

Educational Visits

DRAFTED BY:	The Key / Forbes Solicitors / FEF	STATUS:	Non-statutory
APPROVED:	03/2023	LEVEL:	Standards
ISSUE:	1	NEXT REVIEW:	As required

Contents

1. Aims and Scope.....	1
2. Legislation and Guidance	2
3. Overarching Principles.....	2
4. Roles and Responsibilities.....	3
5. Planning and Preparation	4
6. Risk Assessment	5
7. Volunteers.....	6
8. Communication and Consent.....	6
9. Emergency Procedures and Incident Reporting.....	7
10. Charging and Insurance.....	7
11. Residential Visits	7
12. Links with Other Policies.....	8
13. Review of Policy	8

1. Aims and Scope

1.1. Our vision is to be ‘Outstanding in Every Respect’ through the constant drive for excellence across the school.

1.2. We aim to ensure that our students are:

- Successful learners that are cared for in a happy, safe, challenging and rich learning environment.
- Autonomous and resilient learners who strive for excellence and fulfil their potential both educationally and personally.
- Offered a rich range of academic, creative and sporting opportunities, within an environment that recognises our long history and established traditions.
- Responsible citizens, with the skills, knowledge and understanding to contribute to society and to their community.
- Well-mannered, considerate, ambitious and confident young men (and women in the Sixth Form) ready to enjoy success in the world of work and leisure.

1.3. We have a reputation for providing exceptional additional activities for our students and this includes a wide range of educational visits. We see these opportunities as being a vital part of the education provision at Isleworth & Syon School. All students are strongly encouraged to take part in these enriching experiences, which support the delivery of a broad and balanced curriculum.

1.4. Educational visits are a valuable way to supplement and enhance the curriculum and provide an important means to support learning. Visits can have many benefits which may include:

- Extending, enriching and supporting a student’s learning experience.

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- Providing opportunities for social, cultural and spiritual development that might not always be created so easily in a school environment.
 - Stimulating enquiry and creating a sense of discovery.
 - Encouraging teamwork, tolerance of others and developing successful relationships with other people.
 - Teaching life skills.
 - Promoting independent learning.
 - Providing a foundation for lifelong learning.
 - Forming an integral part of our approach to furthering our students' education and their personal growth.
- 1.5.** In addition, we believe that residential trips and experiences can encourage self-discipline, organisation, independence and allow for the development of teamwork and empathy towards others.
- 1.6.** Educational visits are activities arranged by, or on behalf of, our school and which require students to leave the school premises, having been authorised to do so by the Headteacher or other designated member of staff.
- 1.7.** This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and to make sure that our visits are available to all students. It sets out the roles and responsibilities of staff, students and volunteers involved in visits.
- 1.8.** This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):
- visits to places of interest in the local area
 - day visits to places such as museums and other cultural and educational institutions
 - sporting activities
 - adventurous and recreational activities
 - residential trips organised by the school
 - trips abroad organised by the school.

2. Legislation and Guidance

This policy is based on the Department for Education's (DfE) guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2022](#)

3. Overarching Principles

- 3.1.** The school has an outstanding and long-standing reputation for providing an extensive range of extra-curricular activities. These activities are a fundamental part of the culture of the school and we encourage all students to take advantage of them.
- 3.2.** When we appoint staff to the school, we expect colleagues to contribute to our programme of extra-curricular activities and when school trips are planned, we also believe that all colleagues should have the opportunity to support and, on occasion, lead a wide range of activities.
- 3.3.** Students will not be barred on grounds of funding from any activity, including school trips, that are a requirement of the curriculum. Please see the School's [Charging & Remissions Policy](#) for further details.
- 3.4.** On occasion, we will endeavour to secure additional funds to ensure equality of opportunity for all students.
- 3.5.** All school trips should be planned for the academic year ahead and should fit into a calendar of trips that provides opportunities for every student but also ensures that they are planned to allow parents/carers to properly consider whether their child will access the trip. For instance, an expensive school trip should be planned at least 12 months in advance to allow for payments to be made.
- 3.6.** School trips should be consistent with the aims of the school and they should be fully researched, considered and with a clear rationale ahead of approval by the School's senior leadership team.

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- 3.7.** We believe in equality of opportunity and all activities will be available to all students unless there are concerns for the safety and security of the activity. This might be due to the student's behaviour record or where concerns exist about the student's ability to follow expectations.

4. Roles and Responsibilities

4.1. CO-HEADTEACHER(S)

The Co-Headteacher(s) is responsible for:

- approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- making sure staff, including the educational visits co-ordinator, have received any necessary training
- ensuring that the checklist for educational visits is up-to-date and available to the EVC and Trip Leader
- informing the board of the Academy Trust about the School's programme of educational visits.

4.2. THE EDUCATIONAL VISITS CO-ORDINATOR (EVC)

Please see the Staff/Key Contacts section of the school website for the member of staff currently acting as the EVC.

Their role is to:

- oversee and guide other staff to arrange and organise educational visits
- assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- assess outside activity providers
- advise the Co-Headteacher(s), and the board of the Academy Trust if appropriate, when they are approving trips
- access the necessary training, advice and guidance
- evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements.

4.3. TRIP LEADER

Every educational visit will have one member of staff designated as the trip lead. The trip leader will:

- plan the proposed visit, taking into account the health and safety risks to students, staff and volunteers
- assign staff and volunteer roles, as needed
- make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- make sure parents/carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- communicate key details about the visit and all locations to staff, students and parents/carers, including roles and responsibilities and expected behaviour
- make sure staff are capable and able to fulfil their roles at all times while responsible for students and others.

4.4. STAFF

Staff have a responsibility to make sure all students and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- be aware of the risk assessment and work with the trip leader
- communicate, where required, with parents/carers and make sure trips are inclusive of all students' needs
- look out for the health and safety of themselves and those around them
- help manage student behaviour and discipline as required while on the visit
- share any concerns or worries with the trip lead and others, as appropriate.

4.5. PARENTS/CARERS

By agreeing that students can take part in educational visits, parents/carers agree that they will:

- provide all information required, such as emergency contact details and health/medicine information if applicable
- sign and return consent forms and any other documentation required in a timely manner
- share any concerns or information about the student that may affect or impact their ability to safely take part in the trip.

4.6. VOLUNTEERS

Volunteers attending school trips, including parent/carers volunteers, agree to:

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- follow the directions of staff and act accordingly
 - behave appropriately and model good behaviour for students
 - report any concerns to the trip lead or other staff present as soon as possible
 - make sure students under their supervision are acting safely and appropriately and raise any issues with staff as soon as possible.

4.7. STUDENTS

4.7.1. Our school behaviour policy also applies to all educational visits. This includes the expectation that students will:

- follow instructions given to them while on the trip
- dress and behave as expected for the length of the trip
- take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor.

4.7.2. Students will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to uphold the school's behaviour policy at all times.

4.7.3. Our School's [Behaviour Policy](#) can be found on the school website.

4.8. EMERGENCY CONTACT

4.8.1. For each educational visit, a named member of staff (usually a member of the senior leadership team) will act as the Emergency Contact.

4.8.2. The Emergency Contact will be responsible for:

- being "on call" (available) throughout the period of the educational visit
- ensuring that they have full details of the educational visit to hand
- being accessible should they be required to provide support and/or advice in certain situations
- have access the School's Emergency Planning documents should these be required.

5. Planning and Preparation

5.1. The decision on whether or not a visit will take place will be made by the EVC, in conjunction with the Co-Headteacher(s) and based on factors including:

- cost (including any potential cost to parents/carers)
- timing in the school year and any potential clashes
- educational purpose and value
- disruption to the normal running of the school
- health and safety considerations
- staff-to-student ratio
- any other factors deemed appropriate and relevant.

5.2. As part of the planning stage, information will be gathered by staff proposing the visit, including:

- location and travel distance
- travel plans or options
- full cost breakdown, including multiple options where available
- resources, including staffing, volunteer, and physical supplies
- accommodation options, where needed
- insurance detailed, where needed
- risk assessment plans and first aid provision
- what safety measures can be put in place in order to reduce any risks.

5.3. See **Appendix 1** for our Trip Request Form for the planning and approval of a visit.

5.4. In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Co-Headteacher(s) will liaise with the EVC to approve the visit and ensure that an initial risk assessment has been considered.

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- 5.5.** Once the risk assessment has been approved by the Co-Headteacher(s), staff will communicate with parents/carers and provide trip information.
- 5.6.** Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.
- 5.7.** We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits. This might be a brief evaluation or a more detailed piece of work.
- 5.8. INCLUSION**
- 5.8.1.** All students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.
- 5.8.2.** If a student with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g., medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.
- 5.8.3.** We will endeavour to support our disadvantaged students so that they can access our programme of educational visits.
- 5.8.4.** We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.
- 5.8.5.** Additional risk assessments may be carried out to ensure the safety of all staff and students.

6. Risk Assessment

- 6.1.** We will carry out a full risk assessment ahead of the start of all educational visits.
- 6.2.** This will be completed using the school's risk assessment template which can be found on our internal shared drive and in **Appendix 2** and it will be approved by the EVC and on occasion by the Co-Headteacher(s). Existing risk assessments which can also be found on our internal shared drive, or those provided by the destination itself, might also be used to support this process.
- 6.3.** The risk assessment will include any specific medical issues and allergies (for staff and students), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.
- 6.4.** Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.
- 6.5.** Trip leaders will raise any concerns or questions about potential risks and safety measures with the Co-Headteacher(s) and, where appropriate, third-party vendors.
- 6.6.** Every risk assessment will be approved by the EVC, and a copy taken on the visit and another copy left with the EVC and with the School's Emergency Contact (which in most cases will be a member of the senior leadership team).
- 6.7. STAFF RATIOS AND FIRST AID**
Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:
- at least one male and one female supervising adult is present (if it is a mixed student grouping) for residential trips
 - at least one supervising adult is able to administer first aid or can access first aid support
 - appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found on the School website
 - all supervising adults will be made aware of any medical issues or allergies at the start of the trip
 - adults without a DBS check will not be left alone with students at any time
 - the trip leader will take regular headcounts and/or rollcalls.

6.8. TRANSPORT

6.8.1. Transportation for trips will be organised by the school, in line with our usual safety procedures. We will make sure students, staff and volunteers are transported safely and efficiently, with the required first aid provision.

6.8.2. Unless previously agreed with parents/carers, transport for visits will leave from, and return to, the school site.

6.9. USE OF EXTERNAL ORGANISATIONS

6.9.1. As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

6.9.2. This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it is an appropriate organisation to use.

6.9.3. We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

7. Volunteers

7.1. Where appropriate, parents/carers may be asked to volunteer to attend and supervise students alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- the needs of the students going on the trip
- the setting and circumstances of the trip
- volunteers' skills, attitude and past behaviour, including previous volunteer experience.

7.2. Parents/carers selected to volunteer will be informed ahead of the visit and asked to confirm their attendance, usually by email. They will also be asked to confirm they agree with the expected behaviour. See **Appendix 3** for our volunteer code of conduct for educational visits.

7.3. Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

7.4. Where practical and as required by the nature of visits (i.e., when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

7.5. At no point will volunteers for whom no safeguarding checks have been carried out be left alone with students or given sole responsibility for the care of a student.

8. Communication and Consent

8.1. We will contact the parents/carers of students invited to take part in an educational visit well ahead of the proposed date of the trip. Communication will be via letter which will be by email, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

8.2. We will also communicate:

- times and details of travel, including drop-off and pick-up times and location
- student-to-staff ratios and staff qualifications, where relevant
- clothing and equipment required, and whether this is provided by the school
- expected behaviour and consequences of students' failure to meet these standards.

8.3. Where required, parents/carers will be asked to provide written consent for educational visits by completing an electronic form to be returned to the school.

8.4. Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits and give an opportunity for them to withdraw their child/ward.

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- 8.5. Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.
- 8.6. In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

9. Emergency Procedures and Incident Reporting

- 9.1. Generally, emergency planning will be defined as planning for:
- serious and unexpected risk
 - serious and life-threatening injury
 - individuals going missing
 - a serious breach of safeguarding expectations.
- 9.2. The trip leader will be familiar with these plans for each visit.
- 9.3. In the case of an emergency, the trip leader or other supervising adult will contact the Emergency Contact or school office depending on the time of day. The school office will then contact parents/carers and inform them of changes to plans or cancellations of trips and/or alternative travel plans if this is required. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.
- 9.4. One member of staff will always accompany a student seeking medical treatment.
- 9.5. In a case of a student being unaccounted for, the trip leader will consider how best to manage the particular scenario. This might include mobile contact; undertaking a quick search; liaison with other students, the School's Emergency Contact or indeed the police. The remaining students will also be considered in any emergency procedure.
- 9.6. All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).
- 9.7. Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.
- 9.8. There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

10. Charging and Insurance

- 10.1. We will follow our school's [Charging and Remissions Policy](#) at all times. This policy can be found on the school website.
- 10.2. The policy included what charges will be made for any educational visit, where charges are not required and where voluntary contributions will be required.
- 10.3. We will make sure adequate insurance is in place for all trips, including, but not limited to cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

11. Residential Visits

- 11.1. The Co-Headteacher(s), together with the EVC, will approve all residential trips longer than 24 hours.
- 11.2. The planning and preparation laid out in this policy will apply to residential visits as well as one-day visits. In addition, the trip leader will make sure:
- staff have received any necessary training
 - all necessary permissions and medical forms are obtained well ahead of the start of the trip
 - all adults, including volunteers, have had adequate safeguarding checks. where appropriate - e.g., if the volunteer will be in direct unsupervised contact with students - this will include relevant DBS checks.
- 11.3. Parents/carers will be given information about the visit and asked for permission well ahead of the first day of the visit. Information shared with parents will include:

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- the dates and time of departure and return to school
 - the full address of the destination and emergency contact details
 - planned activities and options
 - meal provision
 - costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
 - clothing and equipment provided, and what students must bring themselves
 - public health requirements, including any required vaccinations
 - accommodation options and arrangements
 - the names of staff attending.

11.4. For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

12. Links with Other Policies

This policy is linked to our:

- Accessibility Plan
- Behaviour Policy
- Charging and Remissions Policy
- Child Protection & Safeguarding Policy
- Equality Information and Objectives
- First Aid Policy
- Supporting Students with Medical Conditions Policy
- SEND Policy

13. Review of Policy

This policy is reviewed as required by the school. We will monitor the application and outcomes of this policy to ensure it is working effectively.