

Frederick Bremer School



Educational Visits Policy 2023

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1. Aims

This policy aims to:

- Ensure that pupils have the opportunity to enhance their learning through participation in a broad range of additional learning activities.
- Ensure that educational visits have a clear educational purpose which is linked to the curriculum and/or pupil's development of skills.
- Ensure that pupils participate in educational visits safely and represent the School in a positive manner at all times.
- Ensure that the roles and responsibilities of staff, pupils and parents and others are clearly established and understood by all involved.
- Ensure that all educational visits are planned and delivered to the highest possible standard and in accordance with the principles of this and all other school policies.

Principles

Educational visits are an important part of a balanced and broad curriculum and both complement and enhance pupils' learning experience. Appropriately planned educational visits are known to improve attainment across the curriculum and also provide the following benefits to pupils:

- Increased resilience and improvements in their ability to cope with change.
- Increased curiosity and improvements in their ability to apply knowledge to real life scenarios.
- Enhanced opportunities for 'real world', 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased awareness of risk management skills through opportunities for involvement in risk-benefit decisions in a range of practical contexts.
- Increased sense of personal responsibility and improvements in their ability to relate to others.
- Increased opportunities for team working and improvements in communication skills.
- Increased knowledge, awareness and understanding of a variety of environments.
- Increased physical skill acquisition and Improvements in creativity and creative problem solving.

Educational Purpose

To ensure these outcomes are achieved it is essential that all educational visits are planned to achieve a clear educational outcome which is directly linked to at least one element of the School curriculum and or supports the wider personal development of pupils.

This policy and the processes enacted by the School, therefore, aim to maximise these opportunities for pupils through ensuring the highest possible quality of provision in relation to all educational visits.

Safeguarding

All elements and processes within this policy are subject to the principles and requirements outlined in the School's Safeguarding Policy.

In the event that a safeguarding concern arises during an educational visit then it is the responsibility of the visit leader or relevant accompanying member of staff to manage this in accordance with the School's safeguarding processes (including reporting any concerns at the earliest practicable opportunity).

2. Application of this Policy

This policy applies to all visits and activities that leave the School premises, whether as part of the curriculum, in support of the curriculum, during school hours, or outside of the normal school operating times.

In addition to this Educational Visits Policy, Frederick Bremer School:

1. Adopts the Local Authority's (LA) document: 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE' (All staff have access to this via [EVOLVE](#)).
2. Adopts National Guidance <https://oeapng.info/> (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute all visits and activities in accordance with this policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

3. Types of Educational Visit and approval requirements

All visits and activities that take place outside of the School's premises (with the exception of off-site PE activities identified within the School timetable) require explicit approval through the School's calendar request system.

This policy considers all visits and activities which take place outside of the School's premises within 3 categories which are subject to the following approval requirements:

- 1. Visits within the 'School Educational Area' that take place during the normal school day and do not involve additional risk, adventurous activities or activities on/near water:**
Trips and activities within this category are subject to our 'School Educational Area' Standard Operating Procedures (Appendix 2) and do not require additional approval from the Educational Visits Coordinator, nor do they require specific consent from parents if the School's general consent pro-forma has been provided.
- 2. Other non-residential visits within the UK that do not involve adventurous activities or activities on/near water:**
Trips and activities within this category require additional approval from the School's Educational Visits Co-Coordinator (through Evolve) and also require specific consent from parents.
- 3. Visits that involve overseas travel, residential stays, involve adventurous activities or activities on/near water:**
Visits that involve travel overseas, a residential stay and/or adventurous activities or activities that take place on/near water require the explicit approval of the Headteacher and Governing Body before planning should commence. All such visits also require approval by the Educational Visits Coordinator and Local Authority (through Evolve) and require specific consent from parents.

Full details of the required steps for each type of educational visit can be found in 'Appendix 2: Planning an Educational Visit' below.

Sports Fixtures

All sports fixtures, whether hosted at Frederick Bremer School or taking place at an alternative venue, are covered by this policy. All such events are subject to the planning and consent requirements that apply to non-residential visits within the UK that do not involve adventurous activities or activities on/near water activities.

Additional Risk

For the purposes of categorising educational visits 'Additional Risk' is defined as any activity, environment or factor which may take the visit outside of the normal parameters of supervision, safety or processes that a parent expects of the school. This includes (but is not limited to) remote supervision, starting/finishing from venues other than the school, start or finish times outside of the normal school day and

4. The School's Educational Area

The School's Educational Area includes the local area (defined as the area within 30mins walk of the School) and all recognised establishments within zones 1-4 of the London Transport travel zones.

5. Roles and Responsibilities

It is the responsibility of all staff, pupils and parents involved in an educational visit to ensure that they adhere to the requirements of this policy and its associated guidance. Within this policy, therefore, the following specific responsibilities apply:

Visit leaders

Visit leaders are responsible for ensuring that the planning and execution of their visits is completed to the highest standards, including:

- Ensuring that approval has been received through the calendar request process before planning an educational visit.
- Ensuring that the visit is fully planned and that they have received the necessary approval(s) for the applicable activities.
- Ensuring that all relevant administrative processes are completed in accordance with the defined schedule.
- Ensuring that parents have received appropriate notification and that appropriate consent has been received.
- Ensuring that all accompanying staff are provided with all necessary pupil specific information and details relating to the event before the visit commences.
- Ensuring that pupils are provided with details of the event and are advised in advance of any risk elements and how to minimise these risks.
- Ensuring that pupils are actively supervised and that the Health and Safety of pupils is paramount throughout the event.
- Ensuring that the Educational Visits Coordinator/Headteacher/Emergency Base Contact are advised immediately if any incident/emergency occurs during the visit.
- Ensuring that details of any incident which occurs on an educational visit are reported to the Educational Visits Coordinator as soon as is practicable.

- Ensuring that their visit is executed in accordance with the School's standard operating procedures and all other requirements of this policy.
- Ensuring that appropriate steps are in place to manage parental contributions (where these apply) and that any issues with securing full payment from parents are reported appropriately.
- Ensuring that any safeguarding concerns are managed in accordance with the School's safeguarding processes (including reporting concerns at the earliest possible opportunity).

Accompanying staff

Accompanying staff are responsible for ensuring that the trip leader is supported in executing the visit to the highest standard, including:

- Ensuring that they have read and understood all necessary pupil specific information and details relating to the event before the visit commences.
- Ensuring that they actively supervise pupils and that the Health and Safety of pupils is paramount throughout the event.
- Ensuring that the visit leader is informed immediately if any incident/emergency occurs or concern arises during the visit.
- Ensuring that any safeguarding concerns are managed in accordance with the School's safeguarding processes (including reporting concerns at the earliest possible opportunity).

The Educational Visits Coordinator (EVC)

The Educational Visits Coordinator (Shermaine Lewis) is responsible for ensuring that all trip leaders adhere to the requirements of this policy and all associated guidance, including:

- Ensuring that appropriate training, support and guidance is provided to all visit leaders and accompanying staff and that visits are led and supported by appropriately competent staff.
- Ensuring that all visit plans submitted by visit leaders are fit for purpose and that any issues identified in the planning of visits is challenged with trip leaders.
- Ensuring that trip leaders are provided with access to EVOLVE (inc. any guidance required) to enable them to complete the administrative process associated with any necessary additional approval for their visit.
- Ensuring that appropriate monitoring and evaluation of visits is in place to verify that the execution of visits is completed in accordance with the requirements of this policy
- Ensuring that all relevant staff are provided with updated information and that the School's standard operating procedures are updated to reflect any changes required.
- Ensuring that any incident which take place on an educational visit is investigated appropriately and that the outcome of this investigation is reported to the Headteacher.

Senior Leadership Team

The Senior Leadership Team are responsible for ensuring that any necessary advice and guidance about the implementation of this policy is provided. In relation to specific educational visits, the Senior Leadership Team also has responsibility for:

- Ensuring that visit leaders are aware of and adhere to the school's Standard Operating Procedures in relation to all visits that relate to their areas of responsibility.
- Ensuring that they are aware of the school's Emergency Plan and use this in all instances where they are acting as the nominated emergency base contact for visits that take place outside of the school's normal opening hours.

- Ensuring that, for all overseas and/or residential visits, the visit leader is contacted on a daily basis so that any issues can be effectively communicated to the School and appropriate advice/guidance can be provided as required.

The Local Authority

The local authority is ultimately responsible for the Health and Safety processes within the School (including education visits) but delegates this responsibility to the Headteacher. In relation to specific educational visits, the Local Authority also has responsibility for:

- Ensuring that the final approval is provided (via EVOLVE) for all appropriately planned visits that are either overseas, residential, and/or involve an adventurous activities or activities that take place on or near water.
- Ensuring that all relevant information and updates in relation to the planning and execution of educational visits are communicated to the School.
- Ensuring that appropriate advice, guidance and support are provided to the school in the event of any serious incident occurring during an educational visit.

The Governing Body

The Governing Body are responsible for ensuring that this policy and its associated processes are fit for purpose and are reviewed regularly. In relation to specific educational visits, the Governing Body also have responsibility for:

- Ensuring that proposals for educational visits which involve overseas travel, residential stays and/or adventurous activities or activities that take place on or near water are reviewed appropriately and that any issues identified are addressed accordingly.
- Ensuring that appropriate advice, guidance and challenge is provided to the School so as to ensure that the processes and procedures in place support the effective delivery of educational visits.

The Headteacher

The Headteacher is responsible for all Health and Safety processes within the School (including educational visits) and delegates the day-to day implementation of this policy to the Educational Visits Coordinator. In relation to specific educational visits, the Headteacher also has responsibility for:

- Ensuring that the Educational Visits Coordinator effectively implements the requirements of this policy at all levels within the School.
- Ensuring that an appropriate member of the Senior Leadership Team is designated to support as primary contact for all overseas/residential visits.
- Ensuring that full details of any applicable incident which does occur during an educational visit are reported using the proper RIDDOR processes.

Parents

Parents are responsible for ensuring that the School has all necessary information and is fully supported in achieving the highest standards for educational visits, including:

- Ensuring that they read all relevant information that is provided to them by the trip leader.
- Ensuring that they have completed the School's general consent form and they provide any specific consent required for specific trips.
- Ensuring that their child is provided with any necessary clothing, equipment and materials that are detailed in the information provided by the trip leader.

- Ensuring that the School is provided with all necessary medical information/dietary information/medicines and appropriate emergency contact information.
- Ensuring that the School receives full payment of any requested parental contribution, where these apply to any specific visit that they have consented for their child to participate in.

Pupils

Pupils are responsible for ensuring that their conduct whilst involved in any educational visit is exemplary, including:

- Ensuring that they follow all specific instructions and guidance relating to the event at all times whilst involved in the visit.
- Ensuring that they act as a role model to others and that their behaviour and conduct presents the School in a positive manner at all times.
- Ensuring that they report any concerns or issues relating to the activities, environment, actions of pupils/staff (or otherwise) to an appropriate member of staff immediately.

6. Staff Competence

We recognise that staff competence is the single most important factor in the safe and effective management of visits and the School will, therefore, always ensure that staff involved in educational visits are sufficiently competent. As a school we support staff in developing their competence as a visit leader/accompanying member of staff in the following ways:

- Access to comprehensive training and guidance in relation to these roles.
- A clear transparent framework for planning and executing educational visits.
- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on the role of visit leader.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Headteacher and Educational Visits Coordinator will take into account the following factors:

- Relevant experience and training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

7. Parental Consent

The School seeks consent for participation in educational visits that take place within the School's Educational Area as part of a pupil's induction to the School. Parents have the choice to opt in or out of this general consent and records of this consent should be considered by visit leaders as part of the planning process.

If the general consent has been provided for a pupil then specific parental consent is not required for activities within the School Educational Area that take place during the normal school day and do not involve any additional risk, adventurous or 'near-water' activities.

Specific (i.e. one-off) parental consent must be obtained for all other visits and in any instance where the School's general consent for participation in visits within the School's Educational Area has not been provided. In such instances, sufficient information must be made available to parents via

letters, meetings, etc. so that consent is given on a 'fully informed' basis. When seeking consent for a pupil to participate in such an event, parents must be provided with the option to opt in or out of consenting.

In all instances, parental consent, whether general or specific, must have been received before a pupil can participate in the visit.

8. Parental Notification

The School is committed to ensuring that parents are notified of all educational visits which their child will be involved in. It is the responsibility of the visit leader to ensure that parents are provided with full details of any applicable visit, including the following:

All Educational Visits (Except off-site PE lessons)	<ul style="list-style-type: none">▪ The intended purpose of the visit and the types of activities involved▪ The date(s) and timing of the visit (including start and finish times)▪ The location or venue for the visit▪ The transport arrangements to/from the location▪ Details of who to contact if the parent has any questions regarding the visit▪ Details of any specific requirements (e.g. Refreshments/equipment/clothing)
Visits completed with general consent (See section 3 for details)	<ul style="list-style-type: none">▪ Details of who to contact if the parent does not wish their child to participate in this specific visit.
Visits which require specific consent (See section 3 for details)	<ul style="list-style-type: none">▪ Details of how the parent can confirm or decline their consent to their child participating in the visit*.

*Consent provided must be 'informed' – It is a requirement that all parental consent forms include the opportunity for parents to provide and decline their consent to their child participating.

For all educational visits that involve overseas travel, residential stays, adventurous activities or activities on/near water then it is also a requirement that visit leaders request parents to provide their up-to-date contact details as well as updates of any known medical conditions.

All information and consent request should be communicated electronically to parents using 'School Gateway'. In accordance with normal school processes, it is the responsibility of the visit leader to ensure that arrangements are made to communicate information and consent requests to parents who do not have a registered account with School Gateway.

9. Inclusion

As a school we believe that all pupils should have the opportunity to participate in all applicable educational visits and will make every effort to ensure that this happens. In some limited circumstances it may be necessary to restrict the participation of a specific pupil in order to ensure the integrity of the visit or to ensure the safety/well-being of that pupil and/or others involved in the visit. In all such instances, the School will make every effort to reach this decision in consultation with the pupil and their parents but consider the Headteacher's decision to be final.

The Equality Act 2010

Under the Equality Act 2010, it is unlawful to discriminate against individuals or groups of people because of their disability, without material or substantial justification. The School will, therefore, take every step to ensure that any reasonable adjustments are made to avoid pupils being either prevented from participation or placed at a substantial disadvantage as a result of any known disability. The feasibility of making such reasonable adjustments will be assessed on a case-by-case basis and may be limited in the following instances:

- Where, irrespective of any reasonable adjustments, the participation of a pupil might place themselves or other participants in the visit at inappropriate risk if a Health and Safety issue arises.
- Where the necessary adjustments impinge unduly on the planned purpose of the visit for the individual pupil and for all other participants.

Medical Conditions

All reasonable steps will be taken by the visit leader to ensure that the planning of educational visits takes account of any known medical needs of the participating pupils. Where the School has been advised of a specific medical condition this includes, but is not limited to, the following:

- Ensuring that the activities involved in the visit are appropriate and do not place the pupil or other participants at an adverse risk as result of the known medical condition.
- Ensuring that a copy of all relevant medical details is included in the visit information pack and provided to all accompanying staff before the visit commences.
- Ensuring that appropriately trained staff accompany the visit if this is required to manage the medical needs of participating pupils.

Pupil Behaviour

In accordance with the School's Behaviour Policy, we reserve the right to restrict the participation of a pupil in any specific educational visit in the following instances:

- Where the pupil is considered as 'Banned' from participating in events within the definition provided in the School's Behaviour Policy.
- Where there are concerns that a specific pupil's behaviour or ability to follow instructions may result in the pupil or other participants in the visit being placed at an adverse risk.
- Where the Headteacher or Senior Leadership Team hold any other significant concern that the pupil's involvement in the visit may adversely affect the visit or the School in any way.

The School reserves the right to restrict the participation of a pupil in specific educational visits where, irrespective of all reasonable adjustments, there remains sufficient concern that the pupil or other participants in the visit might be at an adverse risk.

10. Payment for Educational Visits

The majority of the School's educational visits are offered to pupils free of charge; where this is not possible the School will endeavour to plan all visits at the lowest possible cost and on a cost-neutral basis. In instances where the School incurs any additional costs in order to run the visit then a parental contribution will be requested. To ensure access for all pupils, irrespective of financial position, the School willingly subsidizes/funds participation in educational visits for pupils where a need has been identified through its Hardship Fund – Further details are available in the School's Charging and Remission Policy.

In any instance where a parental contribution is required then full details of the payment process will be included within the information provided to parents – [See Appendix 2](#) for further details.

11. Supervision

Effective supervision of educational visits is a crucial element of risk management and safety; as such, the School is committed to ensuring that all educational visits are appropriately supervised. It is the responsibility of the visit leader and accompanying staff to ensure that their supervision is both appropriate and active throughout the duration of the visit.

Supervision Ratios

Whilst we publish guidance on the expected/normal ratio of staff to pupils for specific activities it is impossible to cater for all circumstances in this manner and we, therefore, operate a ‘common-sense’ approach when identifying an appropriate staff-pupil ration. This will include, but is not limited to, consideration of the following:

- Experience / competence of the individual staff members involved.
- Age/maturity/characteristics of the specific pupils involved in the visit.
- Availability/quality of assistance and support from other adults throughout the visit.
- Duration and potential risks associated with each element of the visit.
- Additional responsibilities of accompanying staff for specific pupil needs.

As a starting point, the school operates the following supervision ratios:

Category of Visit	1 staff member	2 staff members	Additional Staff
Off-site PE lessons identified within the school timetable	up to 24 pupils	up to 48 pupils	1 member of staff to 24 pupils
PE Sports Fixtures taking place after 3pm, (whether on-site or at another school)	up to 15 pupils	up to 30 pupils	Assessed on an individual basis
Visits within the ‘School Educational Area’ that take place during the normal school day and do not involve additional risk, adventurous activities or activities on/near water:	up to 8 pupils for KS4	up to 30 pupils	1 member of staff to 15 pupils
Other non-residential visits within the UK that do not involve adventurous activities or activities on/near water:	n/a	up to 24 pupils	1 member of staff to 12 pupils
Visits that are overseas, residential, or involve adventurous activities or activities on/near water:	n/a	up to 24 pupils	1 member of staff to 12 pupils

The supervision ratios for all educational visits will be reviewed as part of the calendar request approval process to ensure that adjustments are made in light of any relevant factors.

Remote Supervision

In some specific instances an educational visit may involve an identified element where direct supervision by a member of staff is either inappropriate or is against the educational purpose of the visit. In such instances, a system of ‘remote supervision’ may be incorporated into the visit for these specific elements.

Any decision to include 'remote supervision' within elements of an educational visit should be considered at the planning stage and consideration should be given to the following:

- The age, maturity and abilities of the pupils involved in the visit.
- The venue, its associated environment and any other relevant conditions.
- The educational purpose of the visit and the type of activity involved.
- The level of preparatory training/guidance that has been provided to participants.

If an educational visit is to include elements of 'remote supervision' then this must be identified within information which is published to parents and full details included within the visit's risk assessment (including details of the level of contact / emergency procedure in place for pupils).

12. Transport and Travel

Transport and/or travel within any element of an educational visit is subject to the School's Standard Operating Procedures' at all times. It is the responsibility of the visit leader and accompanying staff to ensure that they are aware of and fully implement these procedures at all times.

School Minibus

The School minibus must be driven by an appropriately qualified member of staff at all times and its use within educational visits is subject to the School's operational policies. The minibus must be booked through the room booking website as part of the visit planning process.

Public Transport

Transport for London offer free travel for educational visits which meet their established criteria. For further details of how to use this scheme please contact Sue Hall during the planning stages for a visit.

Use of personal vehicles

If any pupils are to travel by car, the driver must complete the **Private Car Form** - This applies to both the staff and the parents'/carers' cars. A new form must be completed every academic year. (Please see [Appendix 4](#) for Private Car use form)

13. Insurance

The School is insured under the Local Authority's central insurance arrangement which includes personal accident cover for all approved educational visits, both within the UK and overseas. Full details of the cover and scheme are available from the School Business Manager. For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid GHIC (Global Health Insurance Card).

14. Dismissal of pupils following visits

Following completion of any educational visits that are considered to operate within the School's Educational Area, pupils will be dismissed from Frederick Bremer School except where the activity is

a timetabled PE activity which take place at a recognised local sporting facility and finishes at the end of the School day – In these instances, pupils may be dismissed from this venue at 3pm.

In all other instances, pupils will be dismissed from the School site following completion of their visit unless specific parental consent has been received to dismiss the pupil from another location.

15. Uniform and Clothing

As a general principle, pupils will be expected to wear their full school uniform/PE kit at all points whilst participating in an educational visit. Details of any specific clothing and deviation from this general principle should be considered within the planning process and, where applicable, will be included within the information provided to parents.

16. Emergency Procedure

The School has an emergency plan in place to support with managing any critical incidents during an educational visit (see [Appendix 3](#)). All visit leaders are required to confirm that they are aware of this plan and that they will ensure that accompanying staff are provided with a copy as part of the trip planning process.

To ensure that this Emergency Plan, if required, can be effectively implemented by the visit leader and all accompanying staff, it is the responsibility of the visit leader to ensure that all staff involved in the visit are provided with a copy of the Emergency Card prior to their departure.

In the unlikely event of a critical incident taking place during an educational visit then it is the responsibility of the visit leader (or appropriate accompanying member of staff) to ensure that this emergency plan is initiated.

17. Training

To ensure that the processes and principles outlined within this policy are implemented effectively, the school will ensure that the following training and guidance are in place:

Training Level	Required for	Source	Completed
Basic Induction	All Staff	Internal	As required
Visit Leader Training	All Visit Leaders	Internal	As required
EVC Training	Educational Visits Coordinator	External	As appropriate

Alongside this formal training programme, the school operates an 'apprenticeship system', where staff new to visits assist and work alongside experienced visit leaders before taking on the role of visit leader for subsequent visits.

18. Passports and Travel Documents

Specific requirements and responsibilities apply to overseas visits in relation to Passports and other travel documents such as tickets and or visa documentation. As the absence/loss of such documents for any individual participant will likely prevent the effective execution of the visit, it is essential that visit leaders take appropriate steps are in place to manage this risk. The full context

of the visit should be considered when considering what is appropriate but suggested minimal steps include:

Prior to Departure	<p>Group Passport: It is highly recommended that visit leaders complete a group passport application where this is possible.</p> <p>Passport Details: In instances where a group passport is not being used then steps should be taken to collect passport information from participants well in advance of departure.</p> <p>Photocopies: In all instances where personal passports are to be used, it is essential that photocopies of passports are collected and stored for use on the visit if required. These must be shredded upon return to school.</p>
During the Visit	<p>Storage of Passports/Travel Documents: Visit Leaders must take responsibility for collecting and storing all travel documents during the visit. These should be stored in an appropriately secure location and only provided to pupils when necessary.</p>

19. Monitoring, Evaluation and Review

The procedures and processes within this policy will be reviewed annually and any updates, modifications or amendments made as considered necessary by the Educational Visits Co-ordinator and the Health and Safety Officer to ensure the health, safety and welfare of all staff and pupils on educational visits.

Evaluation of individual visits

To support evaluation of the processes and procedures within this policy, visit evaluations should be submitted for individual visits in the following circumstances:

- If the visit involves overseas travel, a residential stay, involved adventurous activities or activities on/near water.
- If the visit is the first visit which has been planned/executed by the designated visit leader
- If the visit resulted in any specific concern or was affected by an incident.

19. Links with other policies

This policy is linked to our:

- Behaviour policy
- Charging and Remission policy
- Operational policy
- Safeguarding policy
- Uniform policy

Appendix 1: Standard Operating Procedures

The school's Standard Operating Procedures are an essential part of the risk management system associated with educational visits and all Visits, therefore, are subject to these procedures, irrespective of the nature of the visit.

In addition to these procedures, any additional risk elements must be assessed by the visit leader and included with an additional risk assessment submitted in accordance with the planning processes outline in [Appendix 2](#).

General Procedures

The following general procedures and risk management plan apply to all educational visits:

Item	Standard Procedure	Responsible
Competence of Visit Leader	All visit leaders must have completed the school's 'Educational Visits - Visit Leader' training and be approved as competent to lead the specific visit.	Educational Visit Coordinator
Visit Activities	All activities involved in the visit will be considered in relation to risk/safety and risk-assessed where necessary. Activities will be lead (or instruction given) by a suitably qualified person.	Visit Leader
Pupil Briefing	All pupils will receive a pre-visit briefing which covers the important details about the visit, including details of the activities involved, a reminder of expectations and an overview of potential risks and management strategies.	Visit Leader
Registration of Pupils before Departure	All pupils involved in the visit will be registered accurately and informed of the applicable registration arrangements whilst on the visit. A full copy of the register will be provided to the Emergency Base Contact and the Attendance Officer (if the visit departs during school hours).	Visit Leader
Supervision of Pupils	P are to be supervised appropriately throughout the duration of the visit. Where this involves any period of supervision or where there is a genuine possibility of participant becoming separated then a rendezvous point at time should be shared with all participants in the visit.	All visit staff
Safeguarding	The safeguarding of pupils will be paramount at all times throughout the visit. This will include the application of all elements of the school's Safeguarding Policy, including all applicable referral processes in the instance of a concern.	All visit staff
Boundaries / Areas 'out of bounds'.	Appropriate boundaries will be designated for all locations involved in the visit and participants will be informed of these at appropriate points throughout the visit.	Visit Leader
Incident / Emergency during Visit	In the instance of an incident or emergency occurring then the visit leader and accompanying staff will follow the school's emergency procedure, contacting the emergency base contact if assistance is required.	All visit staff
Delayed Return	In any instance where the return of the visit is delayed by 30mins or more then the visit leader will contact the emergency base contact at the earliest opportunity to advise them of the new expected time of arrival.	Visit Leader
Travel arrangements	Parents should be informed of the method(s) of travel being used as part of the information they receive prior to the visit. Pupils should be advised of how this should be managed as part of the pupil briefing prior to departure.	All visit staff

Standard Operating Procedures – Risk Management Plan

The procedures apply to all Educational Visits and provide details of how to effectively manage risk identified with common elements of Educational Visits. Any element of the visit which has been identified as having an ‘additional risk’ should be included in a separate risk assessment.

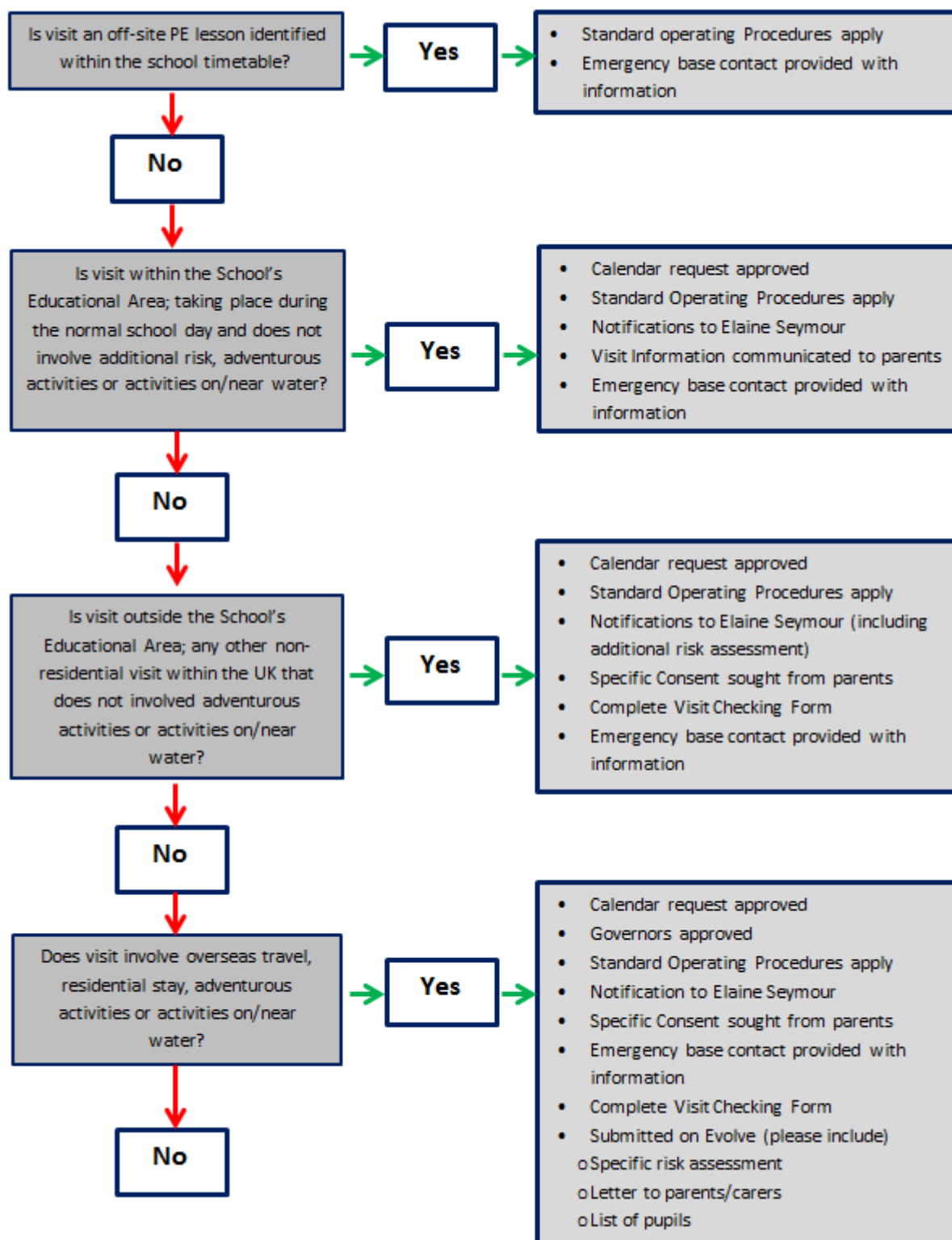
ISSUE Staff, Timings, Activity, Group, Environment, Distance	HOW TO MANAGE IT	WHO TO BE INFORMED		
		PARENTS	STAFF	PARTICIPANTS
Travel – Walking	<ul style="list-style-type: none"> When travelling to/from/between locations all participants should walk together within their defined group and remain on the pavement at all times. Participants should be supervised appropriately throughout journey (Position of staffing might need consideration – In-front, behind and within the group). Crossing the road should be completed at a designated road crossing only and in accordance with designated rules / fully supervised by accompanying staff. 		✓	✓
Travel – Coach, minibus, etc	<ul style="list-style-type: none"> During entry to the vehicle appropriate checks should be made (counting, registration, etc.) to ensure that all participants are on-board and enter safely. Participants should be instructed to wear seat-belts and to remain seated at all times. Participants should be supervised appropriately throughout journey (Position of staffing might need consideration). During exit from the vehicle, appropriate arrangements must be made to ensure that group assemble in a safe location and are counted and/or registered to ensure all are present. <p>Please note: Transport in all private hire vehicles and/or school minibus is subject to checks that the vehicle and driver are appropriately licenced and insured.</p>		✓	✓
Travel – Public Transport	<ul style="list-style-type: none"> During entry to the vehicle appropriate checks should be made (counting, registration, etc.) to ensure that all participants are on-board and enter safely. Pupils should travel within the same space (carriage, floor, etc) and, where possible, be seated. Pupils should be supervised appropriately throughout journey (Position of staffing might need consideration). During exit from the vehicle pupils must be counted to ensure they are all off the vehicle and arrangements must be made to ensure that group assemble in a safe location 		✓	✓

All visit leaders and accompanying staff must adhere to the Standard Operating Procedures at all times whilst involved in an educational visit.

Please note: Assessment of additional risks must be completed for any category 2 or category 3 visit.

Appendix 2: Planning an Educational Visit

Effective planning prior to executing any education visit is an important element of the risk management process. It is important to ensure that the appropriate processes are in place to manage the event and to maximise the educational outcomes of the visit.



Visits requiring Financial Contributions from Parents / Careers to incidents

Appropriate steps should be built into the planning process to ensure that parents / carers are aware of and are able to provide full payment of any requested parental contribution. When planning for this process, Visit Leaders should consider:

Minimising Cost	All practicable steps should be taken to minimise the cost of any specific educational visit.
Before Booking	Where possible, full payment should be received from parents before any visit is booked. In instances where this is not practicable (e.g. Where a payment schedule applies) then this should be discussed with the Senior Leadership Team before information is published to parents.
Payment Schedule	Where appropriate, a payment schedule should be developed, and published to parents, which clearly sets out the dates by which any parental contributions should be provided. If a payment schedule is provided then the initial parental letter should clearly state that full payment will be required if their child does not attend the visit for any reason.
Monitoring Payments	Relevant deadlines for all parental contributions should be monitored by the visit leader and any non-payment discussed with the relevant parent/carer. Any concerns should be discussed with the Senior Leadership Team as soon as they become apparent.
Support with Funding	The School is committed to ensuring access to all elements of education irrespective of individual financial means. In any instance where an individual pupil may require support from the School's Hardship Fund this should be discussed with the Senior Leadership Team at the earliest possible opportunity.

Appendix 3: Emergency Plan / Emergency Card

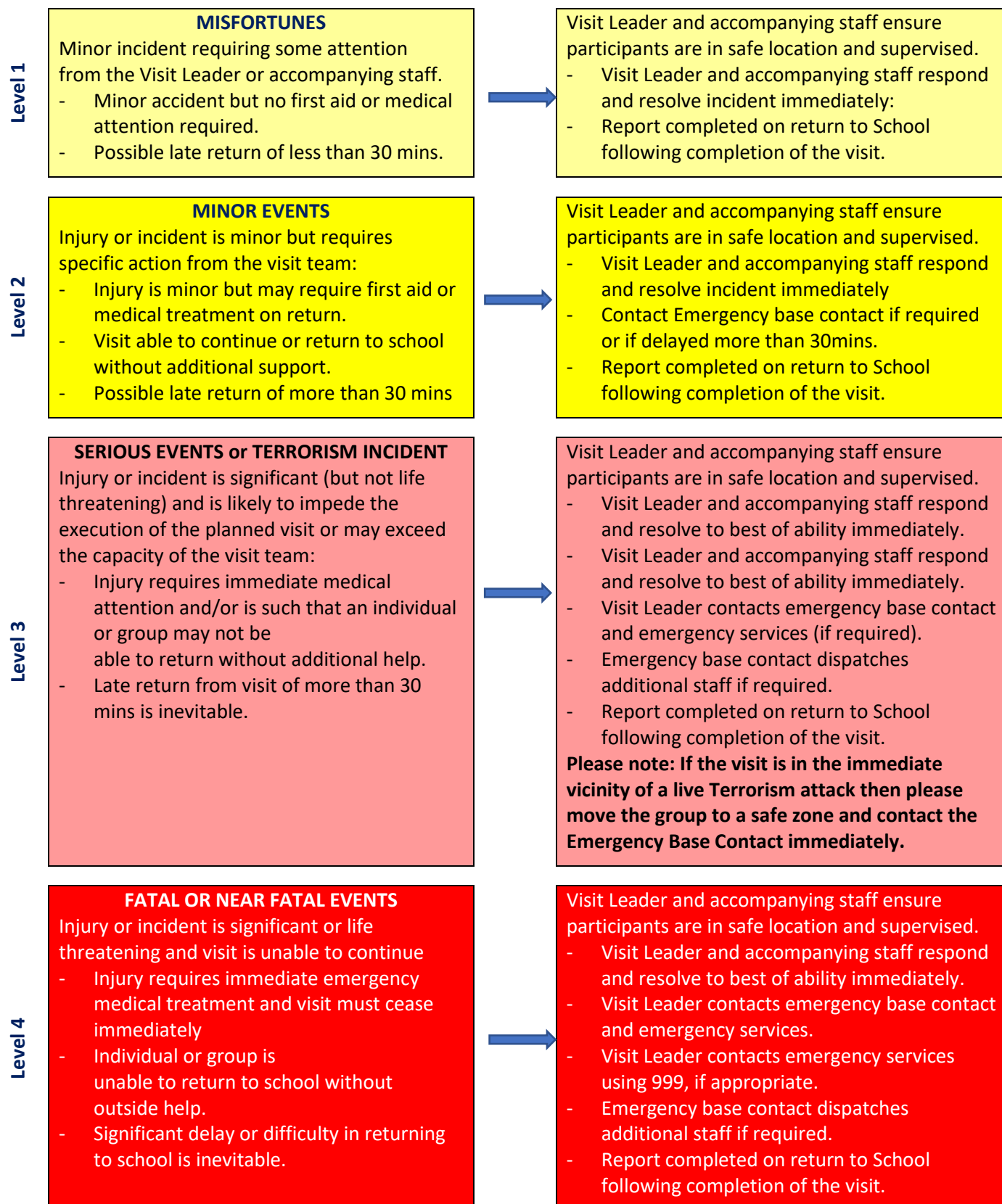
The school's emergency response to an incident is based on the following key factors:

Nominated Emergency Base Contact & Contact Information	<p>There is always a nominated emergency base contact for any visit. This will be allocated as follows:</p> <ul style="list-style-type: none"> - During school hours the 1st point of contact is the school office 020 8948 3340. - Outside of the normal school hours this will be a member of the Senior Leadership Team. <p>If you are unable to contact the nominated Emergency Base Contact then please use the following contact details:</p> <ul style="list-style-type: none"> - Educational Visits Coordinator (Shermaine Lewis): 07803 208448 - Designated Safeguarding Lead (Ben Lyon): 07958 040211
Emergency Medical and Contact Information	<p>The visit leader will ensure that copies of all relevant medical information and emergency contact information is provided as follows:</p> <ul style="list-style-type: none"> - During normal school hours, the visit leader and all accompanying staff will be aware of any relevant medical information for all participants, including staff. - Outside of the normal school hours, the visit leader, all accompanying staff and all emergency contacts will be aware of any relevant medical information and emergency contact information for all participants, including staff.
Provision of an Emergency Card	<p>The visit leader provides all accompanying staff and the nominated emergency base contact with a completed 'Emergency Card' prior to departure for the visit.</p>
Safeguarding processes	<p>All staff involved in the visit are aware of and follow the school's Safeguarding processes including referring any incidents as follows:</p> <ul style="list-style-type: none"> - The visit leader and accompanying staff know to inform the base contact if there are any safeguarding concerns or a safeguarding incident occurs. - The nominated emergency base contact knows to immediately inform the Headteacher and Designated Safeguarding Lead if any safeguarding concerns or a safeguarding incident is reported. - Notify the Educational Visits Coordinator if the situation involves injury and/or requires additional staff to be dispatched to support.
Assistance in the event of an incident or injury	<p>The visit leader, accompanying staff and base contact know to refer any incidents and request support accordingly:</p> <ul style="list-style-type: none"> - The visit leader and accompanying staff to inform the base contact if an injury is sustained, a serious incident occurs or the situation may exceed the capacity of the visit team. - The nominated emergency base contact knows to immediately inform the Headteacher and Educational Visit Coordinator if the situation involves injury and/or requires additional staff to be dispatched to support. - The Headteacher knows to contact the local authority immediately in the event that an incident overwhelms the school's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
Notifying parents if an incident occurs	<p>The visit leader and accompanying staff know that, in the event of an incident occurring, the base contact will co-ordinate all communication with parents following consultation with the Headteacher or other relevant member of the Senior Leadership Team.</p>
Reporting a Safeguarding Concern	<p>The visit leader or relevant member of accompanying staff should ensure that any safeguarding concern is managed in accordance with the Safeguarding Policy. All safeguarding concerns should be reported immediately by contacting the Emergency Base Contact and followed up by a written report to the safeguarding team via safeguarding@bremer.waltham.sch.uk (as soon as is practicable) and added to CPOMS (as soon as is practicable).</p>

Responding to incidents

In the event that an incident occurs on an educational visit then the visit leader and accompanying staff should firstly ensure that all participants in the visit are in a safe location and are fully supervised and should then consult their Emergency Card and respond in the appropriate manner outlined in the incident response process provided.

Incident Response Process



Appendix 4: Supporting Documents and Forms

Within this section you will find links to a range of supporting documents and forms that may be required within the process of planning and executing an Educational Visit.

Planning Documents

Event and Meeting Request Form: [Click Here](#)

External Provider Form: [Click Here](#)

TFL Free Travel Scheme - User Guide: [Click Here](#)

Standard Operating Procedures: [Click Here](#)

Event Specific Notes (Risk Assessment Form): [Click Here](#)

Visit Checking Form – [Click here](#)

Private Car use Form – [Click here](#)

Evaluation Documents

Educational Visits Evaluation Form: [Click Here](#)

Guidance & Information

Group Safety at Water Margins: [Click Here](#)