious risks.

These duties apply to all activities, including educational visits. Teachers and other staff in charge of young people also have a common law duty of care to act as any reasonably prudent parent would do in the same circumstances.

Education law empowers employers to ensure compliance. This legal framework underpins the guidance set out in this document.

#### **4. Employer's policies and OEAP National Guidance**

Redhill High School has produced this policy with reference to the OEAP National Guidance. In the event of any apparent conflict between school policy and National Guidance, then activity leaders should follow school policy. In this instance, clarification must be sought from school management prior to any proposed activity.

#### **5. Clarification of roles**

- Board of Directors – the Board of Directors will review the Safeguarding Education Off Site Policy annually. Plans for foreign visits must be approved by the Board;
- Headmaster – the Headmaster acts as the Educational Visit Coordinator (EVC). The role of the EVC is outlined in more detail here - <https://oeapng.info/evc/> He will ensure all relevant staff and volunteers are familiar with the Safeguarding Off Site Activities Policy, and approve all domestic visits, planning and costing, and relevant communications. The Headmaster will set criteria via the Group Leader checklist on the suitability of the activity and the staff involved;
- Visit Leader – the Visit Leader will be responsible for all aspects of planning and running the visit, as outlined in this policy and especially in the Procedural Requirements below. It is expected that plans will be approved by the Headmaster, on receipt of the appropriate documentation (see Appendices). In the first instance all visits should be informally discussed with the Headmaster before planning or communication takes place. Post-activity forms should be completed and returned to the Headmaster. Further guidance is available for Visit Leaders here - <https://oeapng.info/visit-leader/>

#### **6. Procedural requirements**

The following requirements are incumbent on activity leaders:

- Consult Headmaster to discuss proposed activity. Proceed with initial planning after verbal consent;
- Submit Activity Approval Form to Headmaster for signed approval of visit plans;
- Complete relevant documentation (see Appendices) and preparation checklist for submission to Headmaster;
- Ensuring passport details are collected and / or passports are held prior to the trip as appropriate;
- 'Checking out' and 'checking in' of students before, during and after a visit;
- Follow policy guidance during activity and ensure review form is completed.

## **7. Monitoring**

Activity leaders should use their judgement to consider if a prior visit to the proposed activity site is required. During the activity it is expected that activity leaders will confirm arrival at venue and departure.

Activity folders (including key documentation) for each activity should be kept in the School Office after completion of the activity and review form.

## **8. Induction, training, succession planning**

The EVC will receive appropriate OEAP training for the role. The certificate for this is in the Training File.

All new staff will receive in-school familiarisation with the Safeguarding Off Site Activities Policy. This will be completed annually, or as part of induction for new staff. Volunteers must also receive this in-school familiarisation training.

It is expected that staff who have completed successful off-site activities will be involved in sharing their experiences and good practice with others year-on-year in order to build capacity and promote best practice.

## **9. Risk management and risk-benefit assessment**

Risk management recording will be done via the Risk Assessment Form (see Appendices). This Form is intended to be suitable for most activities.

Risk assessments will be considered annually by the Board of Directors as part of the annual review of activities and the Policy. Annual staff training will include guidance on risk management and risk assessment.

The School considers a teacher: student ratio of 1:15 for day activities and 1:12 for longer durations to be a suitable guideline. However, activity leaders must ensure that young people are supervised in accordance with the principles of "Effective Supervision".

They must therefore take account of:

- The nature of the activity (including its duration);
- The location and environment in which the activity is to take place;
- The age and gender (including developmental age) of the young people to be supervised;
- The ability of the young people (including their behavioural, medical, emotional and educational needs);
- Staff competence.

Guideline ratios *must* be contextualised within the 'Effective Supervision' principles. Any activity further than 20 miles from the School should have at least one member of staff and 1 supervising adult. The same applies where there is an overnight stay.

Further guidance is available from the OEAP here – <https://oeapng.info/visit-leader/>. See section 4.3b.

## **10. Assessing venues and providers**

Activity leaders should consider the selection of venues, facilities and external providers in terms of their longevity, reputation, the quality of their information and the existence of external accreditation. Should concerns arise, or there is no external accreditation, pre-visit contact should be used to assist with gaining information to make an approval decision. Any notes from this contact should be submitted with the Activity Approval Form.

There is no need to ask for providers' risk assessments, but activity leaders should seek any information specifically aimed at helping them manage their visit. Should the nature of the activity involve a riskier activity than usual for off-site activities, or the provider is new or untested, a preliminary visit by staff to check the venue or provider is advised.

## **11. Volunteers**

Should volunteers be used for off-site activities, they will need a self-funded enhanced DBS check prior to inclusion in the activity planning. Volunteers must receive the same induction and training procedures as staff. Volunteers should not be given responsibilities that involve them in anything other than basic support functions. They should not collect money or supervise students on their own, for example. The role of the volunteer should be considered in the review.

## **12. Transport**

Where arrangements are made for transporting children then the following points will be adhered to:

- A recognised transport provider should be used;
- Should staff cars be utilised, only cars insured to cover such transportation will be used. Arrangements should be made by the Visit Leader to view any Certificates of Insurance in advance;
- No individual member of staff will be alone with a student in a vehicle;
- A second member of staff should be present to provide supervision of the student(s);
- Parent cars will not be used for transporting students during the School day, unless there are exceptional circumstances.

## **13. Emergency procedures and incident reporting**

The following outlines preventative measures as well as procedures for dealing with emergencies and incidents:

Mobile Phone - Students should have a mobile number to call in case of emergency. We would expect students to have their mobile phones with them; parents may contact the school to discuss this if they have any concerns. The school will provide the lead member of staff with a mobile phone to be used by parents for emergency purposes only during the trip. For residential trips all students should be given details of the trip mobile, hotel details and the emergency number for the place / country they are in prior to the trip. In all cases students should text their number to the school phone and each should create a new contact for the other.

First Aid – The Visit Leader(s) must ensure adequate First Aid is available, bearing in mind the particular risks and hazards likely to be encountered. All lead staff members must meet with a Senior Leader before taking an overnight trip or a high-risk day trip to discuss First Aid needs and the content of a First Aid kit.

Communication - The Group Leader and/or the School Contact must have names and contact numbers for all parents or guardians of students. For local day trips a copy of the student names should be left with the School Office and appear on the staff noticeboard and sent out via email. For overnight trips these should be stored in two folders – one taken on the trip, and one kept with the Headmaster containing copies of consent forms and medical information.

Medical Information - Any special medical conditions in the group must be communicated to all supervisors. For overnight trips all medical information, including dietary needs, should be summarised on one page in the folder for easy access. A copy of the medical form is available in the Appendices.

Medical Emergencies - In case of emergency one teacher must accompany casualties to hospital. The rest of the group must be kept together and supervised – staff must caution all students on the trip not to use Facebook and mobile phones to contact home and instruct all students to allow teachers to handle communication about the emergency to school. If necessary, emergency services must be notified first, immediately followed by informing school (all trip leaders have the emergency contact mobile number). If abroad the lead teacher should notify the British Embassy – the number should be in their folder as well as the tour provider.

Incident reporting - In any case of accidents or serious incidents a full account of what happened must be taken down along with the names of any witnesses and other people involved. All of this should be transmitted to the insurance company as soon as the situation is under control.

For minor incidents or concerns that were dealt with and require no further immediate action, details should be recorded on the review form.

#### **14. Behaviour**

Students at Redhill High School are governed at all times by the Student Behaviour Policy. The associated behavioural expectations apply, but it may be necessary to stress additional

emphases or restrictions depending on the nature of the activity and to reflect specific non-school establishment rules (e.g. whether children are allowed to bring mobile phones or other electronic devices).

#### **14.1 Alcohol, smoking / vaping**

Purchase and consumption of alcohol, and / or smoking or vaping by staff or students is not permitted.

#### **14.2 Forbidden Items**

The following items may not be brought, or purchased, on a school trip: Fireworks, matches, cigarette lighters; Knives, guns, catapults and similar offensive weapons; Cigarettes and other smoking materials (including shisha and e-cigarettes) Any illegal substances; Pornographic material; Solvents.

#### **14.3 Illegal Substances**

Any drug-related offence, including the possession, use or distribution of illegal Substances or any drug paraphernalia, is regarded extremely seriously. Any student who disregards UK law with regard to illegal substances cannot expect to continue their education at Redhill High School.

### **15. Inclusion**

The School aims to be inclusive of all; therefore, we will endeavour to ensure activities are accessible for all, through direct or realistic adaptation or modification, and integration through participation with peers.

The School accepts its duty under law to avoid treating a disabled young person less favourably, and also to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification. At the same time, the School recognises that expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence and is reasonable. On visits abroad, FCO advice will be considered.

### **16. Insurance**

The School has relevant insurance in place to cover trips and visits; details are held in the Compliance File, available from the School Office.

### **17. Finance**

All off-site activities are individually chargeable, apart from standard Games / PE lessons which take place off site but whose costs are covered by the overall fees. School swimming is not considered a standard Games / PE lesson activity, and therefore is subject to an additional charge.

Redhill High School aims to minimise the cost of additional activities. Activities will be costed to reflect this: a reasonable contingency will be included in calculation. Activity leaders must make it clear in all communications that deposits cannot be returned.

Monies will be collected, and payments recorded by the activity leader, given to the School Office as soon as possible and no later than the same day, and stored in the safe until banked. In the case of deposits or larger sums, monies will be banked as soon as possible, rather than when the total sums have been received. The receipt of monies form for each activity should be locked away in the Office.

### **18. Reviewing the Policy**

This policy will be discussed, reviewed and revised annually, in consultation with staff and members of the school community, including Link Director Laura Tomp.





## Redhill High School Risk Assessment Form

Group Leader:

Other Staff:

Date, venue and duration of the Activity:

Identifying the hazards- assessing the risk	Control measures – reducing the risk
Site and its Environment (High/med/low)	
Group (High/med/low)	
Leader and activity arrangements (High/med/low)	
Transport (High/med/low)	
<p>Variations Record any specific assessments and control measures here.</p>	

## Activity Letter Template

*(Adapt as appropriate)*

Dear Parent/Guardian,

Re. .... (name of visit and dates)

### VISIT DETAILS

Your son / daughter has been included on a visit/journey/expedition to ..... where he / she will participate in the following activities:

- List of activities here

### TRAVEL AND ACCOMODATION ARRANGEMENTS

The group will leave at **(time)** am/pm from **(location)** on **(date)** and is expected to return by **(time)** am/pm on **(date)** to **(location)**. Travel will be by **(coach/minibus/air etc)**.

Accommodation is **(give details if a residential)**

### CONTACT DETAILS

Destination address is **(address)**. Telephone No. **(number)** (emergency use only)

### GROUP DETAILS

The member of staff in charge of the group is **(name)** and other accompanying staff are (names of all staff and status). There will be a total of **(number)** young people on the visit comprising **(number)** boys and **(number)** girls.

### COSTS

The estimated cost of the visit is **(amount)** which includes **(list here all inclusions)**. It does not cover **(list here all exclusions)**. Payment may be made in the following ways **(detail here arrangements, dates and cancellation / late payment penalties)**. A system of emergency contact has been arranged as follows **(outline arrangements)**

A meeting of all parents and participants will be held on **(date)** at **(time)** when clarification of any aspects of the visit will be available. In the meantime you are requested to complete and return the attached parental consent form.

**Consent Form Template**

**Consent Form for school trips and other off-site activities**

Please sign and date the form below if you are happy for your child, <name of the child>:

- a) To take part in school trips and other activities that take place off school premises;
- b) To be given first aid or urgent medical treatment during any school trip or activity;
- c) To be photographed during such trips etc. and for these photographs to be used for school publicity, including social media.

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

- The trips and activities covered by this consent include;
  - all visits (including residential trips) which take place during the holidays or a weekend
  - adventure activities at any time
  - off-site sporting fixtures outside the school day,
  - all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

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

**Medical information**

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

.....

.....

**Signed**.....

**Date**.....

## Redhill High School External Visit Review

This forms part of the review process following a visit/residential/activity to provide a reflective summary based upon practical experience under various headings. Reviewing is an opportunity to analyse and where appropriate, add value to experiences however 'small' or 'large', 'negative' or 'positive' they may be. The review should be held on record and form a point of reference for future visits.

**Date of Review:**

**Details of Activity:**

**Transport?**

**Accommodation?** (Security, Suitability, Comfort, Hygiene etc.)

**Staffing?** (Ratios, Training, Appropriate, Own Staff and Provider's Staff)

**Risk Assessment?** (*Have a copy of the previously completed Risk Assessment available for reference. Consider Accuracy, Amendments Required*)

**Value/Benefits of the Visit/Residential/Activity?**

**Finance?** (Expenses, Hidden Costs etc.)

**Incident Management?** (If applicable, was the Emergency Contact System Tested?)

**Additional Comments**

**Action Plan Following Review**

<b>Actions</b>	<b>By Whom</b>	<b>By When</b>

## Appendix 2: Insurance policies to consider before any off site activity

Type of risk	Type of insurance	Notes and points that may need checking
Damage to property School equipment	School material damage	Check what is covered, insurance especially for valuable items. Cover for property taken 'off-site' may be very limited
Personal property of staff and students	1. School journey insurance 2. School group travel ins. 3. Own travel/personal ins.	Tell other relevant people if school does not have 1 or 2. Advise details of cover if it does.
Financial risks Cancellation, delay and emergency expenses	1. School journey insurance 2. School group travel ins. 3. Own travel/personal ins.	Tell other relevant people if school does not have 1 or 2. Advise details of cover if it does.
Failure of tour operator or travel firm	Neither school nor personal insurances will cover this	Check with operator – is the firm guaranteed?
Liability risks Wrongful injury to staff	Employers' liability	
Wrongful injury to pupils or members of public or damage to the property of either	Public liability	Check whether policies cover overnight stays, damage to the property, travel abroad, or hazardous activities if necessary.
Personal injury risks Accidental injury to staff Accidental injury to students	1. School journey insurance 2. School group travel ins. 3. School personal accident 4. Own travel/personal ins.	Tell other relevant people if school does not have 1 or 2. Advise details of cover if it does.
Medical expenses incurred by staff or pupils	1. School journey insurance 2. School group travel ins. 3. Own travel/personal ins.	Tell other relevant people if school does not have 1 or 2. Advise details of cover if it does.
Motor risks Accident involving a vehicle owned by the school	School motor insurance	Check that the policy covers use of the vehicle for the purpose of the visit and for the people who will drive. Check cover for foreign use if necessary. Check drivers' licences.

<p>Accident involving a vehicle owned by a member of staff, of staff, governor, parent, use of the vehicle for school governor, parent, voluntary helper</p>	<p>Motor insurance of member</p>	<p>Check that the policy covers use of the vehicle for the purpose of the visit and for the people who will drive. Check cover for foreign use if necessary. Check drivers' licences.</p>
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