



Educational Visits Policy

It is the responsibility of all Cathedral Schools Trust employees, governors and volunteers to familiarise themselves with the contents of all Trust policies and any amendments hereafter.

**Cathedral Schools Trust
Headley Park Primary School**

November 2023

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1. Aims and scope

- 1.1. Educational visits are activities arranged by, or on behalf of, the School/Trust, which require students to leave the school premises, having been authorised to do so by the Headteacher or other designated member of staff.
- 1.2. Educational visits are a valuable way to supplement and enhance the curriculum, expand students' education, provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, and further students' education and personal growth.
- 1.3. 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 visits are available to all students. It sets out the roles and responsibilities of staff, students and volunteers for educational visits.
- 1.4. 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 and fixtures
 - Adventurous and recreational activities
 - Residential trips organised by the school
 - Trips abroad organised by the school

2. Roles and responsibilities

Chief Executive Officer (CEO)

- 2.1. The Chief Executive Officer has overall responsibility for ensuring that schools within the Trust are operating safe and supportive educational visits. They are to ensure that this policy is implemented across each school and the processes are followed throughout.
- 2.2. The Chief Executive Officer is to be notified of any Secondary Phase residential / overseas visits
- 2.3. The Chief Executive Officer will delegate to the Director of Primary to be notified of any Primary Phase residential / overseas trips.

Headteachers

- 2.4. The headteacher has responsibility for the day-to-day implementation of off-site activities and visits procedures, conditions and implementation of this policy, for all staff and students.
- 2.5. At the Headteacher's discretion, a trip can be cancelled as a result of lack of adequate planning, lack of Health and Safety processes and a lack of student welfare being considered.
- 2.6. Headteachers are responsible for ensuring that the framework and rationale for trips provides educational value and meets curriculum intent, and that any opportunity is enriching, engaging and safe.
- 2.7. The Headteacher will be informed and provide authorisation for all **Category C** Trips, any residential trips, and any Overseas Trips. This must not be delegated to another member of the Senior Leadership Team.
- 2.8. The Headteacher's role and responsibilities with regard to Off-site activities are as follows:

General:

- Make sure staff, including the educational visits coordinator, receive any necessary training.
 - Ensure that timeframes for authorisation are followed and adhered to as per this policy.
 - Ensure that the School/Trust equal opportunities policies are taken into account, particularly the requirement to make all possible provision for those with disabilities and special educational needs.
 - Ensure that appropriate financial management procedures are in place.
 - Ensure that the school can be run efficiently in the absence of staff engaged in the activity or visit.
 - Be aware of the insurance provisions available in order for appropriate risk assessments to be undertaken before the trip or visit especially if there are children with special education needs or disabilities as well as those on medication.
 - Liaise with the central team to ensure that additional insurance cover is purchased where required depending on category of activity.
- 2.9. With regard to the Educational Visits Coordinator (EVC):
 - Appoint a suitable senior member of staff to be the Educational Visits Coordinator (EVC). This member of staff should have a strong working knowledge of education visits, as well as being experienced in Risk

assessment / Health and Safety awareness. They must preferably sit on the school Senior Leadership Team.

- Ensure that the EVC is appropriately trained on the EVC role, having undertaken the Delegated Services EVC Training within the last 36 months of being in post.
- Ensure that If the EVC is a new member of staff, they must attend the Delegated Services training irrelevant of previous time frames of training received from previous employment.
- Ensure the EVC training is repeated every three years through the Delegated Services EVC training.
- Ensure that the EVC is supported in matters relating to educational visits and off-site activities and that they have the appropriate time, expertise and experience to fulfil their responsibilities.
- Ensure the EVC utilises the internal school systems as detailed in appendix 2 and are aware of responsibilities and support required for all trips / arrangements.

2.10. The Headteacher and EVC are to ensure that the CEO (for Secondary Phase) or the Director of Primary (for Primary Phase) is informed of any residential and / or overseas trips with due notice as outlined in Section 3: Trip Planning.

The Educational Visits Coordinator (EVC)

2.11. The Schools within CST will appoint their own EVC and ensure they have received appropriate training (via the Delegated Services EVC training session) then refreshed on a regular basis, noting that a formal revalidation is necessary every 36 months.

2.12. Staff appointed to be EVC within CST schools will be suitably experienced in trips and visit planning and hold a senior / experienced educational position within the school.

2.13. The role of EVC is to:

- Oversee, guide and support staff to arrange and organise educational visits.
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit.
- Support all staff in appropriately planning trips and arrangements, to ensure they are safe, well planned, engaging and relevant to the curriculum and with appropriate emergency procedures.
- Assess outside activity providers and appropriate venues.
- Advise the Headteacher when they are approving trips.
- Access the necessary training, advice and guidance to Trip Leaders and how best to support them in their planning.

- To quality check and ensure all appropriate trip paperwork is correct, completed and encapsulates all aspects of the visit.
- Where appropriate, evaluate visits once complete with the Trip Leader, from planning to the visit itself, and use this to improve future arrangements.
- Make sure they have up-to-date and accurate emergency contact information for all students (and staff/volunteers) who will be on the trip, in case anyone needs to be contacted out of school hours.
- Ensure all trips are inclusive and supportive of the equal opportunities policy.

EVC Training

- 2.14. EVC training must be updated every 36 months for the EVC to undertake their role. EVC training must only be provided by the Delegated Services EVC Training course. If the appointed EVC is a new hire, and has received EVC training via a previous employer, they must undertake the Delegated Services EVC training.
- 2.15. Should the school decide to appoint an EVC administrator, this person must also complete the Delegated Services Training EVC training to ensure they are fully aware and supported in the process, knowledge and understanding of the importance of the role.

Trip Leaders and Deputies

- 2.16. Each school will appoint Trip Leaders and ensure they have received appropriate information and support with regard to running trips either via a member of staff who has received Trip Leader training or direct training themselves.
- 2.17. This person may cascade their training to untrained colleagues who also carry out the role within the school. In the following year the next identified Trip Leaders will follow the same process.
- 2.18. Further to this, each educational visit will appoint a Deputy Trip Leader, to support the arrangements of the visit should the designated Trip Leader be incapacitated during the visit.
- 2.19. Every educational visit will have 1 member of staff designated as the Trip Leader. The Trip Leader has overall responsibility for the supervision and conduct of the visit, including health and safety considerations, risk assessments, and the emergency plan. The Trip Leader (and where relevant Deputy Trip Leader) will:

- Plan the proposed visit, taking into account the school calendar, health and safety risks to students, staff and volunteers and any safeguarding or behaviour issues/risks.
 - Assign staff and volunteer roles, as needed including a Deputy Trip Leader.
 - 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 coordinating any additional support needed.
 - Make sure parents and 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.
 - Be fully conversant with this policy and ensure that staff, students and others attending the trip comply with its requirements.
 - Familiarise themselves with the requirements of health and safety legislation and codes of practice, and financial regulations that are relevant to educational visits.
 - Carry out any required risk assessments, planning sessions and collated appropriate documentation.
 - Seek and obtain approval for all educational visits from the Headteacher via the EVC using the appropriate approval / planning processes outlined in Appendix 2.
 - Look out for the health and safety of themselves and those around them.
 - Be aware of any safeguarding or behaviour issues.
- 2.20. 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.
- 2.21. The Trip Leader is to have a designated emergency contact information for key stakeholders / Emergency contact card (see Appendix 1) , and be aware of processes to follow incase of emergency.
- 2.22. They will lead and take charge of any situations that arise / be able to undertake leadership of a diminished / split group of students / the entire trip should the designated trip leader be unavailable.

Deputy Trip Leaders

- 2.23. A Deputy Trip Leader is to be appointed prior to commencement of the trip, should the trip leader become incapacitated. This is likely to be an

alternative member of staff, however where appropriate students who are deemed to be trustworthy and capable of significant responsibility, can be appointed.

- 2.24. The Deputy Trip Leader needs to have the same information with them as the Trip Leader including the emergency contact card.

Parents and Carers

- 2.25. 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.

Volunteers

- 2.26. Volunteers attending school trips, including parent/carer volunteers, agree to:
- 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.
- 2.27. Where appropriate, parents and 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.
- 2.28. Parents/carers selected to volunteer will be informed ahead of the visit and asked to confirm their attendance in writing.

- 2.29. Volunteer appointment will follow the schools processes for appointing volunteers and undertake appropriate due diligence including safeguarding checks and evidence that they will adhere to the school's code of conduct.
- 2.30. 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.
- 2.31. 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. At no point will volunteers on whom no safeguarding checks have been carried be given sole responsibility for the care of an individual student.

Students

- 2.32. The schools 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. 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.

3. Trip Planning

- 3.1. The decision on whether or not a visit will take place will be made by EVC in conjunction with the Headteacher, and based on factors including (but not limited to):
- Health, safety, safeguarding and behaviour considerations.
 - Cost (including any potential cost to parents/carers).
 - Timing in the school year and any impact on the school calendar.
 - Educational purpose and value.
 - Disruption to the normal running of the school.
 - Competency of Trip Leaders and effectiveness of the planning arrangements.
- 3.2. All trips are to be submitted for outline approval with due and respectful notice. Trips submitted outside of the below framework will not progress as it puts students and staff directly at potential harm.

3.3. Schools will deploy their local arrangements for Cover / Staff absence in tandem with the below framework.

4. Categories of Visits

- 4.1. The lists of activities in the various categories below are by no means exhaustive and will be added to or interchanged as experience dictates.
- 4.2. The Trip Leader / EVC must categorise the visit accordingly as outlined below.
- 4.3. All **Duke of Edinburgh's Award (DofE) expedition** training and assessment ventures falls under the 12:6:4 Framework, and following the outlined processes within this policy

CATEGORY	TYPES OF ACTIVITIES
A	<p>Activities/events that present no significant risks beyond those that may be experienced in everyday living and moving around. For example:</p> <p>Visiting local libraries, museums, exhibitions, theatres, concerts Attending musical/arts events, festivals –on same day events Field study visits in environments presenting no technical hazards Visits to local Swimming Pools where correct ratios of lifeguards are on duty supported by an appropriate number of school staff Local farm visits Zoological gardens, nature reserves and National Trust type properties Access to off-site playing fields, sports facilities, 'away' fixtures Local walks, surveys, census gathering exercises</p>
B	<p>These visits comprise activities and events that are considered during the risk assessment process to be of higher profile than those of Category A. For example:</p> <p>Orienteering in local parks or woodlands Walking, jogging, cycling (on or off-road), in non-remote countryside Local low level camping trips where basic facilities are available on site** Field study work in non-remote upland or coastal areas Team building/problem solving exercises, low level (up to a height of 1.25 m) rope courses and 'assault' course circuits Visits to major cities in UK, visits to theme parks Sponsored walks & large scale events where many people participate or watch.</p>

C	<p>These visits comprise activities/events that are potentially of a high risk nature that require specially trained, experienced and qualified staff to lead. Many of these activities fall within the 4 generic groupings currently covered by the Adventure Activities Licensing Authority www.hse.gov.uk/aala/, although this may change in due course. These groupings are: climbing, caving, trekking and water-based activities. For example:</p> <ul style="list-style-type: none"> ● <u>Climbing</u> plus abseiling, ice climbing, gorge walking, ghyll scrambling and sea level traversing ● <u>Caving</u> plus mine exploration, cave diving ● <u>Trekking</u> plus mountaineering, fell running, pony trekking, off piste skiing, and ● <u>Water-based activities</u>: canoeing, kayaking, sailing, windsurfing rafting, paddle surfing, dragon boating <p>Additional Category C activities include:</p> <ul style="list-style-type: none"> ● Remote or 'wild country' camping (Ten Tors, Duke of Edinburgh's Award expeditions) ● Residential trips ● Overseas visits & exchanges and overseas expeditions ● Motor sports, quad biking, motorbike scrambling ● Air-born activities (excluding commercial flights) i.e. gliding, hang/paragliding, parachuting ● Hybrid activities combining elements of rock & water i.e. gorge/ghyll scrambling, canyoning, sea traversing, coastering' ● Archery ● Combat activities i.e. self-defence, judo, fencing, boxing, wrestling, martial arts ● Pistol & rifle shooting & paint balling ● Fishing: inland waters, coastal & sea venues <p>The Trip Leader, EVC and Headteacher will be certain of the educational benefits for their children and young people to undertake such activities as paintballing, pistol/rifle shooting etc. when undertaking their risk assessment.</p>
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** Overnight camping trips which fall into Category B will be notified via the appropriate framework following the 12:6:4 framework as they constitute a residential experience

5. Time Frames and Approval Notices

- 5.1. Summary Table of Approval Framework - These time frames are to be used to ensure all trips and visits are planned with appropriate notice and planning time to ensure all aspects have been considered and that all safeguarding / Health and Safety processes have been followed

Trip Category	Approval Framework
'A'	6:4:2
'B'	6:4:2
'C'	12:6:4
Residential Trips	12:6:4
Overseas Trips	24:12:6

Category 'A' and 'B' Trips 6:4:2 Approval Framework

- 5.2. The approval and planning process is to follow the 6:4:2 timeframes and is outlined below:

6 weeks: Outline Approval

- 5.3. Outline approval for all category A and Category B visits is to be submitted to the EVC **6 working weeks** in advance. Within the outline approval, it is to include dates, timings, venue / location, curriculum intent / values. Once this has been received, the EVC will review and approve / deny the trip.
- 5.4. In exceptional circumstances this timeframe may be varied where permission has been granted by the Headteacher following submission of a detailed and rigorous risk assessment.

4 weeks: Further Planning and Risk Assessment Submission

- 5.5. Upon receiving authorisation the trip leader will proceed with further trip planning and arrangements and provide them the following pieces of information to the EVC **4 working weeks** in advance of the trip. This includes planning the following aspects:
- Risk assessment and First Aid arrangements
 - Emergency Procedures
 - Location and travel distance

- Travel plans or options
- Full cost breakdown, including multiple options where available
- Staffing including any details of volunteers
- Resources and physical supplies
- Venue Insurance Information
- Venue First Aid Policy and arrangements
- Venue Fire Evacuation Policy and Arrangements
- Trip Itinerary and appropriate timings of the day

5.6. These will be submitted to the EVC, who will check over appropriate arrangements and planning documents. Upon reviewing the information, the EVC will grant the Trip Leader permission to distribute information to parents / guardians with details of the trip, as well as to begin communication with the finance team to organise costs, coach bookings and venue hire where appropriate.

2 weeks: Final Planning Stage - EVC Approval

- 5.7. The Trip Leader at this stage will have composed the final draft of the risk assessment (as amendments will be made throughout the planning process), as well as received appropriate information from venues / providers, coaches booked and all final arrangements in place.
- 5.8. The Trip Leader will submit the finalised documents to the EVC **2 working weeks** in advance of the trip.
- 5.9. No documentation must be submitted after this date, and should the Trip Leader fail to provide appropriate documentation and planning arrangements 2 weeks prior to trip commencement, the visit is not to be undertaken.
- 5.10. At this stage, the EVC will provide appropriate notice and information to the Head Teacher.

Category C Visits and the 12:6:4 Approval Framework

- 5.11. The Approval framework for Category C visits has the same requirements for Category A and B Visits however they have longer time frames to provide the further detailed planning and support required.

12 weeks: Outline Approval for Residential Trips and DfE Expeditions submitted to EVC and Headteacher

6 weeks: All final documentation completed and submitted to EVC for approval

4 weeks: EVC Submits details to Delegated Services and Headteacher for approval. Notify CEO/Head of Primary.

Overseas Visits and the 24:12:6 Approval Framework

5.12. The Approval framework for overseas and residential visits has the same requirements for Category C Visits however they have longer time frames to provide the further detailed planning and support required.

24 weeks (e.g. 6 Months) : Outline Approval for Overseas Visits submitted to the EVC and Headteacher.

12 weeks: All final documentation completed and submitted for EVC Approval

6 weeks: EVC Submits details to Delegated Services and Headteacher for approval. Notify CEO/Head of Primary.

6. Supervision and Staffing Ratios

- 6.1. There is currently no stipulated ratio of staff to student numbers, however students on visits must be adequately supported and supervised at all times. The level of supervision will be based on risk assessment for the specific visit, and will be determined by such factors as:
- The nature and duration of the visit and the planned activities (e.g. category of visit and whether category A, B or C)
 - The location and environment in which the activity is to take place
 - The nature of the group, including the number of young people and their age, level of development, sex, ability and needs (behavioural, medical, emotional and educational)
 - Staff competence and experience
 - The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time
 - The contingency or Plan B options / Emergency Procedures deemed appropriate.
- 6.2. All adults involved have a responsibility to safeguard and promote the welfare of children and young people during Educational Visits. When any concerns are identified, these will be raised with the establishment's Designated Safeguarding Lead (DSL).
- 6.3. When visits occur out of hours, or out of term time, the school will ensure that adequate and appropriate cover arrangements are in place for the DSL role and Key Emergency Contacts.

- 6.4. The Trip Leader, EVC and Headteacher will make a professional judgement regarding the appropriate level and suitability of staffing for every visit.

Remote Supervision

- 6.5. If the aim of visits for young people is to encourage independence and investigative skills, some of the time on visits may be supervised from a distance. The Trip Leader will establish during the planning stage whether young people are competent in remote supervision situations and will ensure parents/carers have agreed to this part of the visit. The Trip Leader must ensure:
- Students are aware of ground rules and are adequately equipped to be on their own or in a small group.
 - Students have telephone numbers or other suitable means of contacting the visit leader if lost, either by mobile or identified local telephones.
 - They have maps, plans and other suitable information for them to act effectively and know how to summon help.
 - In enclosed areas, such as theme parks, children and young people will know where and when to meet supervising adults at key locations and set times.

Remote Supervision during Adventurous Activities and Category ‘C’ Visits

- 6.6. The training and notices given to Students will be sound and thorough, outline expected behaviour and conduct. The instructor will have appropriate qualifications and experience to provide clear guidance for each activity. The Trip Leader will be satisfied that young people have acquired the necessary skills and have the necessary experience, confidence, physical ability, and judgement to be left without direct supervision. This applies to all Duke of Edinburgh’s Award Expeditions.

First Aid

- 6.7. The Trip Leader will risk assess the level of first aid required for a particular visit. This decision will be influenced by the environment and proximity to emergency services or professional care (*e.g. A field trip to a hospital is unlikely to require a designated first aider to attend, however a field survey over the Mendip Hills where an ambulance would struggle to attend will require a first aider*).
- 6.8. However, as a minimum, for all visits there will be a responsible adult with a good working knowledge of first aid appropriate to the environment.
- 6.9. In the case of trips involving Early Years Foundation Stage pupils it is mandatory that at least one person in attendance on the visit has a current paediatric first aid certificate.

- 6.10. Where remote supervision is used (for example during a Duke of Edinburgh's Award expedition), the Trip Leader will ensure that the group has:
- The ability to contact qualified first aid support, and
 - An appropriate level of competence and first aid materials to look after themselves until help arrives.
- 6.11. For Overseas Visits, the Trip Leader will ensure that a member of the visit staff team has an appropriate level of language skills to summon help in an emergency and can communicate effectively in the appropriate language/languages (if travelling through several different countries).
- 6.12. A First Aid Kit appropriate to the visit will be provided and managed by the Trip Leader.

7. Transport

- 7.1. Transportation for trips will be organised by the school, alongside safety procedures outlined in the following procedures and protocols:
- Safeguarding and Child Protection Policy
 - Supporting Students with Medical Conditions Policy
 - Minibus Usage Policy
- 7.2. Any transportation sought from an external provider must be an approved Cathedral Schools Trust contractor (where due diligence on their insurance and Risk Assessments / Method Statements has been undertaken).
- 7.3. Prior to any transport being undertaken by external providers, the Trip Leader is to obtain trip specific Risk Assessments and Method Statements from the company, and submitted for review as per the Section 5 - Time Frames and Approval Notices
- 7.4. The Trip Leader will reference the Minibus Usage Policy and ensure that appropriate qualifications are held for the Driver (MiDAS etc.), as stipulated within the policy.
- 7.5. For overseas visits, the school will follow and reference Government guidance on high-risk countries and current travel advice stipulated by the Foreign Office.

8. External Providers

- 8.1. These are third parties contracted to provide instruction or coaching for activities, residential accommodation, travel packages, or overseas expeditions.

- 8.2. All external providers must have a clear contract with the School/Trust and be subject to robust checks. At a minimum, every provider must complete the Provider Statement, [8.1q Provider Statement](#) unless they already hold the Learning Outside the Classroom Quality Badge.
- 8.3. A Provider Statement or duplicate risk assessments is not required by competent support from organisations which hold the LOtC Quality Badge. (<https://lotcqualitybadge.org.uk/>) or are AALA certified A full list of activities covered by licensing can be found on the AALA web site www.hse.gov.uk/aala/
- 8.4. However, a risk management plan should be completed to record any aspects of the visit for which the establishment is responsible, e.g. Transport to and from the venue, downtime, medical issues etc.

9. Consent

- 9.1. There is no requirement to gain parental / guardian permission to undertake educational visits / trips within the school opening times as this will form part of their curriculum; however, schools will always inform parents / guardians and provide them the opportunity to withdraw their child.
- 9.2. Consent for trips must be gained when the activity is conducted outside of school hours, and where trips conducted within the school day overrun outside of these hours.
- 9.3. Trip Leaders will only contact parents / guardians of students after Outline approval has been granted and the EVC has been provided appropriate documentation stipulated within the **4 week notice period**. Communication to parents / guardians must not be made before approval has been gained to do so from the EVC.
- 9.4. Communications will be via letter or email, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.
- 9.5. Within the communication, it must also outline the following:
 - Times and details of travel,
 - Any drop-off and pick-up times and location
 - Appropriate clothing and equipment required
 - Expected behaviour and consequences of students' failure to meet these standards

- 9.6. Where parental /carer consent is required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.
- 9.7. Because most visits during the school day, 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. 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.

10. Emergencies

Emergency Procedures

- 10.1. 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
- 10.2. As part of the planning phase, the Trip Leader will assess the risks associated with the visit and incorporate this into their Risk Assessment, providing process and emergency contact numbers (utilising the template in Annex 1 - INSERT RA TEMPLATE)
- 10.3. To support active communication, each school has a designated 'Trip Phone' to utilise and distribute the number to attendees if deemed appropriate.
- 10.4. The phone will be a smart device with appropriate emergency contact numbers provided within the contacts, as well as further Emergency situation supportive apps.
- 10.5. These include:
- What3Words
 - Google Maps
 - Waze Maps
 - St.John Ambulance First Aid Guidance App
- 10.6. In the case of an emergency, the Trip Leader or Deputy Trip Leader will contact emergency services on 999. After this, they will contact the Delegated Services Emergency Number (07979 425 989).

- 10.7. Upon contact to the Emergency Services and Delegated Services, they will then contact the school EVC, and the SLT Duty on Call who will coordinate actions and inform the CST Central Team (CEO or Director of Primary).
- 10.8. The school EVC and SLT Duty on Call will coordinate response and information distribution to parents / carers as required and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.
- 10.9. For Residential / Overseas visits, the school will appoint a 'Home Contact' (usually the SLT member on Call) whose contact number is distributed to parents to allow emergency contact to be made to the school / students at any point of the Trip (e.g. Family bereavement). The Home Contact will then, if necessary, contact the Trip Leader to coordinate action.
- 10.10. Guidance on responses to Emergency Situations:
- **Student Medical Emergency:** A member of staff will always accompany a student seeking medical treatment.
 - **Student Being Unaccounted for:** The Trip Leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found within 30 minutes, the Trip Leader will follow the above contact processes, providing as much relevant information as possible to the emergency services.

Lockdown

- 10.11. Schools within the Trust each have a tested and robust lockdown procedure for all Educational Visits. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils on the trip.
- 10.12. Procedures will aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Pupils will be suitably briefed and involved in the lockdown process where appropriate. The procedures will be incorporated into the Risk Assessment and will include:
- Identifying the likelihood of a security related incident occurring
 - Assessing the level of impact, and
 - Developing plans and procedures to manage and respond to any threats.

Coach Travel

- 10.13. Where coach travel is to be used, the Trip Leader will brief coach drivers in advance about emergency/evacuation procedures for the trip e.g. arranging a second pick up point. The school will facilitate a coach

evacuation briefing at the start of each coach journey and ensure staff are spread throughout the vehicle for each journey.

Review Process

- 10.14. The EVC for the school will also schedule a meeting with the Trip Leader to review and evaluate the trip planning processes, quality of the trip and any issues found as well as to review any near misses / incidents.

Accident and incident reporting

- 10.15. The School will ensure that accidents, incidents or near misses are reported without delay, following School/Trust procedures. The EVC should gather information and report to the responsible person for the School who will complete a Delegated Services incident report form for more serious incident(s), which at their worst may need reporting on to the Health and Safety Executive under the RIDDOR regulations. The School will notify the CEO for secondary phase and the Director of Primary for primary phase who will in turn notify the Trust Estates Manager.

11. Insurance

Insurance

- 11.1. The School 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. The CEO/Director of Primary will inform the Trust Estates Manager who will liaise with the Finance Manager to ensure the insurers are contacted.

12. Links with other Policies

- 12.1. This Policy links with the following policies and procedures:
- Charging and Remissions Policy
 - Behaviour Policy
 - Safeguarding and Child protection Policy
 - Supporting Students with Medical Conditions Policy
 - SEND Policy

13. Data Protection

- 13.1. The School / Trust will ensure there are suitable systems in place to protect information held about staff and children/young people and compliance with current data protection law. This will include how personal data for

visits is shared and procedures for handling it. All documentation will be securely stored if required or disposed of after the event.

- 13.2. Deputy Trip Leaders will have a duplicate copy of all pertinent trip documentation.

Refer to;

The guide to the General Data Protection Regulation

<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

OEAP Participant Information and Data Protection

<https://oeapng.info/downloads/download-info/4-3e-safeguarding>

14. Version control and approvals

Version	Date	Amended by	Recipients	Purpose
1	November 2023	AM/NA/AH	Risk and Audit Committee	Aligned policy

Approvals

Version	Date	Approved by
1	November 2023	Risk and Audit Committee
Date for next review	November 2024	

Appendix 1 - Emergency Contact Card / Template

EMERGENCY CONTACT DETAILS	PRIORITY	CONTACT NUMBER
EMERGENCY SERVICES	1	999
DELEGATED SERVICES EMERGENCY CONTACT	2	07979 425 989
SCHOOL EMERGENCY CONTACT DETAILS:	3	<ul style="list-style-type: none"> - EVC - - SLT On Call - - Business Manager - - CST SLT On Call - - School Office -

Appendix 2 - School specific processes

Headley Park Primary Notification of an Educational Visit

Please complete this form before booking an educational visit.

Trip Lead	
Deputy Trip Lead	
Class/Year attending	
Date(s) of the proposed visit	
Location of the proposed visit	
Purpose of the visit	
Departure time from school	
Arrival time at venue	
Departure time from venue	
Arrival time at school	
Is a coach required?	
Total cost per child	

Approval

Is this visit approved for booking?	
Signed (Head Teacher)	
Added to the whole school calendar?	

If this educational visit is approved, please see the EV Leaders checklist for next steps.

Headley Park Primary Educational visits checklist

Task	Date completed
EV booking form	
Venue booking	
Coach booking	
<p>Risk assessment. This should include</p> <ol style="list-style-type: none"> 1. Appropriate ratios with named adults (including volunteers, school staff and first aiders) 2. Arrangements for any pupils with SEND 3. Medical needs <p>Must be completed at least 2 weeks prior to the trip taking place</p>	
Added ParentPay	
Communication with families	
Check sufficient funds received for the trip (1 week before the trip date)	
Inform kitchen of any packed lunch requests (at least 1 week before the trip date)	
<p>Volunteer safeguarding briefing to include:</p> <ol style="list-style-type: none"> 1. Itinerary 2. Groupings 3. Toilet arrangements 4. First aid arrangements 5. Appropriate mobile phone usage 	