

Policy Title: Educational Visits (Whole School)

This policy also applies to Pre-Prep

Date of Issue: September 2024

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References:

- Child Protection Policy
- Overarching Safeguarding Statement
- Staff Code of Conduct
- Health and Safety Policy
- First Aid Policy
- Minibus Policy
- Keeping Children Safe in Education 2024
- Critical Incident Plan
- [Outdoor Education Advisors' Panel \(OEAP\) National Guidance](#)
- DfE: [Health & Safety: Responsibilities and Duties for Schools \(April 2022\)](#)
- [Health & Safety at Work Act \(1974\)](#)
- [Adventure Activities Licensing Regulations \(2004\)](#)
- [HSE's School Trips and Outdoor Learning Activities: Tackling the Health and Safety Myths](#)
- HMC Guidance

Version	Date	Amendments
v1.9	29/08/2022	A range of updates following an OEAP Panel review, including alcohol, swimming, Trip Leader training & risk management.
v1.10	01/09/2024	Reviewed, no changes.

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This policy is made available to parents of all pupils, on the School website and on request from the School Office. It is available to the Staff at the School from the School website, in the Staff Handbook and on request from the School Office. Content of this policy is directly discussed with new staff upon induction into the School

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COMPLETE COMPLIANCE WITH THE TERMS OF THIS POLICY BY STAFF UNDERTAKING TRIPS, WHICH INCLUDES THE EXERCISE OF PROPER CARE AND DUE DILIGENCE THROUGHOUT THE TRIP, WILL PREVENT THEM FROM BEING HELD PERSONALLY LIABLE FOR NEGLIGENCE SHOULD ANY UNFORSEEN EVENT OCCUR.

1. Introduction

The School actively encourages educational visits as a valuable part of a pupil's education at Collegiate School. Pupils can derive a good deal of educational benefit from taking part in visits and we are very grateful to the staff who give up their time and take on the extra responsibility to allow for a full and varied educational visits programme. This policy is designed to ensure that educational visits are well-organised and that pupils stay safe. It is accepted that no amount of planning will prevent accidents from occurring on educational visits but that planning and preparation can reduce risk and make visits safe.

A visit should be understood to be any journey or activity organised by or for the School, for a party of its pupils that takes place off the premises. However, this does NOT include any sporting fixtures. Away sports fixtures do not require individual trip approval through Evolve but they must follow the Standard Operating Procedures for Sport, which includes risk assessments, medical procedures and contact requirements. Work Placements are also covered by separate procedures overseen by the Careers and Employability Department. It must be assumed that every other visit requires the procedures stated in this policy to be followed.

It is important that any member of staff either organising or accompanying a trip remembers (and reminds the pupils) that normal School Rules apply at all times.

This policy has been written using OEAP National Guidance as a guideline. Further information can be found at <http://oeapng.info>. This policy has been written with the needs of Collegiate School in mind and therefore does not adhere precisely to the OEAP guidelines. Where there are differences between the OEAP information and the School policy then the guidance in the School policy must be followed.

Any questions should be directed to the relevant EVC. In the Upper School, the EVC is the Assistant Head (Co-Curricular). In the Lower School, the EVC is the Assistant Head of the Lower School. If in doubt, ask!

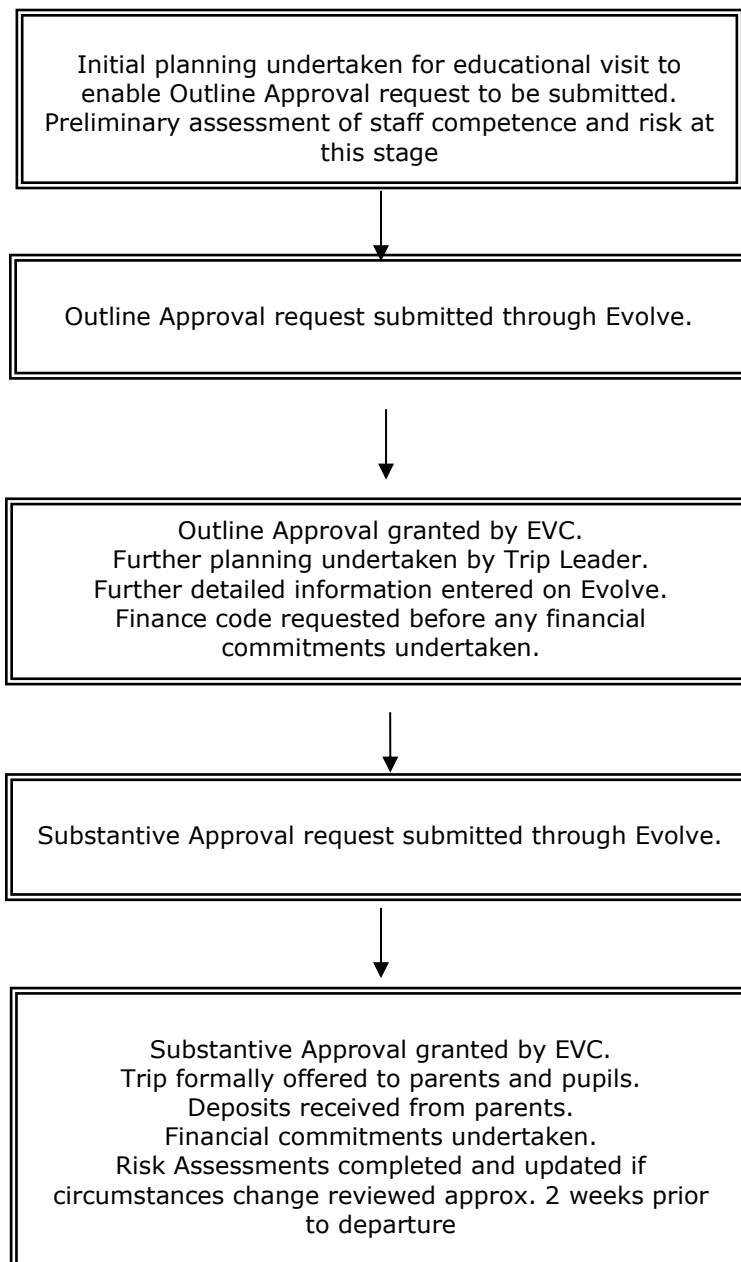
1.1 Duty of Care

While Collegiate staff never abrogate duty of care while leading a trip or visit, there will be times when an external organisation is being used or visited. It is likely in such cases that safety briefs may be given by others. Collegiate School may discharge its duty of care by selecting an appropriate external organisation to host a school visit. In such cases the external organisation assumes a duty of care (i.e. that of a reasonably prudent parent, or beyond that of a reasonably prudent parent where specialised knowledge is required, in such circumstances) but the School also retains a residual duty of care. The School staff have a duty to satisfy themselves as to the organisation's competence in safety management and they retain a duty to act as a reasonably prudent parent. On such visits Collegiate staff should ask themselves:

- Have I taken all reasonable steps to reduce risk (e.g. written risk assessments as necessary)?
- Am I confident that this organisation is licensed and accredited appropriately (e.g. holds an AALA Licence or is a member of the Quality Badge scheme)?

2 Procedure for Planning an Educational Visit

All educational visits are planned using Evolve (www.evolve.educare.co.uk). Login details are available through the EVC, who oversees Evolve. Permission for educational visits is sought from the EVC through Evolve and all visit details are entered, updated and recorded on Evolve. This system allows the Head, Finance Department and EVC to monitor educational visits. Training on the use of Evolve is available through the EVC. An outline of the process is as follows:



3 Guide to the Educational Visits Policy

The Head's/Head of Lower School's agreement must be obtained, via the relevant EVC, before a visit takes place. Approval is granted using Evolve and involves two stages: Outline Approval and Substantive Approval. The Evolve system is accessed at: www.evolve.educare.co.uk

3.1 Residential Visits

Educational visits involving at least one night away, must adhere to the following steps:

1. Visit Approval
 - a. This should be obtained at least 2 months before the residential visit, through Evolve.
 - b. The visit is not approved until both Outline and Substantive Approval have been granted.
 - c. The EVC will decide whether to approve the visit. Considerations will include:
 - i. Educational benefit
 - ii. Cost
 - iii. Means of transport and means of accommodation
 - iv. Other visits taking place during that time
 - v. Whether the visit involves students missing lessons
 - vi. The staffing required and whether this can be provided
2. Once the visit has been granted Substantive Approval, the Trip Leader should:
 - a. Make a provisional booking of flights and accommodation. Do not pay any money yet.
 - b. Write to parents to offer the trip. (Submit the letter to the EVC for approval before sending to parents). The following details should be included:
 - i. Nature of the trip
 - ii. Costs, deposit details and payment schedule. Detail of what is and is not included (e.g. meals, transport, spending money)
 - iii. Provisional itinerary (although indicate details may change)
 - iv. Departure date/time and location
 - v. Return date/time and location, when parents must collect their child
 - vi. Dress details
 - vii. Codes of conduct, and sanctions for misbehaviour, including the process for sending pupils home early, with clarity on how this would be funded
 - viii. Outline of transport: flights/trains/ferries/coaches etc
 - ix. Invitation to a parents' briefing, as required
 - x. Invitation to contact Trip Leader with specific questions
 - xi. Reminder that school rules apply on visits
 - xii. Insurance details
 - xiii. Visa requirements
 - xiv. Passport requirements, e.g. passport must not be within six months of expiry
 - xv. Details of any element of the visit which could present a particular hazard to the group. Parents should be informed of any hazardous or adventurous activity including swimming, rock climbing, trampolining, other water-based activities.
 - xvi. Recommend gaining GP's advice re inoculations
 - xvii. A reminder that parents should ensure that their child's medical records and emergency contact information held by Collegiate School are up-to-date. Medical conditions reviewed close to departure.
- 3.

- a. Once you have finalised numbers, book the visit and inform parents that their son/daughter has a place.
 - b. Liaise with the EVC on appropriate staffing for the trip. Plan for back-up staff in case of injury and illness. See Section 6 for advice on ratios.
 - c. Book any transport required for airport transfers.
 - d. Write risk assessments. These are vital legal documents and must be written carefully well in advance of the visit. It is a public document and parents can request to see it. If there were to be a serious incident on the visit, it would be a vital piece of evidence in showing that the visit was well-planned, and risks were considered. If you are unsure as to how to complete a risk assessment, please speak to the EVC. Generic risk assessments are available on Evolve which may be adapted.
 - e. Meet with the School Nurse and the DSL to discuss the final list of pupils on the visit
 - f. Order foreign currency (if required) from the Finance Department at least 2 weeks before the visit.
 - g. Send final details to parents, including contact details for the Trip Leader during the visit
 - h. Collect staff Emergency Contact Cards – available from the EVC
 - i. Create pupil Emergency Contact Cards – template available from the EVC
 - j. Just before you go, meet the EVC to go through the following checklist:
 - i. Do you have a copy of the Finance Department's Insurance Pack?
 - ii. Do you have a full list of pupils' medical information and emergency contact information for parents, and copies for all staff on the visit?
 - iii. Do you have at least one School mobile phone?
 - iv. Do you have a school First Aid Kit?
 - v. Do you have copies of pupils' passport details?
 - vi. Do you have photocopies of documents wherever possible to be carried by another adult, ideally in a sealed waterproof bag?
 - vii. Do pupils have emergency cards with contact details for staff and the accommodation throughout the visit
 - viii. Any specific concerns you have re itinerary, medical, behaviour etc
4. During the Visit:
- a. Continual monitoring of hazards throughout the visit must be undertaken. Adapt plans and then assess risks as necessary (behaviour, weather etc.).
 - b. Make sure that adults, other than those DBS checked by the school, do not have unsupervised access to pupils.
 - c. Make sure pupils know what action to take if they become separated from the group.
 - d. Stop the visit or activity if the risk to the health & safety of participants is unacceptable.
 - e. Pupils are not allowed to consume alcohol.
 - f. Ideally staff will not consume any alcohol but at least one member of staff must not consume any alcohol each evening. Other staff may consume alcohol only in moderation.
 - g. If you deem it is safe to give pupils limited 'free time', they must be in groups and they must know where a member of staff is.
 - h. Pupils may be given very limited time under indirect supervision in the evening.
 - i. Clarify rules on eating and drinking in accommodation rooms and on transport.
 - j. Check student numbers at appropriate and regular intervals.
 - k. Make sure bedtimes are clearly established and adhered.
 - l. Bed checks should be conducted last thing at night. This should include knocking on bedroom doors and checking students are in their room.
 - m. There should be a very clear rule about consorting in bedrooms so that students do not visit others' bedrooms after the specified time for lights out has been made clear.
 - n. Ensure pupils know the evacuation procedure of the accommodation and where to meet.
 - o. Ensure accommodation staff are informed of any allergies/dietary requirements.
 - p. Students should be informed of the location and room number of staff bedrooms.

- q. Ensure that any losses are reported to the police within 24 hours of discovery of the loss and that a copy of the police report is kept.
 - r. Keep receipts for all expenses incurred in the case of accident or injury e.g. doctor's call out charge, drugs from a pharmacy, hospital bill, x-rays, extra transport.
5. After the visit:
- a. All incidents including poor behaviour, accidents and near-misses must be reported in writing to the EVC, Head of House, Deputy Head and Director of Facilities within 24 hours of return.
 - b. Send a report to marketing and provide selected photos of the trip.
 - c. Shred all confidential information such as copies of passports and contact details.
 - d. Complete post-trip evaluation process with the EVC.

3.2 Non-residential trips

1. Trip Approval
 - a. Outline Approval must be requested from the EVC before the calendar deadline in the preceding term
 - b. The EVC will decide whether to approve the visit. Considerations will include:
 - i. Educational benefit
 - ii. Cost
 - iii. Means of transport
 - iv. Other visits taking place during that time
 - v. Whether the visit involves students missing lessons
 - vi. The staffing required and whether this can be provided
2. Once the visit has been granted Substantive Approval, the Trip Leader should now:
 - a. Write to parents giving details of the trip. The following details should be included:
 - i. Nature of the trip
 - ii. Provisional itinerary (although details may change)
 - iii. Departure date/time and location
 - iv. Return date/time and location
 - v. Dress details
 - vi. Meal details
 - vii. Costs and whether it will be added to the bill or requested through EvolvePay
 - viii. Invitation to contact the Trip Leader with specific questions
 - ix. Reminder that school rules apply on trips
 - x. Particular hazards to the group. Any form of adventurous activity, swimming, rock climbing, trampolining etc. must be fully disclosed to parents in advance.
3. Ensure risk assessments have been completed for any hazardous activities. The government guidance states that the person running a visit should act like a 'prudent parent', or beyond that level if specialised knowledge is required. If you are uncertain as to whether you need a specific written risk assessment, please check with the EVC.
4. Liaise with the EVC on appropriate staffing for the trip. Plan for back-up staff in case of injury and illness. See Section 6 for advice on ratios.
5. Please make sure you take with you on the trip:
 - a. A copy of parents' contact details and pupils' medical information & dietary, as well as any medication required by pupils on the visit, e.g. ePipen
 - b. A School mobile phone if there will be periods of indirect or remote supervision
 - c. School emergency contact details
 - d. First aid kit
6. During / after the visit
 - a. Continual monitoring of hazards throughout the visit and ongoing risk assessments must be undertaken. Adapt plans and then assess risks as necessary (behaviour, weather).

- b. Do pupils know what action to take if they become separated from the group?
- c. Stop the visit or activity if the risk to the health & safety of participants is unacceptable
- d. Pupils are not allowed to consume alcohol.
- e. Regular headcounts must be taken.
- f. If you deem it is safe to give pupils limited 'free time' under indirect supervision they must be in groups and they must know where a member of staff is.
- g. Keep receipts for any expenses to be claimed.
- h. Make sure that adults, other than those DBS checked by the school, do not have unsupervised access to pupils.
- i. If the return is after 5pm, please wait until all pupils have been collected.

3.3 Visits involving lessons being missed

1. Where possible, educational visits should be planned to avoid pupils missing lessons. This may involve planning visits for during evening, weekend or holiday periods.
2. The EVC will consider the following factors before granting approval for educational visits that involve pupils missing lessons:
 - a. Is there a clear educational benefit that cannot be easily met without pupils missing lessons?
 - b. What will be the impact of teachers missing lessons on their own teaching groups, and on the provision of cover?
 - c. Does the visit involve pupils in Years 10 – 13 missing lesson time, as they prepare for external examinations?
 - d. Has the department already taken pupils in that year group out of lessons this academic year?
 - e. Have individual pupils due to participate in the visit already missed lessons for other visits this academic year?
 - f. What will be the impact on the regular running of lessons and school of that visit taking place?
 - g. Do the costs involved place too much pressure on parents with other children in the school, or whose children have already participated in other visits?
 - h. There must be significant and pressing reasons to allow a residential trip to take place during a school week. Reasons that may be considered will include the completion of examined coursework or participation in national events.
3. The following guidelines are to help prevent too much school time being missed:
 - a. Y7 - Y9
 - i. Where possible, departments are encouraged to organise cross-curricular trips for pupils at this level, meeting a range of educational objectives. There should not be more than one trip in an academic year for any subject.
 - b. Y10 and Y11
 - i. No more than one school day missed per course
 - c. Sixth Form
 - i. No more than one school day missed per course

4. Responsibilities

4.1 The Head / Head of the Prep School

The Head, as the representative of the Governing Body, is ultimately responsible for staff, pupils and accompanying adults on a visit. It is important that the Head, through the relevant EVC, is satisfied with the arrangements and that there is a formal record that the visit has been approved by the relevant EVC. The

EVC takes direct responsibility for approving all visits within Britain. The Head takes direct responsibility for approving all overseas visits. The Head also takes responsibility for ensuring that the Trip Leader has access to sufficient funding (if required) to resolve any unforeseen incident.

4.2 The Educational Visits Co-ordinator

The Educational Visits Co-ordinators (EVC) act for the Head/Head of Lower School with regard to visits. The EVC (Upper School) is the Assistant Head (Co-Curricular). The EVC (Lower School) is the Assistant Head (Lower School). National Guidance on the role and responsibilities of the EVC is provided by the Outdoor Education Advisers' Panel and is available at: www.oeapng.info.

4.3 The Trip Leader

The Trip Leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Leader should be appointed. If this role changes during a visit, a clear handover should be made. The key requirements for Trip Leaders are that they must be accountable, competent and confident to lead the visit. It is normal procedure that the Trip Leader will be a member of the School's teaching staff, or the CCF SSI.

Being competent means that the Leader has demonstrated the ability to operate to recognised standards of good practice and has sufficient relevant experience and knowledge regarding the group, the activity and the venue. This can be demonstrated through experience and/or qualifications. Effective Leaders are confident but fully aware of their own limitations.

The Trip Leader must follow the employer's guidance and establishment policy and procedures. They must ensure that the activity is properly planned and that the plan includes appropriate risk management. The Trip Leader must ensure that the roles and responsibilities of other staff (and young people) are properly defined and communicated, ensuring effective supervision.

It is the responsibility of the Trip Leader to make immediate contact with the EVC or another member of SMT if an incident occurs during the trip that leads to harm to a pupil or member of staff, or would be regarded as a near miss. The Trip Leader should also contact the EVC or another member of SMT immediately if an incident of pupil misconduct takes place which might reasonably see sanctions awarded if the incident had taken place on the school site. In the event of such an incident, the Trip Leader and trip staff should follow normal school procedures of collecting statements from those involved and any witnesses, and ensuring that pupils are briefed not to communicate about the incident on their mobile phones. Those witnessing the incident should also be instructed to delete any photographs or filmed footage of the incident which has been taken without consent from staff.

4.4 Assistant staff

Assistant staff must be suitably competent and knowledgeable about establishment and employer policies/procedures, insofar as they affect the responsibilities they have been assigned, specifically competent to carry out such tasks as they are assigned and fully briefed to ensure that they understand the role and responsibilities expected of them. A designated Deputy Trip Leader must be able to lead the trip in the absence of the Trip Leader.

4.5 Volunteer Volunteers

The Trip Leader must verify with the Human Resources Manager that all accompanying staff and voluntary helpers have been positively vetted in accordance with all relevant current legislation before they take part on the trip. A minimum of two months' notice must be given to the Human Resources Manager to complete this procedure. The only exception to this rule can be made on the condition that the Trip Leader gives a signed personal undertaking never to allow the individual unsupervised access to the pupils at any time.

4.6 Staff Children / Family members

Children of trip staff who are not pupils at Collegiate School are not normally permitted to take part in school trips. In general, staff whose own Collegiate School children are going on a trip should not be counted as part of the staff ratio. This is because of the potential conflict of interest. Occasional exceptions may be made depending on the age of the child and the potential risk involved in the activity. Any exceptions made must be agreed by the EVC before the trip is approved. It should be made clear that staff children will not be covered by the school insurance policy, unless they are going as a school pupil. If approval is given for staff children, who are not pupils, and/or partner to accompany a trip, then the family members must pay the full cost of the trip and source their own insurance.

4.7 Pupils

The Trip Leader should make it clear to pupils that they must:

- follow regular school rules and meet regular school expectations
- follow the instructions of the Collegiate staff, and staff at the venue(s) of the visit
- dress and behave sensibly and responsibly
- be sensitive to local codes and customs
- look out for anything that might harm themselves or anyone in the party and tell Collegiate staff

Each pupil should:

- know who their supervisor is at any given time and how to contact them
- have been given clear, understandable and appropriate instructions
- rarely if ever be on their own
- alert Collegiate staff if someone is missing or in difficulties
- have a meeting place to return to, or an instruction to remain where they are, if separated
- understand and accept the expected standards of behaviour.

Any pupils whose behaviour may be considered a danger to themselves or to the party may be stopped from going on a visit. Pupils may also be withdrawn from the visit by the EVC or Deputy Head if their behaviour record in school suggests that they cannot be trusted to follow school rules.

4.8 Parents

Parents should be able to make an informed decision on whether their child should go on the visit. The Trip Leader should ensure that parents are given sufficient information to allow them to make an informed decision and must be available to answer questions from parents. The Trip Leader may also tell parents how they can help prepare their son/daughter for the visit by, for example, reinforcing the visit's code of conduct and school rules. Parents will need to:

- provide the Trip Leader with emergency contact information
- give the Trip Leader information about their pupil's emotional and physical health which might be relevant to the visit, especially in the days immediately before the trip.

5 Emergency Procedure

Staff members in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Staff should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

5.1 Prevention

Careful emergency planning can mitigate the trauma of being caught up in an emergency. During the visit, it is good practice for the Trip Leader to:

- ensure that all members of the party know what action to take if there is a problem
- brief pupils on the visit programme, on a daily basis if required
- be first aid trained
- ensure that the first aid kit is properly stocked and accessible
- ensure that all pupils' medical needs (e.g. asthma, diabetes, anaphylaxis) are known by all visit staff and that staff are competent to handle them
- recognise that many of the health problems of pupils on longer visits are caused by lack of food, of liquid or of sleep
- if appropriate, advise party members about the dangers of over-exertion in the heat and of dehydration, which can cause headache, dizziness and nausea
- in warm climates, keep fluid levels high, take extra salt and wear loose, lightweight clothing
- ensure that drivers take adequate rest breaks on long journeys
- ensure that all pupils understand and follow the code of conduct
- practise emergency drills
- if abroad, know how to contact the nearest British Embassy or Consulate
- ensure pupils have a school mobile phone number with them through which they can contact trip staff. This must not be a staff member's personal mobile phone.

5.2 Who will take Charge in an Emergency?

The Trip Leader would normally take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The Trip Leader should liaise with the representative of the tour operator if one is being used. The School contact's main responsibility is to link the party with the School and the parents and to provide assistance as necessary. The named person should have all the necessary information about the visit.

5.3 Emergency Procedures

During emergencies, the School's Critical Incident Plan must be followed. All educational visits require Trip Leaders to nominate a School contact, which will normally be their Line Manager or the EVC. On residential visits, all staff will carry the School's Staff Emergency Contact Card. This details the procedures to follow in case of emergency and provides the contact details for the EVC, Head and a range of SMT staff.

If an emergency occurs on a school visit the main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible
- ensure that all the party are safe and looked after
- establish the names of any casualties and provide immediate medical attention for them
- ensure that all party members who need to know are aware of the incident and that all party members are following the emergency procedures
- ensure that all staff understand any specific roles which have been allocated to them
- ensure that a member of staff accompanies casualties to hospital and that the rest of the party are adequately supervised at all times and kept together
- notify the police if necessary
- notify the British Embassy/Consulate if an emergency occurs abroad
- inform the School contact

Details of the incident to pass on to the School should include:

- nature, date and time of incident;
- location of incident
- names of casualties and details of their injuries
- names of others involved so that parents can be reassured
- action taken so far
- action yet to be taken (and by whom)

Once the immediate emergency has been handled, the Trip Leader or designated staff should:

- notify insurers, especially if medical assistance is required (this may be done by the School contact)
- notify the provider/tour operator (this may be done by the School contact);
- ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace other communication procedures
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- keep a written account of all events, times and contacts after the incident
- keep receipts for any expenses incurred: insurers may require them
- complete an accident report form as soon as possible
- no-one in the party should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to the Head
- pupils should not contact home until the parents of any affected pupil has been informed. Ownership of mobiles may make this particularly difficult to manage
- no-one in the party should discuss legal liability with other parties, nor sign anything relating to accident liability.

5.4 Emergency Procedures Framework at School

Prior to the visit, a School contact should be identified. It is advisable to arrange a second School contact as a reserve. On residential trips, all staff will carry the School's Emergency Contact Card which provides the contact information for a range of SMT staff. Once an emergency has been identified, the Head will decide whether to initiate the Critical Incident Plan.

6 Supervision on Visits

6.1 Ratios

There is no prescribed ratio for most trips and ratios are at the discretion of the EVC. The ratio will need to be agreed with the EVC during the planning of the trip. The factors that will be considered are:

- pupils' age
- duration and nature of activities and venue(s)
- experience of staff in off-site supervision
- nature of any accommodation and transport
- competence and behaviour of pupils
- environment and conditions in which the activity will take place
- first aid cover
- male/female staff cover for male/female pupils
- ratios demanded by any hazardous and adventurous activities during the visit
- qualifications and experience held by staff, and any NGB ratio requirements

The following minimum ratios should serve as a guide:

- a. 1 adult for every 4 pupils for under 5 year olds
- b. 1 adult for every 6 - 8 pupils in KS1
- c. 1 adult for every 10 – 15 pupils in Years 4 to 6
- d. 1 adult for every 15 – 20 pupils in Year 7 onwards for day visits
- e. 1 adult to 10 pupils for trips abroad, with at least two adults (one of each sex) if a mixed party

- f. 1 adult to 12 – 15 pupils for UK residential visits, with at least two adults (one of each sex) if a mixed party on a residential trip.

6.2 Head Counts

Regular head counting of pupils should take place on trips, particularly before leaving any venue. All supervisors should carry a list of all pupils and adults involved in the visit at all times. The Trip Leader should establish rendezvous points and tell pupils what to do if they become separated from the party.

6.3 Indirect and Remote Supervision

The Trip Leader should establish, during the planning stage of the visit, whether the pupils are competent in indirect or remote supervision and should ensure parents have agreed this part of the visit. The Trip Leader remains responsible for pupils even when not in direct contact with them.

When supervision is indirect or remote:

- party members should be sufficiently trained, equipped and assessed as competent for the level of activity to be undertaken, including first aid and emergency procedures. Indirect and remote supervision will normally be the final stage of a phased development programme
- pupils will be familiar with the environment or similar environments and have details of the rendezvous points and the times of rendezvous
- clear and understandable boundaries will be set for the party
- there must be clear communication between the pupils, the supervisor and School
- the supervisor will be in the expedition or activity area and able to reach the party reasonably promptly should the party need support in an emergency
- there should be a recognisable point at which the activity is completed
- there should be clear arrangements for the abandonment of the activity where it cannot be safely completed

6.4 Indirect Supervision

Trip Leaders should ensure that pupils continue to be properly supervised during periods of indirect supervision before, between and after activities, including the evenings on residential visits. Too much unstructured time in a residential programme can allow time for homesickness and misconduct.

6.5 Night Time

Trip Leaders should, where possible, ensure that:

- the party's immediate accommodation is exclusively for the party's use
- teachers (of both genders where appropriate) have sleeping accommodation on the same floor immediately adjacent to the pupils' accommodation
- there is a teacher present on that floor whenever the pupils are there wherever possible
- in the absence of 24 hour staffing of reception, external doors must be made secure against intrusion and windows closed as necessary to prevent intrusion
- where possible, internal doors are lockable but staff must have reasonable access to the pupil accommodation at all times
- all staff and pupils know the emergency procedures/escape routes in the event of a fire. Where windows and doors are locked against intrusion at night, ensure that alternative escape routes are known and that all fire doors function properly.

6.6 Transport

Party leaders should ensure that:

- transport by road has seat belts (where possible) and that the pupils wear them

- head counts are carried out when the party is getting off or onto transport.

6.7 Consumption of Alcohol

Pupils: The starting assumption is that no pupil will not be allowed to consume alcohol on educational visits irrespective of their age. If the Trip Leader would like to permit pupils to consume alcohol on an educational visit this must be agreed in writing with the EVC. Parents must give written permission for their son/daughter to consume alcohol on an educational visit. They must be given full details of the circumstances (amount of alcohol allowed and occasion on which the consumption of alcohol will be permitted). Staff on the trip retain the right to withhold alcohol from pupils even if parents have granted permission for alcohol to be consumed. If the Trip Leader has not received permission in writing from the EVC then pupils must not be allowed to consume alcohol.

Staff: Staff may not consume alcohol on a school trip without the written permission of the Head. On school trips there may be a need for a member of staff to drive at a moment's notice (to hospital, for example) or for all trip staff to be required to respond to an emergency situation. It may be necessary, in an emergency, to exercise judgement and leadership and these should not be impaired in any way by alcohol consumption.

7 Preparing Pupils

7.1 Pupil Participation

The pupils should be capable of undertaking the proposed activity. Pupils should be encouraged to take on challenges during adventurous activities but should not be coerced into activities of which they have a genuine fear. Pupils, whose behaviour is such that the Trip Leader is concerned for their safety or for that of others, should be withdrawn from the activity. On residential visits the Trip Leader should consider whether such pupils should be sent home early; this decision should be taken in liaison with the EVC or another member of SMT. Parents and pupils should be told in advance of the visit about the procedures for dealing with misbehaviour, how a pupil will be returned home safely and that they will be expected to meet the costs.

7.2 Equal Opportunities

Every effort should be made to ensure that visits and activities are available and accessible to all to participate, irrespective of disability, special educational or medical needs, ethnicity, gender or religion.

7.3 Information to Pupils

The Trip Leader should decide how information is provided but must ensure that the pupils understand key safety information. Pupils should understand:

- the aims and objectives of the visit/activity
- relevant foreign culture and customs
- how to avoid specific dangers and why they should follow rules
- what standard of behaviour is expected from pupils
- appropriate and inappropriate personal and social conduct, including sexual activity
- what not to bring back either within the UK or from abroad, such as drugs and knives
- what to do if approached by anyone from outside the party
- rendezvous procedures
- what to do if separated from the party
- emergency procedures

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For residential visits all party members should carry the address and telephone number of the accommodation in case an individual becomes separated. If at any time there is a change to the planned schedule new activities should be assessed and pupils provided with the appropriate information.

7.4 Pupils with Special Educational and Medical Needs

Every effort should be made to include pupils with special educational or medical needs in school visits, whilst maintaining the safety of everyone in the party. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. Additional safety measures to those already in place in School may be necessary to support pupils with medical needs during visits. Arrangements for taking medication and ensuring sufficient supplies for residential visits may be required. All staff supervising visits should be aware of pupils' medical needs and any medical emergency procedures. Staff should carry sheets containing details of each pupil's needs and any other relevant information provided by parents.

If the pupil's safety cannot be guaranteed, it may be appropriate to ask the parent to accompany a particular pupil. Where appropriate, the party leader should discuss the pupil's individual needs with the parents and should also check that the School insurance policy covers staff and pupils with pre-existing medical needs.

8 Communicating with Parents

8.1 General

Parents should be informed in writing of any offsite activity or visit unless it is a sporting fixture. Parents grant consent for their child to participate in day educational visits at the start of the academic year. Parents must give written approval for any trip costing more than £20.

Before residential visits, or when the pupils are to travel abroad or engage in adventure activities, parents may be invited to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents who cannot attend. Parents need to be aware that the teachers and other adult supervisors on the visit will be exercising the same care that a prudent parent would.

8.2 Parental Consent

Parental consent must be sought through Evolve for:

- visits which extend beyond the start or end of the normal school day
- adventure activities, including all activities on or near water, such as swimming or paddling
- visits abroad
- residential visits
- remote supervision
- where a cost of over £30 to pupils is involved

If parents withhold consent absolutely the pupil should not be taken on the visit but the curricular aims of the visit may be delivered to the pupil in some other way where possible. If the parents give a conditional consent a decision will have to be made by the Trip Leader, in consultation with the relevant EVC, as to whether the pupil may be taken on the visit or not.

8.3 Medical Consent

On residential trips, parents should be asked to agree to the pupils receiving emergency treatment as considered necessary by the medical authorities. If parents do not agree to this, the Head/Head of Lower School may decide to withdraw the pupil from the visit - given the additional responsibility this would entail

for the party leader.

It should be noted that very rarely, if at all, will doctors carry out necessary emergency treatment without parental consent. Therefore, it is likely that a surgeon in another country might be reluctant to operate on a pupil unless assured that the Trip Leader had parental authorisation to agree to such treatment. It may be sensible to include a translation of the medical consent, as signed by the parent, in the relevant foreign language.

8.4 Other Consent

Parental consent should be obtained specifically for the transporting of pupils in a private vehicle. Permission for a pupil to be transported in a private vehicle must be obtained from a member of SMT before the transport takes place. The vehicle must be registered with the Finance Department for insurance with relevant checks conducted including sight of the driving licence.

8.5 Contact with Parents During the Visit

Parents should be able to contact their son/daughter via the Trip Leader in the event of a home emergency. Parents should have a number to ring for information in the event of an incident during the visit or a late arrival home. Parents should therefore be issued with the Trip Leader's emergency mobile phone number (which must be a school mobile phone) and may also be issued with contact details for the accommodation.

9 Transport

9.1 Supervision on Transport

The level of supervision necessary should be considered as part of the risk assessment for the journey. The Trip Leader is responsible for the party at all times including maintaining good discipline. The driver should not be normally responsible for supervision. Driver supervision may be sufficient if a small number of pupils is being taken on a short journey e.g. sports fixture.

9.2 Hiring Coaches and Buses

The Trip Leader is responsible for ensuring that coaches and buses are hired from a reputable company. They should ensure that the operators have the appropriate public service vehicle (PSV) operators' licence. When booking transport, the party leader should ensure that seat belts are available for pupils. Buses where seat belts are not fitted are not normally appropriate for visits involving long journeys.

9.3 Private Cars

Staff may only drive pupils in their own vehicles with the permission of a member of SMT and the pupil's parent. Where possible, staff should avoid driving pupils in their own car. Staff who drive pupils in their own car must ensure their passengers' safety at all times, that the vehicle is roadworthy, and that they have appropriate licence and insurance cover for carrying the pupils. The driver is responsible for making sure that pupils have a seat belt and use it at all times. The vehicle must be registered with the Finance Department.

Whenever possible, teachers and other staff should not be alone in a car with a pupil, and pupils should be seated on the back seats of the car. If transporting a pupil alone in a car is unavoidable, staff must make every reasonable effort to contact a member of SMT and the pupil's parents beforehand to seek permission.

Trip Leaders who wish to use parents, volunteers or other pupils to help transport pupils in their own cars, must ensure that they are aware of their legal responsibility for the safety of the pupils in their cars. Parents' agreement should be sought in writing for their pupils to be carried in other parents' cars. It is advisable that

parents driving pupils are not put in a position where they are alone with a pupil.

9.4 Transport in the School Minibus

The driver is responsible for the vehicle during the visit and must adhere to the School's Minibus Policy. The driver must be qualified to drive a minibus and have a valid driving licence.

10 Insurance

10.1 General

The School insurance policy covers most educational visits. Advice on what is covered should be sought from the Finance Director. Additional arrangements may be necessary to obtain insurance cover for activities abroad and activities of a potentially hazardous nature.

The Trip Leader should also ascertain the details of the insurance held by any tour operator being used. Additional cover may also be necessary for participants with medical conditions. The Trip Leader should check this with the insurance company via the Finance Director before departure.

10.2 Cancellations

Some parents may cancel their pupil's place on the visit. The Trip Leader should forward any cancellations to the insurer/operator as soon as possible, in writing. Delay in notification may incur cancellation charges.

10.3 Transport

When hiring transport, the Trip Leader should check that the company used has appropriate insurance. When using School/private vehicles, the Trip Leader should check that the insurance policy is appropriate to the journey. As a general rule, the School Minibuses may not be taken on visits abroad, however if a member of staff wished to take a school minibus abroad they will require the permission of the Head and may require extra insurance and meet relevant requirements.

11 Water-based Activities - Additional Considerations

11.1 Swimming in the Sea or Other Natural Waters

Swimming and paddling in the sea or other natural waters are hazardous activities. This is prohibited unless:

- it is a formal and planned activity within the visit itinerary which has been approved by the EVC
- a risk assessment has been approved by the EVC and shared with all visit staff
- it is a recognised bathing area
- there is a qualified lifeguard on duty throughout the period of swimming/paddling and the lifeguard/swimmer ratio meets the national guidance on the ratio of lifeguards to swimmers
- school staff remain on duty as supervisors throughout the period of swimming/paddling
- parents have granted written informed consent for the swimming/paddling
- parents have provided confirmation in writing that their child can swim 50m in a swimming pool, and detail the extent of their open water experience where relevant
- school staff have overseen a swim test with the pupils to see for themselves that the pupils are safe to continue swimming

The party leader should:

- be aware that many pupils who drown are strong swimmers
- ascertain for themselves the level of the pupil's swimming ability. This can only be done reliably with a swim test
- be aware of the local conditions - such as currents, weeds, a shelving, uneven or unstable bottom - using local information from the lifeguard, coastguard, harbourmaster or police

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- check the weather and not allow entry to the water outside if weather conditions make this unsafe
- designate a safe area of water for use by the party
- look out for warning signs and flags: a red means it is unsafe to swim; yellow flags mean that the lifeguard is on patrol in the area between the flags; a black and white flag means it is an area used by surfers and is not suitable for swimming
- avoid crowded beaches where it is harder to see pupils
- be aware of the dangerous effects of sudden immersion in cold water
- be aware of the dangers of paddling especially for young pupils
- ensure that pupils have not eaten (at least half an hour) before swimming
- ensure the activity is suitable for the pupils, especially any with disabilities
- adopt and explain the signals of distress and recall
- ensure that buoyancy aids and life jackets are used where appropriate
- carry out regular head counts
- be aware that it is not always possible to tell when someone is in difficulties.

Supervisors should:

- have clear roles – at least one supervisor should stay out of the water for surveillance
- give the pupils their full, undivided attention
- always follow the advice or directions of a lifeguard
- never swim themselves unless it is to help a pupil in distress
- not join in any of the pupils' games
- ensure that no pupil is allowed to wade out or swim further than his or her waist height nevertheless, be aware that it is possible to drown in one's own depth, and to act immediately when a pupil appears to be in difficulties
- ensure that pupils leave the water immediately if they get too cold, especially if toes and fingers look blue or feel numb - could suggest the onset of hypothermia
- recognise that a pupil in difficulty is unlikely to wave or shout – all of their energies will be in trying to keep afloat.

Swimming is only permitted if the EVC has granted formal consent for this specific activity.

11.2 Swimming Pools

Use of a swimming pool is a hazardous activity. This is prohibited unless:

- it is a formal and planned activity within the visit itinerary which has been approved by the EVC
- a risk assessment has been approved by the EVC, and shared with all assisting staff
- there is a qualified lifeguard on duty throughout the period when pupils are in or near the pool or, with the permission of the EVC, school staff have completed a certificate of competence with a qualified lifeguard in preparation for the trip which certifies the staff member as competent in the supervision of pupils in a recognised swimming pool
- School staff are on duty as supervisors throughout the period when pupils are in or near the pool
- parents have granted written informed consent for the use of the swimming pool
- parents have provided confirmation in writing that their child can swim 50m in a swimming pool
- school staff have overseen a swim test with the pupils to see for themselves that the pupils are safe to continue swimming

A minimum ratio should be 1 adult to 12 pupils in school Years 4 to 6, and 1 adult to 15 for school Year 7 upwards; the lifeguard or certified competent member of staff are in addition to this ratio. For pupils in school Year 3 and below the ratio should be higher. Teachers should monitor the risks of regular swimming activities and adjust supervision levels for their individual groups as necessary. If considering

the use of a swimming pool not used before or monitoring the hazards of a regularly used pool it is advisable to observe and check the following:

- Is there constant pool supervision by a sufficient number of qualified lifeguards?
- Is the water clear?
- Are there signs clearly indicating the depth – is there a shallow end and is the water there shallow enough?
- Does the pool cater for pupils with disabilities?
- A no diving rule applies, and is enforced, irrespective of the depth of water
- Is there a poolside telephone, or mobile phone coverage?
- Is there a resuscitator and other pieces of first aid and rescue equipment, and is there someone trained to use them?
- Is there a changing room for each sex? Can clothes be stored securely?
- Are the changing and showering facilities safe and hygienic?
- Have the pupils been instructed how to behave in and around the water?

Swimming pools in hotels will have varying levels of safety and facilities. It would be preferable for the group to have sole use of the pool or for the group to stay in one area of the pool. Supervision should be led from the poolside. Swimming is only permitted if the EVC has granted formal consent for this specific activity.

14 Travelling Abroad - Additional Considerations

14.1 Using a Tour Operator

Before using a tour operator party leaders should ensure it is reputable. Ascertaining this should form part of the risk assessment. The Civil Aviation Authority licenses travel organisers and tour operators selling air seats or packages with an air transport element (Air Travel Organisers Licence or ATOL). The licence is a legal requirement and provides security against a licence holder going out of business. A travel agent does not need to be an ATOL holder if acting only as an agent of an ATOL holder. But if so the party leader must check whether or not the whole package being supplied is covered by the ATOL. If it is not, the organiser must show evidence of other forms of security to provide for the refund of advance payments and the costs of repatriation in the event of insolvency. Care should be exercised when dealing with operators based abroad.

14.2 Vetting Host Families abroad

At present, school policy does not allow for pupils to be hosted on school trips owing to problems with safeguarding and also the adherence of host accommodation to acceptable standards relating to fire safety and general risk management.

14.3 Organising the hosting of non-Collegiate School pupils by Collegiate School parents

Collegiate School cannot be involved in organising the hosting of non-Collegiate School pupils by Collegiate School parents. However, where Collegiate School parents host non-Collegiate School pupils through a private arrangement, and which Collegiate School does not have the right to terminate, then these non-Collegiate School pupils would be allowed to attend lessons and activities with their Collegiate School pupil host.

15 Adventurous Activities - Additional Considerations

15.1 Adventure Activities Using Licensed Providers

The Trip Leader should confirm that the activity provider holds the necessary licence, accreditation and insurance. An activity provider can only hold a licence for UK-based activities and centres. The Trip Leader must request confirmation of DBS checking for all activity staff. The Trip Leader should confirm that the provider is a member of the Quality Badge scheme. This is particularly important for the following adventurous activities:

- **caving:** the exploration of underground passages, disused mines, or natural caves which requires the use of special equipment or expertise;
- **climbing:** climbing, sea-level traversing, abseiling or scrambling over natural terrain or certain man-made structures which requires the use of special rock-climbing or ice-climbing equipment or expertise;
- **trekking:** going on foot, horse (pony), pedal cycle, skis, skates or sledges over moorland, or on ground over 600 metres above sea level when it would take 30 minutes to reach an accessible road or refuge. Off-piste skiing requires a licence;
- **skiing:** this includes snowboarding and other activities conducted on snow or ice within the UK
- **water sports:** this comprises sailing, canoeing, kayaking, rafting and windsurfing, on the sea, tidal waters, inland waters at a location where any part of those waters is more than 50 metres from the nearest land, and turbulent inland waters.

The Adventure Activities Licensing Authority website has a list of licensed providers: [Adventure Activities Licensing Scheme \(AALS\) - Looking for a provider? \(hse.gov.uk\)](https://www.aals.gov.uk/looking-for-a-provider/)

15.2 Adventure Activities Using Non-licensable Providers

Not all providers are required to hold a licence and not holding a licence does not imply a lack of safety. It might simply mean the provider or the activity is not licensable. Many providers are accredited under non-statutory schemes run by, for example, certain National Governing Bodies (NGBs). It is possible to contact these accreditors to ascertain a provider's management of safety. The British Activity Holiday Association can provide advice on accreditations. It may be that the activity and/or provider is covered by:

- The Quality Badge Scheme: <https://www.lotc.org.uk/lotc-accreditations/lotc-quality-badge/>
- Adventuremark: <https://www.adventuremark.co.uk/>

If proposing to use a non-licensable provider, the party leader should obtain assurances in writing from the provider that:

- risks have been assessed and that the provider's staff are competent to instruct and lead pupils of the party's age range on the activity. Competence could be demonstrated by holding the relevant NGB award where it exists or through successful participation in an NGB approved in-house scheme
- the equipment is appropriate and that its safe condition is checked before each use
- operating procedures conform to the guidelines of the National Governing Body for the activity where this is appropriate
- clear management of safety systems is in place there is appropriate provision for first aid
- there are emergency procedures (including arrangements for informing next of kin and for alerting the party leader); that the provider's staff are competent in the procedures and will hold emergency phone numbers and addresses of the party members; and that the party will have a fire drill as soon as possible on arrival at the provider's base.

15.3 School-led Adventure Activities

If a member of the School staff is to organise and lead pupils on adventurous activities they should complete

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a risk assessment. The School must be satisfied that the activity leader is fully qualified and experienced to lead the activity safely, and that the activity is appropriately supervised and organised.

16 Risk Assessments - Categories of Risk

RISK ASSESSMENTS ARE CRUCIAL AS A PROTECTION FOR THE STAFF AND PUPILS, AND FOR THE SCHOOL TO DISCHARGE ITS CRIMINAL AND CIVIL DUTIES. Risk assessment is systematic with a view to promoting pupils' welfare.

16.1 Category A

These are activities that present no increased risk beyond those of everyday life. Some of these activities still expose participants to appreciable risk and, for example, crossing a road or any activity near water will present risks to an inexperienced and unsupervised person. These activities include:

- visits to local places of worship, museums, farms, zoos, theatres, galleries or towns
- attractions that are specifically designed for use by school parties and where the owners are responsible for the procedures and safety of those attending and accountable to the Health and Safety Executive. An example would be theme parks.
- taking parties as passengers on any public transport including licensed passenger craft, ferries, aircraft, railways, buses or coaches
- field studies in environments presenting no technical hazards including pond studies where the supervisor could effect a rescue from the bank or by wading and small streams where the depth is nowhere deeper than 15cm
- activities such as walking in a parkland or non-remote country with no technical hazards.

16.2 Category B

These are activities or visits to locations with a higher risk. Safe supervision will require the leader to have some specific knowledge and abilities that need to be assessed. This will be by having additional qualifications and/or verifiable experience. They include:

- walking or field studies in non-remote country where technical hazards exist. In particular where there are cliffs or quarries of any height, areas of steeply sloping ground, or natural water features (rivers, ponds or lakes) that would present a significant hazard if a participant fell in
- camping
- cycling either on road, or off-road on gentle tracks and trails that can be safely accomplished by participants with limited personal skill
- orienteering in areas that are open to the general public or have technical hazards such as steep banks, water features (ponds or rivers), dense woodland or are open to vehicles
- canal studies and activities along canal banks and boating in a powered canal boat.

16.3 Category C

These are the highest risk activities and include the following by way of example:

- walking and trekking activities on any open moor (at any altitude) or land above 600 metres where it is possible to become more than 30 minutes walking time from the nearest transport or refuge
- any activity on or in water. This includes swimming, canoeing and kayaking, sailing, windsurfing, rafting, rowing, power-boating and water skiing, sub-aqua, gorge walking and swimming in any open water including the sea, rivers, lakes or canals. This also includes river study fieldwork where flowing rivers deeper than 15cm are practically investigated
- caving (except guided visits to public areas of show caves) climbing including gorge walking with technical descents or ascents high ropes courses
- skiing including supervising skiing sessions at ski resorts or at artificial ski slopes

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- horse-riding, trampolining, ice-skating
- off road cycling on any open moor or land above 600 metres, or where there are significant terrain hazards such as rocky ground, trees, steep slopes, drop offs or jumps where participants' safety is dependent on their personal skill and ability (all terrain or mountain biking).

17 Writing a Risk Assessment

17.1 General

Writing risk assessments is an essential element of preparing for an educational visit. Risk assessment must be easy for assisting staff to understand. It does not generally require technical formulae or professional health and safety expertise. A formal assessment of the risks that might be met on a visit should have the aim of reducing and managing the risks. The most significant risks should be addressed first, such as safeguarding/supervision, medical, transport and activity specific risks.

There is a body of generic risk assessments available on Evolve for staff to use and adapt for educational visits. The EVC will conduct training and provide assistance for Trip Leaders on how to complete a risk assessment. While ad hoc training will be available, Trip Leaders are expected to attend a formal training session offered by the EVC before organising or leading their trip.

17.2 Generic Activity Risk Assessments

These are available centrally for the Trip Leader to edit and adapt to make relevant to their trip. Examples include coach journeys, visits to theatres and use of minibuses

17.3 Visit/Site Specific Risk Assessment

These are the type which will be undertaken by the Trip Leader for each visit. The following list, which is not exclusive, should be considered and included as appropriate:

- medical needs of pupils and control measures
- behaviour of pupils and control measures
- impact of inclement weather and control measures
- crossing roads, railways, rivers and control measures
- ensuring appropriate levels of supervision
- pupil behaviour and cultural considerations such as dress codes
- the activity itself if it is an adventurous one. Control measures will be specific to the activity but must ensure that the risks to be taken are acceptable.

17.4 On-going Risk Assessments and Reassessments

The Trip Leader, or other adults with responsibility, should reassess risks while the visit is taking place. On-going risk assessments are normally dynamic and consist of judgements and decisions made as the need arises. They should be informed by the generic and visit or site-specific risk assessments and take account of local expertise on e.g. tides, potential for flooding etc.

Trip Leaders are always in charge. They should trust their own knowledge of the pupils and use their own professional judgement and training. This may include challenging an activity leader where the Trip Leader's knowledge of the party is superior, or intervening to prompt a change of plan, including stopping an activity if it has become too hazardous. Trip Leaders should follow the training they have received and seek guidance from the EVC or another senior and competent member of staff if required or unsure.