Educational Trips & Visits Policy

Approved by: Headteacher Approved on: 09/**07/2025**

STA Contact: Educational Visits Co-Ordinator Revision due: **July 2028**

St Andrew's
NIHIL SINE LABORE

1. Statement of Intent

Our school aims to provide many opportunities for students to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities.

The value of LOtC is well recognised by the Governing Body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Learning outside the Classroom must be well managed with information communicated and responsibilities recognised as with any other learning that takes place within the school.

This document outlines the specific policies and procedures for St Andrew's High School. It supplements and follows the advice and guidance contained within the following significant publications:

- WSCC's Learning Outside the Classroom and Off-Site Educational Visits Regulations and Notes for Guidance 2018;
- OEAP National Guidance.
- Departmental advice on health & safety for schools, regularly updated. See: https://www.gov.uk/government/publications/health-and-safety-advice-for-schools
- The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths. available at: http://www.hse.gov.uk/services/education/school-trips.pdf

2. Roles and Responsibilities

2.1 Governing body

The Governing Body satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All LOtC and off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

2.2 The Head Teacher

The Head Teacher is delegated by the Governing Body to approve all LOtC and off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of EVOLVE (https://evolve.edufocus.co.uk)

2.3 The Educational Visits Co-ordinators (EVC) are: Natascha McNaught

The Educational Visits Co-ordinator (EVC) ensures that all LOtC activities follow the correct procedures. The person with these responsibilities will approve the Visit Leader for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the Visit Leader in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. It is important to consider the continuing professional development needs of staff engaged in these activities;
- Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary;
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event. (see schools emergency plan);
- Keep records and make reports of incidents, accidents and 'near hits';
- Review and regularly monitor policies and procedures;
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning outside the Classroom.

2.4 Visit Leaders

The Visits Leader is responsible for identifying the purpose and outcomes for the visit. A robust risk management process is necessary for all LOtC activities and visits. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form (available on http://www.westsussexvisits.org).

This will take account of:

- Generic hazards;
- Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the competence of the staff team, the group and other factors such as transport;
- On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose, outcomes and the risk management processes.

Visit leaders should encouraged participants to consider hazards involved in LOtC activities and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. Participants must be fully aware of the purpose and outcomes of the visit and understand expectations of behaviour.

3. Guidance Notes for LOtC Activities and Off-Site Educational Visits

3.1 To ensure good practice and compliance with the necessary regulations it is expected that:

- Training for staff and Visit Leaders will be arranged by the school to include all aspects of supervision, on-going risk management (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Adviser.
- All Visit Leaders will familiarise themselves with the published advice and guidance. Further information is available from the EVOLVE website (www.westsussexvisits.org).
- In order to plan LOtC activities and visits the EVC should be involved in discussing plans at an early stage. Routine or local visits such as sports fixtures also need to be planned ahead. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.
- An Internal Approval Form must be completed. This form is used to achieve any necessary cover arrangements and EVC/SLT approval.
- An EVOLVE Visit form must be completed for all residential visits, visits abroad, visits out of county and or for all adventurous activities whether on-site or off-site. The form will need to be submitted to the LA, four weeks in advance of the activity or visit date and before becoming financially committed. These types of off-site visits also need the Governing Body's approval. School Journey Insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form. Visit Leaders should check to see if such cover is already being provided by a tour operator, or external provider.
- The OE2 form provides information on what WSCC expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC 'check' a number providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked' in addition providers who hold the LOtC Quality Badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation.
- Parental Consent and contact details must be available for the Emergency Contact and the Visit Leader to take on the visit.

- Risk management forms (Standardised formats are used) should be completed and attached to the EVOLVE form when risks are perceived as significant. External providers will have their own risk management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see www.hse.gov.uk/aala). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.
- The Educational Visits Co-ordinator (EVC) ensures that all LOtC activities follow the correct procedures. The person with these responsibilities will approve the Visit Leader for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:
- Support the Visit Leader in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. It is important to consider the continuing professional development needs of staff engaged in these activities;
- Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary;
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event. (see schools emergency plan);
- Keep records and make reports of incidents, accidents and 'near hits';
- Review and regularly monitor policies and procedures;
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.
- On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near hit' or where an incident took place. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment
- In addition, it is highly recommended that an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOLVE visit form.

3.2 Supervision ratios

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

- Sex, age and ability of group.
- Special needs pupils.
- Nature of activities
- Experience of adults in off-site supervision.
- Duration and nature of the journey.

As general guidance, the following ratio of adults to children should be used:

Low risk activities:	1:20
High risk / International:	1:10
Hazardous/Adventurous:	Refer to activity guidance.

Regardless of suggested ratios, each visit will be assessed individually by the EVC

4. Links with other policies and guidance documents

This Educational Trips and Visits policy is linked to our:

- Child Protection and Safeguarding policy
- Charging and Remissions policy
- GDPR policy

Guidance documents that this policy is linked to

- WSCC Guidance for LOtC (EVOLVE)
- Adventurous Activities Guidance (EVOLVE)
- DFE Equality Act (Gov.uk)
- DfE Charging for School Activities Guidance (Gov.uk)