



The  
**Westgate** School  
#equippedforlife

# **The Westgate School's Educational Visits Policy**

Date Approved by HT: 15/11/2023

Date for Revision: 15/11/2024

## **1. Rationale**

- 1.1 The Westgate School believes that educational visits are a core element of students' education and is committed to ensuring that opportunities for participation in good quality visits are maximised. It is The Westgate School's intention that all practicable steps will be taken to meet statutory requirements, recognised codes of practice and government guidance in establishing a safe and healthy environment on educational visits. The Westgate School believes that participation in high quality visits by students and staff will enhance development and wellbeing, promote positive interactions between students and staff and will also improve overall school performance and ethos. The Westgate School will ensure that each member of staff is provided with training and advice to organise and manage them safely. The Westgate School will also ensure that all staff will know they have a duty to take reasonable care to avoid injury to themselves and others and to ensure that statutory duties and obligations are fulfilled.

## **2. Statement of Principles**

- 2.1 The Westgate School believes that educational visits should be of educational merit, to provide appropriate extension and enrichment as part of the co-curriculum.
- 2.2 The Westgate School will ensure that educational visits are coordinated and sanctioned within the school by the Educational Visits Coordinator and managed appropriately within the demands of the calendar and curriculum for each year group.
- 2.3 The Westgate School will ensure that all trips are undertaken according to the DfE guidelines, within the framework of this policy.
- 2.4 All educational visits at The Westgate School will be appropriately risk assessed and managed.
- 2.5 Educational visits at The Westgate School will be staffed by appropriate numbers of qualified teachers and other staff as required according to the DfE Guidelines.
- 2.6 Educational visits at The Westgate School will be appropriately supervised and monitored by staff on a trip, whilst recognising that the aims and objectives of any given trip may or may not be compatible with direct staff supervision at all times.
- 2.7 Educational visits at The Westgate School will be organised in good time and through a procedure followed by all members of staff.
- 2.8 Educational visits at The Westgate School will be promoted effectively to all students, who should be well-informed about the nature and purpose of the trip or activity and be able to participate appropriately.
- 2.9 All educational visits at The Westgate School will be promoted with regard to Equal Opportunities, with every effort made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational needs, medical needs, ethnic origin, sex, religion, etc.
- 2.10 All educational visits at The Westgate School will be accessible to any pupil whose family is in evidenced financially straitened circumstances, and to all pupil premium students.

- 2.11 Educational visits at The Westgate School will be reviewed and evaluated periodically, to ensure maximum educational gain.

### **3. Legislation and Guidance**

- 3.1 The main source of DfE advice on organising educational visits was previously the *Department for Education's 1998 Good Practice Guide Health and Safety of Pupils on Educational Visits (HASPEV: HSPV2 1998)*. A three-part supplement to this good practice guide was also produced in 2002: *Standards for LEAs in Overseeing Educational Visits* sets out the functions of the Educational Visits Co-ordinator in schools and the levels of risk management that Local Authorities and schools could use. *Standards for Adventure* is aimed at the teacher or youth worker who leads young people on adventure activities. *A Handbook for Group Leaders* is aimed at anyone who leads groups of young people on any kind of educational visit. It sets out good practice in supervision, ongoing risk assessment, and emergency procedures. *Group Safety at Water Margins* is aimed at anyone who organises learning activities that take place near or in water, such as a walk along a riverbank or seashore, collecting samples from ponds or streams, or paddling or walking in gentle, shallow water.

- 3.2 These documents have recently been superseded by simplified guidelines, which may be accessed via the following websites:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

<https://www.hse.gov.uk/education/school-trips.htm>

- 3.3 Whilst these guidelines are simpler than those within HASPEV, the more detailed HASPEV guidelines may nevertheless remain useful for staff carrying out risk assessments for higher-risk activities.

- 3.4 Guidance has also been obtained from the Outdoor Education Advisors Panel (OEAP.) As the lead body for guidance, advice, and training related to outdoor learning and educational visits in England and Wales, the OEAP supports members in their work with schools and services to children and young people. Further details of this Educational Visits guidance can be found on the following website:

[www.oeapng.info](http://www.oeapng.info)

- 3.5 This Policy draws on advice and recommendations from these sources. However, detailed study in advance of the regulations and advice set out in appropriate sections is appropriate for trip leaders and staff accompanying a trip or visit.

### **4. Roles and Responsibilities**

#### **4.1 The Governing Body is responsible for:**

- 4.1.1 Agreeing on and implementing this policy.
- 4.1.2 Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability, or sexual orientation.

- 4.1.3 Ensuring educational trips and visits positively impact students' lives, teaching them new life skills and providing new experiences.
- 4.1.4 Promoting good safeguarding practices to ensure the safety of students when partaking in educational visits and activities.
- 4.1.5 Approving any residential or overseas trips.

**4.2 The Senior Leadership Team are responsible for:**

- 4.2.1 Implementing this policy across the school.
- 4.2.2 Liaising with the governing body regarding the organisation of educational visits and activities, including settling any disputes.
- 4.2.3 Approving educational visits and ensuring suitable safety measures are in place prior to each trip or activity.
- 4.2.4 Ensuring the Educational Visits Coordinator is competent to oversee the coordination of offsite education and arranging for training to be undertaken as necessary.
- 4.2.5 Overseeing the work of the Educational Visits Coordinator, ensuring a whole-school approach is adopted when planning and coordinating educational visits and activities.

**4.3 The Educational Visits Co-Ordinator (EVC) is responsible for:**

- 4.3.1 Overseeing all issues and controls regarding educational visits.
- 4.3.2 Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of educational visits.
- 4.3.3 Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- 4.3.4 Appointing an appropriate member of staff to be the designated leader of the trip.
- 4.3.5 Ensuring that any problems or concerns are raised with the Headteacher, who will then inform the governing body where appropriate.
- 4.3.6 Ensuring that risk assessments have been completed to a high standard.

**4.4 The Trip Leader is responsible for:**

- 4.5.1 Having a duty of care for all students on the trip, acting 'in loco parentis.'
- 4.5.2 Liaising with the trip administration to communicate information regarding any planned trips to parents.
- 4.4.3 Completing relevant paperwork, including risk assessments, and uploading this to Evolve.
- 4.4.4 Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

- 4.4.5 Creating an itinerary prior to an educational visit or school trip and distributing it to parents and staff to ensure the day is well organised and safe.
- 4.4.6 Checking the day/s are free on the school calendar prior to planning an educational visit.
- 4.4.7 Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to SLT.
- 4.4.8 Informing parents of the proposed extra-curricular trip or activity in advance of the trip.
- 4.4.9 Liaising with the trip administration to ensure that permission slips have been distributed to parents 6 weeks prior to the trip for residential and overseas trips and three weeks prior for day trips chasing up any permission slips that have not been returned prior to the trip.
- 4.4.10 Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- 4.4.11 Delegating responsibilities to other staff members on the school trip.
- 4.4.12 Ensuring all adults on the trip are aware of their responsibilities.
- 4.4.13 Completing generic and specific risk assessments, using the STAGED approach.

#### **4.5 Staff are responsible for:**

- 4.5.1 If necessary, acting as deputy trip leader who would be able to take over the role of the trip leader should that person be incapacitated during the visit.
- 4.5.2 Ensuring the safety of everyone in the group (students and adults).
- 4.5.3 Reporting all concerns to the trip leader. If necessary, staff should consider stopping the activity or visit if they think that the risk to the health, safety, or welfare of students in their charge is unacceptable.
- 4.5.4 Ensuring that any non-teacher adults are not in sole charge of students unless this has been previously agreed as part of the risk assessment and parents have been informed.
- 4.5.5 Following the instructions of the trip leader and assisting with the supervision and discipline of all students. All staff should be clear on their roles and responsibilities.

#### **4.6 Students are responsible for:**

- 4.6.1 Following the instructions of the trip leader and other teachers and adults charged with their supervision.
- 4.6.2 Avoiding unnecessary risks.
- 4.6.3 Behaving responsibly.
- 4.6.4 Taking appropriate levels of responsibility for their own safety and that of others.
- 4.6.5 All pupils taking part in residential educational visits are expected to adhere to a [code of conduct \(appendix 1.\)](#) This is to ensure group safety and always protect the

school's image. The Code of Conduct is referenced in the terms of the letter sent out to parents:

- 4.6.5.1 *Please note that by ticking the consent box on ParentPay when you pay for the trip, you are giving permission for your child to participate and agreeing to the terms of this letter. I have also read, understood, and agreed to the terms of the Code of Conduct for School Trips.*
- 4.6.5.2 All Westgate School staff reference the principles of this Code of Conduct in communication with students and parents. In the case of international trips, information evenings may be held at the school for parents to attend to find out more and this is referred to then.

#### **4.7 Parents are responsible for:**

- 4.7.1 Signing the consent form.
- 4.7.2 Providing emergency contact details.
- 4.7.3 Meeting the deadline for payment. If support is required for payment, contact with the school must be made in the first instance.
- 4.7.4 Providing the trip leader with information that may be relevant to the visit.
- 4.7.5 Reinforcing the code of conduct. If there is a need to send students home early for any reason it is helpful if this has been considered before the visit. Parents could be asked to agree on the arrangements for early return and the circumstances in which they may be asked to meet the costs.

#### **5. Staff Training**

- 5.1 As an employer, The Westgate School is committed to ensuring that its employees are provided with:
  - 5.1.1 Appropriate guidance relating to educational visits.
  - 5.1.2 Employer-led training courses to support the guidance to ensure that it is understood.
  - 5.1.3 Suitable systems and processes to ensure that those trained are kept updated.
  - 5.1.4 Educational Visit Coordinator (EVC) Training – The Westgate School ensures that the EVC has completed training.
  - 5.1.5 The Westgate School's Educational Visit Coordinator (EVC) attends the updates course (annual)
  - 5.1.6 Trip Leader Training – all trip leaders have training and support from the EVC.
  - 5.1.7 All new staff have 'Trip leader Training' as part of their induction programme and this is added to their record of experience.
  - 5.1.8 Where an employee experiences problems with finding the material they are looking for, or requires clarification or further help and guidance, they should consult the EVC.

- 5.1.9 Where a trip involves a specific risk activity (for example swimming or rock climbing) specialist and certified training will be required.

## **5.2 Leader/Assistant Leader Competence**

- 5.2.1 It is an expectation of The Westgate School that all Leaders and Assistants have been assessed as competent to undertake such responsibilities as they have been assigned in line with national guidance.
- 5.2.2 To be deemed competent, an Educational Visit / Activity Leader, or Assistant Leader must be able to demonstrate the ability to operate to the current standards of recognised good practice for that role.
- 5.2.3 All staff and helpers must be competent to carry out their defined roles and responsibilities.
- 5.2.4 National guidance states they must have:
  - 5.2.4.1 Knowledge and understanding of their employer's guidance supported by establishment-led training.
  - 5.2.4.2 Knowledge and understanding of establishment procedures supported by a structured induction process specified by the establishment.
  - 5.2.4.3 Knowledge and understanding of the staff, the activity, the group, and the venue.
  - 5.2.4.4 Appropriate experience.
  - 5.2.4.5 In some circumstances (e.g. first aid, adventurous activities) a formally accredited qualification.

## **5. Planning and Preparation**

- 5.1 Prior to planning a school trip, along with this policy, the following guidance will be read by the organisers:
  - 5.1.1 *DfE (2018) 'Health and safety on educational visits'*
  - 5.1.2 *HSE (2011) 'School trips and outdoor learning activities'*
- 5.2 All members of staff organising a trip should follow [The Westgate School's Trip Procedure \(appendix 2\)](#), outlining all tasks that must be undertaken to ensure that all members of the school community are safeguarded.
- 5.3 A thorough risk assessment will be conducted by the trip leader during the planning of the trip, to ensure student and staff safety.
- 5.4 Adventure activities will always be identified at the planning stage and never added during the trip.
- 5.5 When planning water sport activities, the need for instructors and lifeguards will be considered, particularly when using facilities which may not have a trained lifeguard present.

- 5.6 Where there is a maximum capacity of students for a trip, the maximum number of places will be made available on the online payment system and will be allocated on a first-come, first served basis. In these circumstances, this will be clearly communicated to parents.
- 5.7 When planning an educational trip or activity, the governing body will ensure the trip does not discriminate against a particular individual or group of students.
- 5.8 Any disputes relating to pre-planned educational trips or activities will be discussed and resolved by the Headteacher.

## **6. Risk Assessment Process**

- 6.1 A risk assessment for a visit need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise. Specialised information for some visits may be necessary, however.
- 6.2 The risk assessment should be based on the following considerations:
  - 6.2.1 What are the hazards?
  - 6.2.2 Who might be affected by them?
  - 6.2.3 What safety measures need to be in place to reduce risks to an acceptable level?
  - 6.2.4 Can the trip leader put the safety measures in place?
  - 6.2.5 What steps will be taken in an emergency?
- 6.3 The person carrying out the risk assessment should record it and give copies to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.
- 6.4 The trip leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.
- 6.5 Before booking a visit, the trip leader should obtain a written or documentary assurance that providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place.
- 6.6 The trip leader should take the following factors into consideration when assessing the risks:
  - 6.6.1 The type of visit/activity and the level at which it is being undertaken.
  - 6.6.2 The location, routes, and modes of transport.
  - 6.6.3 The competence, experience, and qualifications of supervisory staff.
  - 6.6.4 The ratios of teachers and supervisory staff to students.
  - 6.6.5 The group members' age, competence, fitness and temperament and the suitability of the activity.
  - 6.6.6 The special educational or medical needs of students.
  - 6.6.7 The quality and suitability of available equipment.
  - 6.6.8 Seasonal conditions, weather, and timing.



- 6.6.9 Emergency procedures.
- 6.6.10 How to cope when a student becomes unable or unwilling to continue.
- 6.6.11 The need to monitor the risks throughout the visit.
- 6.7 The Westgate School's risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 6.8 The individual carrying out the risk assessment process will have the skills and competence needed for the role, understand the risks involved, and be familiar with the activity.
- 6.9 All trips at The Westgate School require a full generic risk assessment to be completed, signed, and dated by the Trip Leader.
- 6.10 Any risk assessments for transport must be completed, signed, and dated by the Trip Leader.
- 6.11 All Trip Leaders at The Westgate School should also complete a more specific risk assessment, following the [STAGED approach \(Appendix 3.\)](#)

## **7. Vetting providers**

- 7.1. When considering external providers for activities, the trip leader must check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.
- 7.2. If a provider does not hold the badge, the Educational Visits Coordinator will check the following to ensure they are a suitable organisation to work with:
  - 7.2.1 Their insurance arrangements.
  - 7.2.2 Their adherence to legal requirements.
  - 7.2.3 Their control measures.
  - 7.2.4 Their use of vehicles.
  - 7.2.5 Staff competency levels.
  - 7.2.6 Safeguarding policies.
  - 7.2.7 The suitability of their accommodation.
  - 7.2.8 Any sub-contracting arrangements in place.
  - 7.2.9 The presence of necessary licences.
- 7.3 If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for.
- 7.4 If an organisation does not meet the school's standards, it will not be considered.

## **8. Inclusion**

- 8.1 All students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

- 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 need (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.
- 8.3 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.
- 8.4 Additional risk assessments may be carried out to ensure the safety of all staff and students.
- 8.5 All pupil premium students should have access to all educational visits.

## **9. Supervision**

- 9.1 It is important to have a high enough ratio of adult supervisors to students for any visit. The factors to take into consideration include:
  - 9.1.1 Age and ability of group.
  - 9.1.2 Students with special educational or medical needs.
  - 9.1.3 Nature of activities.
  - 9.1.4 Experience of adults in off-site supervision.
  - 9.1.5 Duration and nature of the journey.
  - 9.1.6 Type of any accommodation.
  - 9.1.7 Competence of staff, both general and on specific activities.
  - 9.1.8 Requirements of the organisation/location to be visited.
  - 9.1.9 Competence and behaviour of students.
  - 9.1.10 First aid cover.
- 9.2 Trip leaders should assess the risks and consider an appropriate safe supervision level for their group. There should be a minimum of one teacher in charge.
- 9.3 In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency.
- 9.4 When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to visits abroad or residential visits.
- 9.5 Where there are trips with both male and female students, The Westgate School considers it to be good practice to have a male and female member of staff supporting the trip.

## **10. Remote Supervision**

- 10.1 One of the aims of educational visits for older students may be to develop the ability to work independently. It may be appropriate for students to leave the school premises without direct supervision. This would include the Duke of Edinburgh Award and the expeditions that take place.
- 10.2 The risk assessment, considering students training and maturity, will determine how closely they need to be supervised.
- 10.3 The EVC and the trip leader will need to establish whether the students and staff are competent in remote supervision.
- 10.4 Parents should be informed and agree to students being supervised in this way if it is being considered and there should be sufficient teachers and accompanying adults to secure the health and safety of students during visits.
- 10.5 Participant safety should not be compromised.
- 10.6 If suitably experienced trip leaders, teachers and accompanying adults are not available, the visit should not take place.
- 10.7 Participation in adventurous activities and the ability to cope with emergencies must be considered when carrying out risk assessments and determining levels of supervision.

## **11. Student Medical Needs**

- 11.1 This should form part of the parental consent form.
- 11.2 Parents should be asked to agree to the student's receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities.
- 11.3 If parents do not agree to this then the Headteacher may decide to withdraw the child from the visit - given the additional responsibility this would entail for the trip leader.
- 11.4 Doctors can be expected to carry out necessary emergency treatment without parental consent, but it is possible that a surgeon in another country might be reluctant to operate on a student unless assured that the trip leader had parental authorisation to agree to such treatment.

## **12. First Aid**

- 12.1 Minimum first aid provision for low-risk settings should comprise a suitably stocked first-aid box and a person appointed to oversee first aid arrangements. They may not necessarily be first aid qualified but will have a reasonable, working knowledge of first aid and be responsible for calling an ambulance and containing the situation, preventing further injury to students and staff.
- 12.2 For complex activities such as visits abroad or adventurous activities where emergency ambulance access may be delayed, at least one of the group's supervisors must be a suitably trained first aider.

### **13. Transport and Travelling**

- 13.1 There are many factors concerning health, safety and welfare of students and staff during travel which need careful consideration as part of the planning of school visits.
- 13.2 As well as the safety and suitability of the vehicles, great care is needed when preparing to board and disembark from minibuses, boats, planes, and all other forms of transport.
- 13.3 Whatever the mode of transport the following factors should be considered.
  - 13.3.1 The level of supervision should be considered as part of the risk assessment.
  - 13.3.2 A driver should not normally have any responsibility for supervision except possibly when small numbers of mature pupils are taken on short journeys.
  - 13.3.3 Booking seats well in advance so that groups can remain together.
  - 13.3.4 Briefing pupils on code of conduct.
  - 13.3.5 Briefing visit staff on supervision arrangements making it clear who is responsible for each student.
  - 13.3.6 Travel sickness medication should only be given when the consent of parents has been obtained.
  - 13.3.7 Ensure that wheelchair users and students with special medical needs can be accommodated safely.
  - 13.3.8 Head counts when embarking and disembarking.
  - 13.3.9 Arrangements in case of changes of plans.
  - 13.3.10 The group should remain under the direct supervision of the trip leader or teachers wherever possible.
  - 13.3.11 Appropriate insurance.
  - 13.3.12 Group members are aware of emergency procedures / exits / rendezvous points.
  - 13.3.13 Depending on the maturity of the student, the position of firefighting and first aid equipment may also be part of the briefing.
  - 13.3.14 Planning safe movement on foot between other forms of transport, particularly near roads.
  - 13.3.15 Pedestrian crossings, preferably controlled by lights, should be used and footbridges or underpasses should be considered if available.

### **13.4 Travel by road**

- 13.4.1 Professional operators of buses and coaches must have a public licence. Trip leaders should ensure that only reputable operators are used.
- 13.4.2 Coaches must be fitted with seatbelts by law, but it is not the responsibility of the driver to ensure that they are worn unless the seats are in line with or in front of the driver.

- 13.4.3 Visit staff should actively encourage pupils to keep their seatbelts fastened throughout the journey.
- 13.4.5 Buses in public service are not required by law to have seat belts. If seat belts are not fitted the vehicle should be considered unsuitable for school visits involving long journeys (outside London).
- 13.4.6 Drivers must comply with legislation covering maximum periods of driving and minimum periods of rest.

### **13.5 School minibuses:**

- 13.5.1 Must be fitted with forward facing seats and a seat belt for each passenger.
- 13.5.2 Maintenance, usage and servicing should be recorded.
- 13.5.3 The Headteacher or chair of governors is ultimately responsible for maintenance, but the driver is responsible during the visit.
- 13.5.4 The operator of the minibus has a legal and moral responsibility to ensure that the vehicle is roadworthy.
- 13.5.5 Safety related items should be checked regularly (every 13 weeks depending on amount of use) by a competent person.
- 13.5.6 Safety checks and all use of the minibus should be logged.
- 13.5.7 All drivers of minibuses should:
  - 13.5.7.1 Receive appropriate training and validation.
  - 13.5.7.2 Have their validation to drive recorded.
  - 13.5.7.3 Obtain approval for each use of the minibus.
  - 13.5.7.4 Ensure that safety checks are carried out before each use.
  - 13.5.7.5 Report faults immediately.
  - 13.5.7.6 Not drive if unfit or taking medication which may affect their ability or judgement.
  - 13.5.7.7 Be aware of the emergency plan.
  - 13.5.7.8 Take responsibility for ensuring that all pupils in their care wear seatbelts and that all adults travelling in minibuses with students wear seatbelts.
  - 13.5.7.9 Take care to restrict their driving and other requirements of the working day to avoid driving when fatigued.
  - 13.5.8.10 Have sufficient stops during long journeys for passengers and driver(s).

### **13.6 Licences and Permits**

13.7 The Headteacher must ensure that:

13.7.1 Drivers hold the appropriate license.

13.7.2 People who first obtained their driving license after 1996 must take an additional theory and practical test to drive a vehicle with more than 8 seats.

13.7.3 Drivers under the age of 21 do not drive the school minibus.

13.7.4 The school is licensed to operate minibuses.

13.7.5 A PSV operator's licence is required, or a permit issued under Section 19 of the Transport Act 1985. Contact DTLR or local Traffic commissioner.

### **13.8 Teacher/ Parents Cars**

13.9 If teachers or parents use their cars for transporting pupils the Headteacher must be satisfied that:

13.9.1 Specific, detailed, and well-informed parental consent in writing has been obtained.

13.9.2 Adults will not be put in a situation where they are alone with a student.

13.9.3 Appropriate licenses are held.

13.9.4 Vehicles are roadworthy.

13.9.5 Suitable and sufficient insurance is in place.

13.9.6 Adequate supervision is in place.

13.9.7 The responsibility for ensuring seat belts are worn falls to the driver in this situation

13.9.8 Volunteers have been carefully vetted.

### **13.10 Ferries and boats**

13.11 The trip leader should set boundaries on large ferries and organise regular regrouping.

13.12 Students should be instructed to remain in groups and briefed on what to do if something unexpected occurs.

### **13.13 Travel by Planes**

13.14 In airports identify a suitable base and meeting place which students can find.

13.15 Do not leave baggage unattended.

13.16 Ensure that the group understand:

13.16.1 The procedures for boarding an aircraft.

13.16.2 That they should never carry anything on behalf of others.

13.16.3 What they are not allowed to take on a plane.

13.16.4 What they must not carry as hand luggage.

13.16.5 The need to cooperate with security measures.

### **13.17 Long journeys**

13.18 Long journeys, particularly those involving overnight stops need to be carefully planned so that risk management, standards of supervision and arrangements for the welfare of students meet the same standards as the remainder of the visit.

13.19 Minibus drivers should comply with the regulations for Passenger Carrying Vehicle (PCV) drivers. These regulations allow a maximum continuous period of driving of 4.5 hours, followed by a rest of at least 45 minutes. Up to three 15-minute rests in the same period of driving is also acceptable.

13.20 The maximum number of driving hours for one day is nine. Trip leaders should bear in mind that these are maximum limits and are intended for professional drivers.

13.21 Length of time spent driving should be reduced depending on factors which may affect the ability to concentrate and stay alert.

## **14 Communication**

### **14.1 Information to and from parents**

14.2 Parents should always be informed in writing about off-site visits.

14.3 Parents should be informed in writing of any offsite activity or visit unless it is a regular part of the school curriculum which parents have already been informed about through the school prospectus or a letter.

14.4 Seeking annual consent for such routine visits may be appropriate.

14.5 Before residential visits, or when the students are to travel abroad or engage in adventure activities, parents should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents who cannot attend.

14.6 Parents need to be aware that the teachers and other adult supervisors on the visit will be exercising the same care that a prudent parent would.

14.7 The following information on matters that might affect pupil health and safety should be given to parents:

14.7.1 Dates of the visit.

14.7.2 Visit objectives.

14.7.3 Times of departure and return - parents must have agreed to meet their child on return.

14.7.4 The location where the pupils will be collected and returned.

14.7.5 Mode(s) of travel including the name of any travel company.

14.7.6 The size of the group and the level of supervision including any times when remote supervision may take place.

14.7.7 Details of accommodation with security and supervisory arrangements on site.

- 14.7.8 Details of provision for special educational or medical needs.
- 14.7.9 Procedures for students who become ill.
- 14.7.10 Names of leader, of other staff and of other accompanying adults.
- 14.7.11 Details of the activities planned and of how the assessed risks will be managed.
- 14.7.12 Standards of behaviour.
- 14.7.13 What pupils should not take on the visit or bring back.
- 14.7.14 Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover.
- 14.7.16 Clothing and equipment to be taken.
- 14.7.17 Money to be taken.

## **15. Emergency Procedures and Incident Reporting**

- 15.1 Teachers in charge of students during a visit have a duty of care to make sure that the students are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would.
- 15.2 Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.
- 15.3 Emergency procedures are an essential part of planning a school visit.
- 15.4 If an accident happens, the priorities are to:
  - 15.4.1 Assess the situation.
  - 15.4.2 Safeguard the uninjured members of the group.
  - 15.4.3 Attend to the casualty.
  - 15.4.4 Inform the emergency services and everyone who needs to know of the incident.
- 15.5 The trip leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged.
- 15.6 The trip leader should liaise with the representative of the tour operator if one is being used.
- 15.7 The school contact's main responsibility is to link the group with the school, the parents, and the LEA (where appropriate), and to aid as necessary.
- 15.8 The named person should have all the necessary information about the visit.
- 15.9 All those involved in the school trip, including supervisors, students, and their parents, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.
- 15.10 If an emergency occurs on a school visit, the main factors to consider include the following:
  - 15.10.1 Establish the nature and extent of the emergency as quickly as possible.



- 15.10.2 Ensure that all the group are safe and looked after.
- 15.10.2 Establish the names of any casualties and get immediate medical attention for them.
- 15.10.3 Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.
- 15.10.4 Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- 15.10.5 Notify the police if necessary.
- 15.10.6 Notify the British Embassy/Consulate if an emergency occurs abroad.
- 15.10.7 Inform the school contact. The school contact number should be always accessible during the visit.
- 15.11 Details of the incident to pass on to the school should include:
  - 15.11.1 Nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom.)
  - 15.11.2 Notify insurers, especially if medical assistance is required (this may be done by the school contact.)
  - 15.11.3 Notify the provider/tour operator (this may be done by the school contact.)
  - 15.11.4 Ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures.
  - 15.11.5 Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
  - 15.11.6 Keep a written account of all events, times and contacts after the incident.
  - 15.11.7 Complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate.
  - 15.11.8 No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. incident should not be given to the media as this could cause distress to their families.
  - 15.11.9 Media enquiries should be referred to a designated media contact.
  - 15.11.10 No-one in the group should discuss legal liability with other parties.
- 15.12 The main factors for the school contact to consider include:
  - 15.12.1 Ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the school base.
  - 15.12.2 Contacting parents. Details of parents' contact numbers need to be always available while the group is on the visit.

- 15.12.3 The school contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency.
- 15.12.4 Liaison with LEA and/or governing body. The school contact should act as a link between the group and LEA and/or chair of governors and arrange for the group to receive assistance, if necessary.
- 15.12.5 Liaison with media contact. If a serious incident occurs, the school contact should liaise with the designated media contact as soon as possible.
- 15.12.6 The reporting of the incident using appropriate forms, if necessary.
- 15.12.7 In the event of an emergency all media enquiries should be referred to the media contact. The name of any casualty should not be given to the media.
- 15.13 One member of staff will always accompany a student seeking medical treatment.
- 15.14 In a case of a 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 contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the student when found. The remaining staff and adults will return to the school with the rest of the students.
- 15.15 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).
- 15.16 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.
- 15.17 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.
- 15.18 Every trip leader at The Westgate School will be given an [Emergency Procedures card \(Appendix 4.\)](#) which details the above instructions, as well as listing emergency contact details. This will go out with every school trip that takes place.

## **16 Insurance**

- 16.1 All trips and visits will be covered by the Marsh Educational Insurance Policy. This policy should be referred to on the risk assessment.

## **17. Residential visits**

- 17.1 The Headteacher, together with the governing body, will approve all residential trips longer than 24 hours.
- 17.2 The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- 17.2.1 Staff have received any necessary training.
- 17.2.2 All necessary permissions and medical forms are obtained at least 1 month before the start of the trip.
- 17.2.3 All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks
- 17.2.4 Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:
  - 17.2.4.1 The dates and time of departure and return to school.
  - 17.2.4.2 The full address and contact details of the destination.
  - 17.2.4.3 All planned activities.
  - 17.2.4.4 Meal provision.
  - 17.2.4.5 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.)
  - 17.2.4.6 Clothing and equipment provided, and what students must bring themselves.
  - 17.2.4.7 Public health requirements, including any required vaccinations.
  - 17.2.4.8 Accommodation options and arrangements.
  - 17.2.4.9 The names of staff attending.
- 17.3 For visits abroad, The Westgate School will ensure 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.

## **18 Finance**

- 18.1 The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.
- 18.2 The school will act in accordance with the DfE's guidance document '*Charging for school activities*' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:
  - 18.2.1 Part of the national curriculum.
  - 18.2.2 Part of a syllabus for an examination that the student is being prepared for at the school.
- 18.3 Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

- 18.5 In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs. Any refund given will be paid directly into the bank account where the payment was made from.
- 18.6 In the event that a student cancels their place on a trip, it is at the Headteacher's discretion as to whether a refund is given to parents and if so, the value of the refund. The Headteacher will take into account the student's reasons for cancelling their place, whether the school will be reimbursed for the student's place on the trip, and whether the space on the trip can be offered to someone else. Where a student has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the student to attend future trips and visits.
- 18.7 The school will take a common-sense approach to refunds and cancellations, ensuring that all students are treated equally.

## **19 Monitoring**

- 19.1 The Westgate School ensures that there is monitoring of the visits undertaken by its staff. Such monitoring should be in keeping with the recommendations of National Guidance. There is a clear expectation that the monitoring function is a delegated task put in place by the EVC and principally carried out by experienced staff acting as mentors/advisors for colleagues.

## **20. Review**

- 20.1 This policy will be reviewed every 2 years. At every review, the policy will be shared with the full governing board.

## **21. Evaluating Trips and Visits**

- 21.1 Following an educational trip/visit, the EVC will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.
- 21.2 All trip leaders will complete an evaluation on Evolve.
- 21.3 Based on this assessment, recommendations will be made to improve future trips and visits.

## **22. Links to other Policies:**

- 22.1 *Behaviour Policy*
- 22.2 *Safeguarding Policy*
- 22.3 *Equality Policy*
- 22.4 *Pupil Premium Policy*

## **Appendix 1**

### **The Westgate School Code of Conduct for Residential Trips**

It is usual for students to behave in a very responsible and cooperative manner during residential visits. However, we think it is helpful for both parents and students to be aware of the response we expect. We hope parents will discuss this code of conduct with their children so that they fully understand the implications, before signing the agreement form.

1. Punctuality and politeness from students will be always insisted upon during the visit.
2. There will always be at least one member of staff on duty during a visit. Students must always be sure that they know where staff can be contacted. This will apply to journeys (e.g. where to find the duty staff on a cross Channel Ferry), visits to Centres, Exchange Visits and on Expeditions. There is a separate, more detailed code of conduct for language exchange visits.
3. Adequate arrangements will be made by staff for the safekeeping of students' valuables and when appropriate, their passports. Students must not carry all their money on their person, unless on back-packing expeditions.
4. Students will not be allowed to smoke during any part of the visit.
5. Students will not be allowed to drink alcohol or partake in any illicit substances during any part of the visit.
6. When staying in a centre or hotel, students should always be aware of other guests and should not do anything to inconvenience them.
7. Whatever the age of students there will be a clearly stated time to be in bed. Lights out and silence will be insisted on after 30 minutes.
8. No student will be allowed out on their own during free time. If free time is allowed, students must be in groups of at least four if they are in Years 7-11. There may be occasions when it will be appropriate for staff to allow Sixth Form students to be in pairs.
9. All students will be told what to do in an emergency and must follow the given instructions.

Please note that further rules of conduct may apply on specific trips. Where this is the case, these rules will be described in the trip handbook or letter to parents.

Any damage incurred by students will be the financial responsibility of parents. In any extreme case of misbehaviour, parents will be contacted. If this results in a student being sent home, parents will be required to bear the extra expense and to arrange an escort, if necessary. If a student is extremely homesick and parents request return, extra financial liability will also arise.

## Appendix 2

### The Westgate School Trip Procedure

	Tick	Task:	Completed by:
Before approval	1 ✓	Check date of trip against the whole school calendar and communicate this with Curriculum Leader and SLT link and SEN Dept	Trip Leader
	2 ✓	Evolve trip form fully completed and communicated with Curriculum Leader and SLT link (staff and student details along with risk assessments will need to be included. Any additional risk assessments will need to be requested from venue if necessary.) Inform Miss S Augustus Lake (SAL@westgate.slough.sch.uk) when form is completed. <u>The trip cannot be approved if there are any sections left incomplete on the form</u>	Trip Leader
	3 ✓	Transport quotes and provisional tickets/bookings for events to be requested from venues/providers to ensure that costings are accurate	Trip Leader
	4 ✗	NY (NY@westgate.slough.sch.uk) / LIM (LIM@westgate.slough.sch.uk) to look through any trip applications (Monday period 5)	NY/LIM
	5 ✗	Evolve form submitted to SLT for approval. Trips will only be approved on a Tuesday. <i>N.B Overnight or Overseas Trips need Governor approval from Alison Wittchell</i>	SLT
After SLT Approval			
After SLT Approval	1 ✗	Final costings for trip submitted to SAL. This will be sent to the Finance Department to set up Parent Pay	Trip Leader
	2 ✗	Produce itinerary with timings	Trip Leader
	3 ✗	Liaise with Safeguarding and DOL to check proposed student list for suitability, and action as appropriate	Trip Leader
	4 ✗	<u>Letter to parents written and uploaded to Evolve form, including a clear deadline for consent and payment. The deadline must be at least a week before the trip date to enable SAL to create data sheets in advance. For letter templates, please click here.</u>	Trip Leader
	5 ✗	Produce staff list based on low cover implications and communicate list with proposed staff and Curriculum Leaders. Cover forms for all staff including Trip Leader must be completed and handed to the Cover department in good time. <i>Email SAL for a SIMS report of all staff timetables if required, in order to select staffing for trip</i>	Trip Leader
	6 ✗	Additional risk assessments completed if necessary. Update risk assessments in light of SEN/Safeguarding and liaise with SEN/Safeguarding departments	Trip Leader
	7 ✗	Check PP students if on student list. For KS3 students contact Mr G Luke (GEL@westgate.slough.sch.uk) and for KS4 students contact Ms R Young (RY@westgate.slough.sch.uk) to request funding	Trip Leader/RV/GEL
	8 ✗	Confirm bookings with venues and ensure that department cost implications are understood on non-refundable services/tickets	Trip Leader
	9 ✗	Make appropriate medical arrangements and liaise with Mrs S Bailu (SUB@westgate.slough.sch.uk) to ensure that all medical needs for students attending the trip are being met	Trip Leader
	10 ✗	Inform Attendance Officer (KMJ@westgate.slough.sch.uk) and classroom teachers of students who will be absent from lessons	Trip Leader
	11 ✗	Send trip information to Mrs N Godwin (NG@westgate.slough.sch.uk) to update on staff bulletin	Trip Leader
Day of trip			
Day of trip	1 ✗	Collect hard copies of student data sheet from reception. Take student register and ensure that this is handed to reception before leaving with students	Trip Leader
	2 ✗	Brief all staff and small group leaders with head count, trip details and provide them with risk assessments and medical information	Trip Leader
	3 ✗	Collect petty cash if required (finance must be notified at least 48 hours in advance)	Trip Leader
	4 ✗	Collect school mobile phone	Trip Leader
	5 ✗	Collect first aid kit(s)	Trip Leader
	6 ✗	Collect coach driver's contact number if applicable, and ensure that staff have shared numbers with each other	Trip Leader
After Trip has taken place and you have returned to school			
After Trip	1 ✗	Return folder to reception for SAL to collect, and ensure student data sheets are shredded	Trip Leader
	2 ✗	Return first aid kit, mobile, receipts and unused funds	Trip Leader
	3 ✗	Complete evaluation of trip on Evolve within 1 week of trip	Trip Leader
	4 ✗	Collect a small selection of student feedback from the trip	Trip Leader
	5 ✗	Liaise with Miss L Carpenter (LIB@westgate.slough.sch.uk) to write up an article for the school website, including student quotes gained in previous task	Trip Leader

### Appendix 3

#### Staged Approach Risk Assessment

S.T.A.G.E.D	Who is affected?	What are the issues?	How to manage?
Staffing			
Transport			
Activity			
Group			
Environment			
Distance			



## Appendix 4

### Emergency Procedures

#### The Westgate School

#### Emergency Procedures for Trips and Visits

The sequence of actions depends upon the nature of the emergency.

##### Immediate Action

1. Ensure your own safety.
2. REMAIN CALM - Assess the situation.
3. If possible, delegate actions to other leaders and participants so you can keep an overview, and to allow concurrent activity.
4. Ensure the safety of the **students**. Make sure everyone is accounted for and adequately supervised.
5. Call relevant emergency services if necessary (see phone numbers below).
6. Carry out first aid to the best of your abilities.

##### First Aid

The aims of first aid are to

##### 1. Preserve life:

- a. Casualties need to be able to breathe – if they are unconscious put them into a safe airway position.
- b. Try to find and stop any serious external bleeding.

##### 2. Prevent the condition worsening:

- a. Protect the casualty from the environment - keep them warm and dry.
- b. Monitor their condition.

##### 3. Promote recovery:

- a. Talk to them, reassure them, hold their hand, provide emotional support.

##### Urgent Action

Take stock and plan, delegating where possible.

Call your Schools Emergency Contact number or SLT Emergency Contact if any of the following apply (see phone numbers below):

You need support;

- The emergency services are involved;
- The incident is serious;
- The press/media are involved.
- They could need the following information:
  - Who you are, which **School** you are from and what your role is within the group;
  - The number you can be called back on;
  - The nature of the emergency and details of the incident;
  - What help you need;
  - Whether the emergency services are involved;
  - How many casualties there are and their status;
  - The number of people in your party;
  - Your location, and whether you plan to move.

Liaise with, and take advice from, the emergency services if they are involved.

Address the urgent needs of the group:

- Ensure adequate supervision of **all students**;
- Ensure they understand what to do to remain safe;
- Physical needs, e.g., shelter, food and drink, transport;
- Emotional needs, e.g., remove them from the scene, provide reassurance and emotional support (they can often do this for each other), give them useful things to do, protect them from intrusion.

Control communications - prevent **students** from using phones or social media unsupervised or until approval is given.

Start a written log of actions taken and conversations held, with times.



### Further Actions and Follow-Up

Take stock again and re-plan the next phase – what have you forgotten?

Deal with any casualties who are in the care of the emergency services:

- Accompany them to hospital;
- Keep track of who is where.

Consider the needs of yourself and fellow leaders – are you/they coping?

Liaise with your **school** – hand over what you can to them, to reduce the stress on you.

Continue the written log with all details of the incident of the actions taken, including names and contact details of any witnesses.

Address the further needs of the group, for example:

- Toilets, washing facilities, clean/dry clothes;
- Transport;
- Accommodation;
- Contact with home.

Refer all media, parental or other enquiries to your establishment or employer.

Contact relevant agencies as necessary (via your establishment/employer if possible), for example:

- Tour operator/travel company/activity provider/accommodation provider;
- Travel insurance emergency assistance;
- Social services;
- Consular Assistance Team (if overseas).
- See numbers below.

### Emergency Numbers

<b>Day, Evening / Residential / Overseas Trip to: (Location)</b>	
<b>Visit Leader</b>	
<b>Assistant Leader</b>	
<b>School - Emergency Contact numbers (Reception / Office) (Finance Office)</b>	<b>During Office Hours 01753 521320 01753 559826</b>
<b>School - alternative numbers (SLT / Afterhours)</b>	<b>Add numbers here Nell and Liam</b>
<b>Trip Administrator</b>	<b>01753 559870</b>
<b>Emergency Services in UK (You can text 999 if you have previously registered to do this)</b>	<b>999 or 112</b>
<b>Provider Coordinator Emergency Contact numbers</b>	
<b>Emergency Services in countries to be visited (in some countries there are different num- bers for different emergency services)</b>	
<b>Foreign Office Consular Assistance</b>	<b>+44 20 7008 1500</b>
<b>Travel Insurance Emergency Assistance</b>	

