



PARKSIDE MIDDLE SCHOOL EDUCATIONAL VISITS POLICY

Dated: January 2025

Review date: January 2027

Headteacher.....

Chair of Governors.....



Parkside Middle School

Educational Visits Policy

1. Policy Scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the Headteacher or other designated member of staff.

This policy applies to Governors, the Headteacher, the Educational Visits Co-Ordinator and the Visit Leader and covers all Off-Site Visits and Learning Outside the Classroom (LOtC).

This policy applies to all visits and LOtC activities whether or not they occur during normal working hours, weekends or during holidays.

By helping young people apply their knowledge across a range of challenges, learning outside the classroom builds bridges between theory and reality, schools and communities, young people and their futures. Quality learning experiences in 'real' situations have the capacity to raise achievement and to develop better personal and social skills. When these experiences are well planned, safely managed and personalised to meet the needs of every child the following can be achieved:

- Improved academic achievement.
- Develop skills and independence in a widening range of environments.
- Make learning more engaging and relevant to young people.
- Develop active citizens of the environment.
- Nurture creativity.
- Stimulate, inspire and improve motivation.
- Provide challenge and the opportunity to take acceptable levels of risk.
- Improved young people's attitudes to learning.
- Helps them to learn from their successes and failures.

Learning outside the classroom provides support for many different curriculum areas. Linked to the curriculum, these activities provide direct and relevant experiences that deepen and enrich learning.

Parkside Middle School's Educational Visits Policy is to ensure that the safety of our pupils, staff and others is managed, to minimise risk as far as practicable and in developing its procedures, is guided by National Guidance issued by the DfE and the Outdoor Education Advisers Panel.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all

pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

2. Legislation and guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2024

2. Guidance being adopted

Parkside Middle School adopts the Outdoor Education Advisers' Panel (OEAP) National Guidance as sited within the WCC Corporate Policy document. All staff involved in Off-site Visits and LOtC activities must follow this guidance unless WCC has provided alternative guidance either as a whole or in parts of the OEAP National Guidance. Clarification of the schools' guidance must be sought from your Educational Visits Co-Ordinator (EVC).

WCC has facilitated visits and LOtC activities by the provision of an Off-site Visits Advisor (a panel member of the OEAP), the electronic management system EVOLVE and OEAP accredited training provision.

3. Roles and Responsibilities

The Governors will ensure that:

- There is Local Authority guidance in place which they have access to.
- Robust systems support implementation of the guidance.
- They challenge in order to be clear about how outdoor learning and visits lead to a wide range of outcomes for children and young people and contribute towards establishment effectiveness.
- There is an Educational Visits Policy including emergency procedures, and it supports the principles of inclusion.
- The involvement of the Governing Body in the visit approval process is clear and approval and notification procedures operate effectively. There should be standing items at the appropriate Governors meetings where approval to proceed with plans is given.
- There is a trained EVC who meets the employer's requirements, with a sufficient time allowance to fulfil the role and training to support the planning and delivery of visits and outdoor learning.
- There are monitoring procedures in place, activity is evaluated, good practice is shared and any issues are followed up to comply with statutory and employer's requirements.

The Headteacher should:

- Have an Educational Visits Policy and procedures that conform to and follow the requirements and recommendations of their employer's guidance.
- Be aware that the appointment of an Educational Visits Coordinator (EVC) is critical to the implementation of this guidance. The EVC should be appropriately competent to their role (see below) and should be allowed sufficient time to fulfil the role, including attendance at OEAP-approved training. The Headteacher may choose to designate themselves as EVC. Where the Headteacher has not designated a named member of staff, then the functions of the EVC will automatically be attached to those of the Headteacher.
- Keep the Governing Body informed about the delivery of visits and outdoor learning and their contribution towards establishment effectiveness. This could be as a standing item in the Headteachers report to the Governing Body.
- Where needed, have access to expert advice such as from the Outdoor Educational Advisers Panel (OEAP) at Worcestershire County Council.

The Headteacher is also responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training.
- Working with the governing body to approve residential trips of more than 24 hours.

Educational Visits Co-ordinator

The EVC is the school's focal point for planning and monitoring visits and outdoor learning. In appointing an EVC, careful consideration should be given to:

- Significant experience of practical outdoor learning and visit leadership.
- Status within the school that enables guiding of the working practices of their colleagues.

Sufficient time should be agreed to fulfil the role and to attending OEAP approved EVC training and update/revalidation as required. The school may choose to train more than one member of staff so that the administrative tasks can be separated from the operational functions.

For an EVC to be effective, their responsibilities and functions should be clearly stated in the school's policy providing clarity to:

- The role of the EVC in the formal approval process.
- The nature of monitoring (EVC, governor, peer monitoring etc).
- What activities, if any, require consultation/approval from the OEAP at Worcestershire County Council.
- Where needed, access to expert advice such as from the OEAP at Worcestershire County Council.

The EVC should ensure that all visits meet the employer's and school's policies, procedures and requirements. This includes appropriate monitoring, evaluation and recording to ensure that the Headteacher and Governing Body can access the data they require.

Parkside Middle School will also assign a Deputy EVC who will be conversant with the relevant guidance and policy and will comply with these requirements.

They will undertake duties as agreed between themselves and the educational visits senior leadership member. Reference to common duties and responsibilities should be made as contained within the Worcestershire County Council's EVOLVE system.

The role of the EVC is to:

- Oversee and guide other 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
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

The Visit Leader

The Visit Leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Visit Leader should be designated. If this role changes during a visit, a clear handover should be made. An Activity Leader is responsible for a particular activity during a visit.

The key requirements for Visit Leaders are that they must be competent to lead, confident and accountable, not that they hold a particular post, title, or job description.

- Being **competent** means that the leader has demonstrated the ability to lead to the level demanded by the visit, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in.
- Competence is a combination of skills, knowledge, awareness, judgement, training, and experience. It is not necessarily related to age or position within the establishment. It is situational – a leader who is competent in one activity or environment may not be so in another, and it involves breadth as well as depth. Relevant experience is not necessarily gained by repeating the same thing several times, but by experiencing a range of different activities and environments.
- Being **confident** includes the Leader's capacity to take charge of a situation and their awareness of their abilities as well as their limitations.
- Being **accountable** means that the leader has been engaged through a clear process which includes vetting and appropriate induction into the establishment's policies and procedures. Regardless of employment status, Leaders must be clear about the chain of accountability and what is expected of them.
- The Visit Leader **must** follow the employer's guidance and Educational Visits Policy and Procedures.
- The Visit Leader **must** ensure that the activity is carefully planned to include assessing the risks to ensure that there is wide understanding about what everyone needs **to do**. The Visit Leader **must** ensure that the roles and responsibilities of other staff (and young people) are properly defined and communicated, ensuring effective supervision.
- The Visit Leader will liaise with the EVC throughout the planning and preparation of their visit to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place.
- The Visit Leader will make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- They will make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed.
- The Visit Leader will ensure that all parents/carers of children on their visit are provided with all the required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.

- The Visit Leader named for each visit will have overall responsibility for that visit whilst it is underway.
- The Visit Leader will be fully familiar with emergency procedures and contact numbers and assign a Deputy Visit Leader to be fully conversant with all the visit information.
- The Visit Leader will communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour.

Staff

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

- Seek and obtain approval for all educational visits from the Headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

Parents and carers

By agreeing that pupils 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 and medical supplies if applicable. Medication provided should be in date and prescribed medication should match pupils' details. First Aid staff will check this prior to the trip leaving.
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils 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 pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour.

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.

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 out be left alone with pupils or given sole responsibility for the care of a pupil.

- The vetting procedure for volunteers including when an enhanced DBS (Disclosure and Barring Scheme) check is required.
- Induction and training.
- Assessment of competency to carry out any specified roles.
- Requirements for supervision of volunteers by staff members.
- Under what circumstances, IF ANY, a volunteer can act as a visit leader. If this is permitted, then the volunteer becomes accountable as it implies that they volunteer and have been engaged via a recruitment process.

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

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils 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

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

4. Procedural Requirements

The following procedures are not exhaustive but summarises what needs to be done during the planning and organisation of an off-site visit.

- EVC training is required every 3 years using employer approved providers.
- Other staff may be trained by shadowing of experienced staff or internal cascade training from EVC.
- Venue to be checked for suitability and when booked ensure Public Liability Insurance is in place for a minimum of £5m along with providers Risk Assessment.
- Visit Leader to draft a letter to parents detailing the nature and purpose and learning outcomes of the trip, the date, time, and cost along with any clothing or equipment they will need.
- Risk Assessment to be provided to EVC, Safeguarding Lead and Office Staff. The following safeguarding issues should be addressed; including medicines and first aid kits, care plans for specific children, collection of children and someone is present to ensure all pupils leave the premises safely after the trip.
- Visit Leader to carefully plan for pupils with SEND, medical or additional needs and meet with office first aider.

- Permission slips and a list of emergency contact numbers for the pupils along with the school mobile phone which must be taken on the trip in a lockable bag.
- A copy of the Emergency Procedure Card, including contact numbers must be provided to all staff and Parkside wristbands for each pupil.
- Visit Leader to gather feedback from staff participants and office staff to evaluate the visit and input on EVOLVE.
- Parents and Carers should provide consent and confirmation of their child's place on a school trip 48 hours before the trip is due to take place. This is because comprehensive risk assessments have to be submitted on EVOLVE.
- Please see Appendix II for specific guidelines and individual roles for booking and organising trips.

Planning and preparation

The decision on whether or not a visit will take place will be made by the Headteacher, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility
- Any other factors deemed appropriate and relevant
- As part of the planning stage, information will be gathered by staff proposing the visit, including:
 - Location and travel distance
 - Travel plans or options
 - Full cost breakdown, including multiple options where available
 - Resources, including staffing, volunteers, and physical supplies
 - Accommodation options, where needed
 - Insurance detailed, where needed
 - Risk assessment plans and first aid provision
 - What safety measures can be put in place in order to reduce any risks

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Headteacher will seek approval of the governing board.

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips

- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

Transport

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

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

5. Monitoring: Approval and monitoring roles of the below

- Headteacher/Governing body – board approval and monitoring.
- EVC – approval to head, and any delegated approval of certain visit types and monitoring.
- Peer monitoring.
- Consultation on visits requiring specialist advice with Offsite Visit Advisor.

6. Induction, Training and Succession Planning

- Induction requirements, including reference to Appendix I – Health and Safety on Educational Visits and Appendix II – Guidelines for Booking and Organising Trips.
- Training requirements of VL and EVC (WCC requires an EVC to also be a competent VL).
- Requirements planning of record keeping on EVOLVE and internal paperwork.
- Succession planning to maintain LOfC activities.
- EVC to provide cascade training to VL and emergency contacts.
- EVC to provide critical incident training to VL and emergency contacts.

7. Risk Management and Risk Benefits Procedure

Checklist:

- Training for staff in risk management and risk-benefits assessments.
- Requirements for carrying out, recording, approval and reviewing of risk assessments.
- Who (i.e., staff and if appropriate young people) should be involved in the planning and preparation of visits, including risk management, and recording of the risk-benefit assessments.
- Provision of generic risk assessments.
Recording of information about specific and/or local hazards associated with the planned visit.
- Ratio numbers for the planned visits.
- Transport arrangements.

We will carry out a full risk assessment at least 1 week before the start of all trips. This will be completed using the school's risk assessment template and approved by EVC and loaded on to Evolve.

Existing risk assessments or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third-party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with EVC and school office.

8. Providers – Selection and assessments

Use of external organisations

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

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

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

Selection and assessment checklist:

- Website – Visit the providers website or seek its official literature
- Quality badge – Find out what if any quality badge they have and what it assesses/inspects to gain the quality badge, check out if the provider holds the quality badge stated (WCC recognise LOtC, Adventure Mark, AALS)
- Engage with the provider – talk to them, get risk assessments from them and any other information they can provide e.g., plans, map directions, car parking etc.
- Past visit – Check using EVOLVE if other schools have used this provider or look at own past school visits and feedback after the visit.
- Preliminary visits – Carry out a preliminary visit, if possible, if not try to seek a contact from another school who have used the provider by using the EVOLVE system.
- Governing bodies – Check if any of the activities planned are affiliated to a governing body e.g., rugby – Rugby Football Union, canoeing – British Canoe Union.
- Off-site Visits Advisor – consult with WCC Off-site Visits Advisor, Rachel Whiteley.

9. Emergency Procedure and Incident Reporting

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

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact 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.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil 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 pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

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).

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.

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.

- WCC Children's Services Critical Incident SLA provides advice and guidance through their 'Critical Incidents in Schools' training.
- The OEAP National Guidance provides advice about planning for emergencies and WCC also provides you access to the Off-site Visits Advisor, Rachel Whiteley.
- WCC Emergency Planning Unit can access planned visit details in the case of a critical incident via the EVOLVE system.
- WCC provides Visit Leader and EVC training and requires EVC's to be re-certified every 3 years and recommends a refresher for VL's between 3-5 years.
- Advice and guidance are provided on EVOLVE.
- WCC provides an online accident/incident reporting system and requires all incidents to be recorded as soon as possible, minor incidents to be recorded in an accident book with the first aid provision during the visit.
- Staff should have access to Parkside Middle School's Emergency and Critical Incidents Plan and be handed a copy when taking a visit.
- Emergency cards should be issued with the appropriate guidance and contact numbers
- A copy of all contact details and information should be kept at Parkside Middle School prior to any visit departing.

10. Behaviour of Staff, Volunteers and Pupils

- Staff and volunteers should follow the Worcestershire County Council Code of Conduct.
- Staff are required to always supervise pupils, including night times on residential visits.
- The expectation of staff to ensure a suitable ratio of supervision is in place throughout the trip/visit.
- Parents/carers are made aware of the school's expectations with regards to their child's behaviour. Visit leaders are to access behaviour logs on Bromcom if they are concerned that the behaviour of a student may pose a risk to themselves, their peers or staff. We reserve the right to withdraw a place on a visit if the risk associated with a student is unmanageable. The visit leader will have the overall responsibility for supervision of the visit whilst also paying great attention to health and safety guidelines. If there are concerns regarding the health and safety of a pupils on a school trip, these concerns will be discussed with the parent/carer and risk assessed. The school reserves the right to withdraw any pupil if the health and safety risk cannot be minimised. In some cases, it may be reasonable and necessary to prevent a pupil from coming on the trip to protect their safety and the safety of the other pupils attending. A serious or repeated failure to observe behaviour guidelines could result in a pupil being sent home at his/her parents/carers expense. Parents/carers and pupils will be told in advance of the visit about the procedures for dealing with misbehaviour, how a pupil will be returned home safely and who will meet the cost.

Poor behaviour outside of school is taken very seriously and will not be tolerated. Poor behaviour on a school trip affects the reputation of all the children attending Parkside Middle School.

- Parents/carers to sign that they understand they are to remove a young person from the visit if he/she does not comply with the set codes of conduct.
- Expectations and rules are made clear to all pupils to follow the 'Parkside Standard' and adhere to the Parkside Middle School's Behaviour for Learning and Positive Relationships Policy.
- The school reserves the right to withdraw any student from an Educational Visit if the student repeatedly displays poor standards of behaviour in school and it is considered that this behaviour would pose a serious Health and Safety risk on an Educational Visit. In such a circumstance the school will not refund any payments to parents already made to the tour operators or external suppliers.

11. Attendance

In order to be able to carry out a robust risk assessment, visit leaders will need to be confident about the needs and relationships between all pupils and staff. Pupils with very low attendance will be assessed separately on a case-by-case basis.

12. Exclusion and Inclusion

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

- It is unlawful to treat a disabled person less favourably or fail to take steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.
- Expectations of staff must be reasonable and within their own competency to provide inclusion of a young person.

This policy endorses the following principles:

- A presumption of entitlement to participate.
- Accessibility through direct or realistic adaptation or modification.
- Integrations through participation with peers.

SEND

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

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.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

13. Insurance

Parkside Middle School holds an Off-Site Activities Insurance Policy which is renewed on an annual basis. Please see the School Business Manager for full details of policy cover.

14. Finance

Parkside Middle School holds a Charging & Remissions Policy in line with the WCC arrangements and this is reviewed every two years. Disadvantaged Learners in receipt of Pupil Premium will be given a discount on school visits at the discretion of the Headteacher and in line with the Charging & Remissions Policy. The procedure for all monies collected in school for trips/visits are in line with the school Finance Policy.

Where appropriate, some visits will have a financial plan that will be approved by the Headteacher before any authorisation of a visit can be made.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

In the event that a parent or carer cancels their child's participation on a visit, a refund is dependent on the trip, how late the student is withdrawn from the activity, whether a replacement student can be found and what costs have already been met by the school which cannot be reclaimed. Please note that deposits are non-refundable.

10. Residential visits

The Headteacher, together with the governing board, will approve all residential trips longer than 24 hours.

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:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks
- 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:
 - The dates and time of departure and return to school
 - The full address and contact details of the destination
 - Planned activities and options
 - Meal provision

- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending
- For visits abroad, we will make sure that any organisation providing activities holds 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.

Monitoring, support, and review

As part of Parkside Middle School's commitment to best practice and quality assessment, regular meetings will take place to review visits, share best practice, and create an environment of support and collaboration. Moreover, a sample check of the processes being undertaken by the school in line with policy procedures will be conducted by the Chair of Governors at least annually.

Other Relevant Policies

- Health and Safety Policy
- Charging and Remissions Policy
- Behaviour for Learning and Positive Relationships Policy
- Safeguarding Children Policy (including Child Protection)
- Quality of Education Policy
- Finance Policy
- Supporting Pupils with Medical Conditions Policy (including First Aid and Administration of Medicines and Anaphylaxis Policy)
- Special Educational Needs and Disabilities (SEND) Policy
- Equality Policy and Accessibility Plan

Date of policy: January 2025

Review date: January 2027

Appendix 2: Visit Planning Information

	Documents rec'd
Public Liability	
Risk Assessment	

Trip Booking Form

Trip:

Trip Organiser:

Date:

Venue:

Travel distance:

Timings:

Number of pupils:

Staff members:

Wheelchair access:

Venue cost:

Coach company quotes:

Booking confirmed:

Confirmed coach cost:

Overall trip cost:

Parent Pay: YES / NO

Gates: YES / NO

Free School Meals: YES / NO

Home Time Arrangements: YES/NO

Appendix 1. Staff Procedures for Booking and Organising Off-Site Visits

Venue:	Date of Trip:
Visit Leader:	Pupils attending:

Please ensure that you have completed the following actions before all trips can go ahead. If you have any concerns or you need support to plan your trip please see RJe/JT. For further information please refer to the Educational Visits Policy, or www.oeapng.info

<i>At least one month before</i>	Initials
1. Check diary dates and inform Deputy Headteacher of numbers and staffing requirements	
2. Refer to office staff with numbers, dates and times to obtain coach quotes	
3. Costing implications have been considered with office staff	
4. Venue to be checked for suitability and when booked ensure Public Liability Insurance is in place for a minimum of £5m along with providers Risk Assessment.	
5. Office staff to receive booking confirmation and Public Liability Insurance documentation	
6. Office staff to book coach and obtain coach company contact details. WCC approved transport companies will be used where possible. If not, insurance, tax and MOT information will be requested.	
7. Visit Leader to complete Evolve if the trip is more than 50 miles away, is overnight or residential, is in a hazardous environment or involves an adventurous activity. EVC to check and approve.	
8. Visit Leader to draft a letter to parents detailing the nature and purpose and learning outcomes of the trip, the date, time and cost along with any clothing or equipment they will need. The letter needs to have a reply slip for parents to complete giving consent for their child to go on the trip along with emergency contact numbers. Please ensure that ample time is given for the reply slip to be sent back	
9. Office staff to check letter and Headteacher authorisation before distribution	

<i>At least one week before</i>	
10. Office staff to provide a list of names of pupils with consent and payments made	
11. Complete a Risk Assessment and amend with any updates within the Risk Assessment folder on the 365 Homepage. Ensure all safeguarding issues are addressed; including medicines and first aid kits – medication should be in date and if prescribed they should be in the relevant pupil's name, check care plans for specific children, collection of children has been well planned and someone is present to ensure all pupils leave the premises safely after the trip. Visit Leader and EVC to sign original copy of Risk Assessment which stays with EVC.	
12. Meet with all staff, pupils and any other attendees to ensure they understand the aims and outcomes of the trip and what their role and responsibilities are	
13. Carefully plan for pupils with SEN, medical or additional needs	
14. First Aider to meet with office staff regarding first aid, care plans and any additional needs	
15. Meet with RJe to ensure all aspects of trip are formally approved	
16. Office staff to organise school gates for am/pm and order Free School Meals	
<i>At least one day before</i>	
17. Office staff to organise permission slips and a list of emergency contact numbers for the pupils which must be taken on the trip in the lockable bag – all slips should be returned 24 hours before the trip.	
18. Office staff to charge the school mobile phone and place in the lockable bag.	
19. Office staff to organise first aid kits and care plans and any other additional needs for specific pupils	
<i>On the day</i>	
20. Ensure that all staff are provided with a copy of the Emergency Procedure Card and lanyard along with wristbands for each pupil	
21. Office staf to hand over lockable bags containing Permission Slips, School Mobile Phones, Emergency Procedure Cards, Pupil Wristbands, First Aid Kits, including Medicines, Care Plans, Sick Bucket and Bags, Free School Meals	
22. Following the visit, the Visit Leader should ensure that consent forms are returned to the office and that any accidents/incidents are recorded on Medical Tracker and Medgate, if required.	
23. Visit Leader to gather feedback from staff participants and office staff to evaluate the visit and input on EVOLVE.	

Appendix 3: Risk Assessment

Worcestershire County Council

Worcestershire LEA Generic Risk Assessment for Off-Site Visit

This generic risk assessment is designed to prime consideration of a simplified Venue/Activity/Group specific Risk Assessment (VAGRA) carried out by the educational establishment on the reverse side of this form.

Parkside Middle School



Date:

Activity and environment:

Purpose of trip:

Pupils: (Numbers, Year Group)

Venue & Telephone number:

Trip Leader:

Trip Leader's Mobile Phone number:

Deputy Visit Leader:

First Aiders:

Assessed by EVC/Deputy:

Emergency Contact:

Number of Staff accompanying trip:

Staff List:

Additional Staffing notes (Volunteers/parent/carers etc.):

Timings:

Transport Details:

Additional Transport Notes:

e.g. Any specific requirements needed

Date of Staff meeting held to discuss trip and go through risk assessment:

NB: A register of all pupils attending must be attached.

Private and Confidential

1. Significant Hazards and Identification of Risk: <i>Those hazards which may result in serious harm or affect several people</i>	2. Those who might be harmed <i>Persons at risk from significant hazards</i>	3. Control Measures: <i>Controls, including relevant sources of guidance</i>	4. Residual Risk Rating (Update for each trip)
Inappropriate Leadership	Students Staff Members of the public	<ul style="list-style-type: none"> ○ The contents of this risk assessment are to be made available to all designated supervisors. ○ Course management takes account of group characteristics. ○ Placement Organiser trained, competent and experienced with clearly defined roles and responsibility for all staff. ○ Organiser's familiar with WCC Off-site Visits Guidance and critical incident guidance. ○ Knowledge from previous visits ○ Ensure all mobile phone numbers of group leaders are shared amongst leaders to establish contact throughout the day. ○ Increased staff to pupil ratio. ○ Stay alert to local and national news before and after visits. ○ Pupils provided with printed emergency contact details. ○ All staff and pupils are briefed on itinerary, critical incident policy and STAY SAFE procedures. ○ Communication plan: text messages sent to parents to inform of safe arrival, update at lunchtime and upon departure. All communication in an emergency must go through Parkside Middle School in line with the critical incident policy. 	L
Transport to and from venue, including getting lost or disorientated	Students	<ul style="list-style-type: none"> ○ Facilitating staff with WCC off-site visit guidance and the school's own visit policy statement. Pre-planned routes and mode of transport as agreed between school/establishment and parents/ carers. 	L

	Staff Members of the public	<ul style="list-style-type: none"> ○ Teacher to carry an emergency contact card including essential phone numbers. ○ First Aid kit and mobile phone carried. ○ Coach Leader to be (initials) ○ We will be using (name of coach company and telephone number) ○ If a rest break is needed, child to be supervised by members of staff. All other pupils to be kept aboard the coach. ○ Ensure parents are updated via text message about estimated arrival times back at school. If individual coaches are delayed, coach leaders should inform parents of ETA. 	
Risk of traffic	Students Staff Members of the public	<ul style="list-style-type: none"> ○ Children and staff are to cross the road/car park if required at appropriate crossings and check the road for cars/vehicles before doing so. ○ Children are to walk into the path and not onto the edge or curb and keep to the edges of car park. ○ All children should be made aware of the importance of good and safe conduct. ○ Road safety briefing for all pupils. 	L
Medical Needs	Students Staff	<ul style="list-style-type: none"> ○ Significant medical needs of individual pupils are shared between staff. ○ All medication supplied by parents should be in date and prescribed medications should be in the pupil's name. ○ Parents / Carers should complete a medication request form giving written permission to administer medication to pupils. 	M
First aid incidents	Students Staff	<ul style="list-style-type: none"> ○ First aid incidents should be assessed and appropriately reported to the sites first aiders and then school first aiders informed. All incidents should be logged and discussed with parents as appropriate. ○ (initials) to lead on first aid and meet with SF before the trip takes place ○ (initials) are trained first aiders. (initials) to carry First Aid Kits. 	L
All hazards arising from inappropriate behaviour e.g violent retaliation etc	Students Staff Members of the public	<ul style="list-style-type: none"> ○ School staff to carry out an individual risk assessment on each student to assess suitability for off-site learning. ○ Staff briefed on any foreseeable behaviour issues and management strategies. ○ All pupils to be made aware of expectations for good behavior. (initials) to conduct an assembly prior to the trip taking place ○ In case of inappropriate behavior, refer to buddy system identified on itinerary. ○ Trip Leader to meet with all staff to outline trip expectations before departure 	L

<p>Loss of contact with group leaders</p> <p>The possibility of children becoming lost on site or in the main building.</p>	Students	<ul style="list-style-type: none"> ○ Identification bands to be worn by pupils and staff at all times. ○ The children must be supervised at all times whilst on site ○ The children must be accompanied by a teacher if they need to leave the area during a workshop, e.g. toilet visit ○ All children should be made aware of the importance of safe conduct. ○ Regular registration of your group throughout the visit. ○ If pupils become separated from the group, they are advised to seek help from a member of the venue staff. ○ Staff members should report a lost pupil to Trip Leader, Parkside and venue staff immediately. 	L
Incidents involving members of the public	<p>Students</p> <p>Members of the public</p>	<ul style="list-style-type: none"> ○ Appropriate codes of behaviour included in a Code of Conduct Contract which is agreed by students. ○ Staff members should move pupils to a safe location, report any incident to venue staff immediately and inform the trip leader. 	L
<p>Fire</p> <p>Fire exit and procedures</p>	Staff/ Pupils	<ul style="list-style-type: none"> ○ All staff to familiarize themselves with the location of fire exits and procedures upon arrival. ○ Venue procedures and risk assessment followed. 	L
Critical incident procedure	<p>Students</p> <p>Staff</p> <p>Members of the public</p>	<ul style="list-style-type: none"> ○ If possible, follow the venue evacuation procedures or police guidance. ○ If it is not possible, follow guidance on the Critical Incident Plan ○ Follow STAY SAFE Procedure ○ Assess situation, including head count of pupils. ○ Reassess STAY SAFE procedure and head to pre-arranged meeting point agreed on arrival at venue. ○ Staff must always carry their Critical Incident Plan with them and follow STAY SAFE procedure. ○ In the event of mobile network shutdown, locate nearest landline to inform the school. 	M

Specific Pupils to note:		<ul style="list-style-type: none"> ○ Pupils Risk Assessed as not attending Trip ○ On holiday for the trip ○ To be in a group with allocated member of staff. 	H H M
<p>Medical Information</p> <p>Please note, all pupils with an IHCP should be discussed with SF prior to trip. All IHCPs to be read before trip. Available on 365 intranet page.</p> <p>SEN / VC / CLA</p>	<p>Pupils</p> <p>Staff</p>	<p>Significant medical needs of individual pupils are shared between staff.</p> <p>Pupils on care plans identified and needs discussed with key First Aider at school (SF)</p> <p>Medical information is available on the 365-intranet page, at the bottom of this risk assessment and also a paper copy will be available on the day of the trip.</p>	M
First Aid Incident	<p>Student</p> <p>Staff</p>	<p>Fixture organiser to be first aid trained.</p> <p>Specific medication of children carried by leader along with the first aid bag.</p> <p>Discuss safety plan – in the case of incident the EVC/DSL should be contacted</p> <p>Ensure parent/carers numbers are always to hand</p>	L
Pupils to note	<p>Students</p> <p>Staff</p> <p>Members of the public</p>		L

Checked by:		
	Date
	Date
	Date
		Trip LeaderDate
		Other Staff on trip to be included
	Date:
	Date

Appendix 4 – Volunteer Behaviour Code of Conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the Senior Deputy Headteacher at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils, parents and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date: