



# **Blatchington Mill School**

## **EDUCATIONAL VISITS & OUTDOOR LEARNING POLICY & PROCEDURES**

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## 1. Aims and Scope

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

Outdoor Learning is a broad term that includes: on-site projects & activities, environmental education, recreational activities, personal and social development, and more. Outdoor learning provides experiential opportunities allowing students to respond positively to opportunities, challenges and responsibilities, to manage risk and to cope with change.

The school places high value on outdoor learning, fieldwork, excursions, visits and residential experiences which form an integral part of our approach to furthering our students' education and personal growth. Such trips are of enormous benefit and are a central part of the school's ethos to provide opportunities for educational visits and school-organised experiences beyond the school building.

Students' physical, emotional and moral safety is of paramount concern. This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students, staff and volunteers, and to make sure that our visits are available to all students. It sets out the roles and responsibilities of staff, students and volunteers when it comes to visits.

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

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

## 2. Legislation and Guidance

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

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)
- [OEAP National Guidance](#)
- Brighton & Hove Local Authority (LA) Guidance

In the event of any apparent conflict between policies and guidance the Educational Visits Coordinator will seek clarification from the LA Outdoor Education Adviser.

## 3. Roles and Responsibilities

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### 3.1 The Governing Body

The Governing Body is responsible for ensuring that

- There is a policy in place for educational visits and outdoor learning
- The policy covers charging for educational visits and activities
- There is a plan for emergencies
- The school has access to advice to inform its policy, practices and procedures relating to the health and safety of participants in outdoor learning and educational visits. For Blatchington Mill, this is the Outdoor Education Adviser at the LA
- The school appoints an Educational Visits Coordinator (EVC), and the roles and responsibilities of the EVC, Governing Body, the Headteacher and other staff are clear
- The Headteacher and the EVC take all reasonable and practicable measures to include in visits those with disabilities, special educational or medical needs, and those from all ethnic and socio-economic backgrounds.
- There are formal notification and approval procedures for visits
- The nature of an activity or visit is challenged when the educational objectives are not clear or where the means to meet them do not appear to be realistic;
- There are procedures in place to monitor the safety, quality and effectiveness of educational visits and outdoor learning

### 3.2 Headteacher

The Headteacher is responsible for ensuring that:

- They are familiar with the LA's policies for outdoor learning and educational visits
- The school has its own policy for outdoor learning and educational visits
- All activities and educational visits comply with school policies and National Guidance, and are notified or submitted for formal approval by the LA as required
- Staff requests for educational visits to take place are approved as required
- There is a suitable member of staff employed as the EVC, who meets the LA requirements, including undertaking training as required
- The roles and responsibilities of those involved with visits are clear
- The school has access to expert advice, such as the outdoor education adviser at the LA
- All Trip Leaders are appropriately competent, confident and accountable to carry out the responsibilities they are allocated
- The EVC is supported in ensuring that all activities and visits are effectively supervised with an appropriate level of leadership
- The EVC is supported in ensuring that information has been shared with families, and consent has been given if required
- When taking part in a visit or activity, they and other members of staff are clear about their role. If the Headteacher is not leading the visit, they should follow the instructions of the designated Trip Leader, who should have sole charge of the visit
- Suitable safeguarding procedures are in place, including appropriate vetting of all adults including volunteers, helpers and visitors
- Sufficient time is assigned for Trip Leaders to organise activities and visits properly



- A succession-planning culture is supported to ensure sustainable activities and visits and the development of competent Trip Leaders
- Arrangements have been made for the medical and special educational needs of all students, staff and volunteers
- Inclusion issues are addressed
- Suitable transport arrangements are in place
- Systems are in place to ensure that equipment used during activities is suitable and safe
- Appropriate insurance arrangements are in place
- Visits have contingency plans (a plan B) to deal with changing circumstances
- Best value is obtained with consideration given to financial management, choice of external providers and facilities, and contractual relationships
- Where charges are made to families, these are within legal, LA and school requirements
- Appropriate procedures are in place to account for the visit finances
- Risk management is proportionate, suitable and sufficient
- Where the activity or visit involves a third party provider, appropriate checks have been made and assurances obtained, a clear contract is in place setting out what the contractor is to provide, and the provider holds sufficient public liability insurance
- There are suitable emergency procedures in place for each visit, and that the school has an emergency plan for off-site visits
- Details related to off-site activities and visits (including personal details of both students and staff) are accessible at all times to designated 24/7 emergency contacts in case of a serious incident
- Anyone designated as an emergency contact is contactable and available for the full duration of the visit 24 hours a day, has the authority to make significant decisions, is able to respond immediately to the demands of an emergency, and has a back-up person or number
- There are systems in place to monitor the progress of visits while they are away from the school, and to raise an alert if a group does not report or return when expected
- Provision is monitored to ensure good practice and compliance with LA and school requirements, and to identify any training needs
- Serious incidents are reported to the LA as required in their guidance, meeting the requirements of RIDDOR
- All visits are reviewed, addressing issues raised by any incident and informing future visits
- Visits are evaluated against their aims and objectives
- Outdoor learning and visits are included within the process of the schools self-evaluation

Some of these responsibilities are delegated to the Assistant Headteacher responsible for educational visits, where appropriate.

### **3.3 The Educational Visits Coordinator (EVC)**

Donna Morgan is the appointed EVC at our school and her role is to:

- Be a champion for all aspects of educational visits and outdoor learning



- Challenge colleagues across all curriculum areas to use educational visits and outdoor learning effectively in order to provide a wide range of outcomes for students and contribute towards school effectiveness
- Ensure good practice in the provision of educational visits and outdoor learning
- Keep the Headteacher informed about the educational visits and outdoor learning taking place and their contribution to school effectiveness.
- Support the Headteacher in ensuring that the establishment fulfils its duty of care and complies with legal requirements regarding outdoor learning and educational visits
- Support the Headteacher in approval decisions so that all those with responsibility have the competence to fulfil their roles
- Mentor Trip Leaders and aspirant Trip Leaders, supporting their ongoing development and training
- Support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable visits and outdoor learning
- Liaise with tour operators, as required, to ensure effective planning & provision
- Ensure that planning complies with the LA's requirements and that, where required, the arrangements are submitted to EVOLVE (Brighton and Hove's online notification and approval system) for approval within agreed timescales
- Ensure that staff are competent to lead the activities and visits to which they are assigned
- Assess outside activity providers
- Access the necessary training, advice and guidance
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Carry out any required risk assessments working with the Trip Leader
- Ensure that Disclosure and Barring Service (DBS) disclosures are in place as necessary
- Ensure that emergency arrangements are sufficient, and that there is an emergency contact for each visit
- Ensure that a well-planned, flexible and practical budget is in place for all educational visits.
- Make sure families are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party so they can make informed choices
- Obtain informed consent from families, as necessary
- Communicate key details about the visit and all locations to students and families, including roles expected behaviour
- Review and evaluate all visits once complete, from planning to the visit itself, and use this to share good practice, follow up on issues and improve future arrangements
- Keep records of individual visits including reports of accidents and near-misses
- Monitor provision in the school to ensure good practice and compliance with LA and school requirements, and to identify any training needs



### 3.4 Trip Leader

Every educational visit will have 1 member of staff designated as the Trip Leader who must be specifically competent for the type of visit, and for any activities they plan to lead. The Trip Leader will:

- Plan the proposed visit, taking into account the health and safety risks to students, staff and volunteers
- Ensure that the visit has clear aims
- Seek and obtain approval for all educational visits from the Headteacher before they take place
- Make sure the needs of everyone taking part are considered, including coordinating any additional support needed
- Be able to use the chosen environment or venue(s) to facilitate the intended learning or development outcomes
- Assess the risks involved in the visit, and ensure that the visit is planned to appropriately balance benefits and risks
- Follow the advice in National Guidance documents about specific types of visit, activity and hazard that are relevant to the visit
- Ensure that any transport arrangements are suitable
- Define the roles and responsibilities of staff and volunteers, appointing a deputy if possible
- Liaise with the EVC to ensure that all staff and volunteers accompanying the visit are competent for their roles and meet the school's requirements – Activity Leaders must be competent and confident to lead their planned activities, and be approved by the LA to do so if this is required (e.g., for adventurous activities)
- Ensure that, if the team of staff includes someone with a close relationship to a member of the group, this is managed to avoid any possible compromise of effective supervision
- Take a lead on risk management, involving all staff and volunteers to ensure they understand what they need to do, and involving participants wherever appropriate
- Have alternative plans (a 'Plan B') in case the itinerary needs to be changed
- Have an effective emergency plan
- Provide information to staff, volunteers and any external provider, as relevant, such as:
  - the visit's aims, and how they can contribute to achieving their roles
  - travel and accommodation arrangements
  - the location and any specific hazards at it
  - the students names, ages, health information, capabilities, special needs, safeguarding and behavioural issues
  - expected standards of behaviour
  - emergency procedures (including how to access students' emergency contact details and medical consent etc.)
- Ensure that students are effectively supervised throughout the trip
- Have a list/register of all group members, and conduct regular headcounts, particularly at times of change
- Ensure that students know what to do if they get lost or separated from the group
- Ensure that child protection issues are addressed, that good safeguarding practice is followed and that adults are appropriately vetted and checked





- Ensure that families have been fully informed, and that informed consent from families has been obtained as necessary
- Ensure that students and families are aware of expected standards of behaviour, and any consequences if these are not met
- Ensure that students bring suitable clothing and footwear
- Ensure there is access to first aid at an appropriate level
- Ensure that any medication needs of students, staff and volunteers are addressed
- Encourage students to maintain good hygiene during a visit, such as washing hands after visiting the toilet and before eating
- When necessary, advise students about the dangers of over-exertion and dehydration in hot weather, and ensure they use appropriate sun protection
- Check with your EVC whether the visit is covered by adequate insurance
- Review all aspects of the visit, both during and after the event
- Liaise with your EVC about evaluation of the visit
- Report any accidents, incidents or near misses, following the LA's procedures.

### **3.5 Staff**

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

- Support the Trip Leader with risk management, to ensure an understanding of what they need to do whilst on the trip
- Communicate with families and make sure trips are inclusive of all students' needs
- Effectively supervise students throughout the trip based on their roles and responsibilities
- Look out for the health and safety of themselves and those around them
- Help manage student behaviour and discipline as required while on the visit
- Share any concerns or worries with the Trip Leader and others, as appropriate

### **3.6 Families**

By agreeing that students can take part in educational visits, families agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the student that may affect or impact their ability to safely take part in the trip

### **3.7 Volunteers**

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

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



### 3.8 Students

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

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

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

[Behaviour Policy \(blatchingtonmill.org.uk\)](http://blatchingtonmill.org.uk)

## 4. Planning and Preparation

Wherever possible, educational visits should be included in the calendar and uploaded to EVOLVE at the beginning of the school year. Regular and established educational visits should also be available on the school website, allowing families to plan which trips are likely to be best for their children and to plan for any expensive trips which they may wish to commit themselves and their children to while at Blatchington Mill.

For residential experiences, an offsite diary request form must be submitted to the school's Diary Committee during the proceeding academic year. For day trips, an offsite diary request form must be submitted no later than 8 weeks before the event. In exceptional circumstances, requests submitted outside of these timescales may be considered.

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

- Cost (including any potential cost to families)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-student ratio
- Inclusion and accessibility

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our Offsite Diary Form & Trip Philosophy Form which are used to approve a visit.



As with day trips, for visits that involve activities for more than 24 hours, an overnight stay and/or travel overseas, approval for the event to take place must be given by the Headteacher.

Once the risk assessment has been approved by the Headteacher, and the Governing Body where relevant, staff will communicate with families and provide trip information.

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

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

### **4.1. Inclusion**

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

#### **4.1.1 SEND**

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

We will adjust the trip programme where necessary, working with families to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

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

#### **4.1.2 Challenging Behaviour**

In some cases, it may be reasonable and necessary to prevent a student with challenging behaviour from coming on a trip to protect their safety and the safety of the other students attending. More information about this is included in the 'Allocations and Withdrawals' section of this policy.

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

## **5. Risk Assessment**

We will carry out a full risk assessment at least 5 weeks before the start of all trips. Staff must risk assess all areas they are responsible for including, but not limited to: travel, activity (if being led by a member of school staff), pastoral, medical and behaviour.

This will be completed using the school's risk assessment template, which can be found in the risk assessment folder in the template folder in Trips FrontFacing on the school's shared Google drive and in **appendix 2**, and approved by the Assistant Headteacher responsible for educational visits. Existing risk assessments, also found in the risk assessment folder as detailed above, or those provided by the destination itself might also be used to support this process.

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

For students / staff with known medical conditions, the school's first aid lead will be responsible for completing a risk assessment. For students with safety plans in place, the school's Deputy Designated Safeguarding Leads will be responsible for completing a risk assessment. In both these cases, risk



assessments will be completed in collaboration with the Trip Leader, EVC and the student's family (where appropriate).

It is strongly recommended that a member of staff from the visit team has visited the location within the last two years. Where this is not possible, the Trip Leader will use other information to appropriately risk assess the trip such as speaking to other schools, looking at provided risk assessments or maps etc.

Trip Leaders will raise any concerns or questions about potential risks and safety measures with the Assistant Headteacher responsible for educational visits and, where appropriate, third party vendors.

Every risk assessment will be approved by the Assistant Headteacher responsible for educational visits, and a copy taken on the visit and another copy left with the EVC.

The LA approves risk assessments for residential or adventurous activities through EVOLVE for off-site activities. This process is completed by the EVC and then signed off by the Assistant Headteacher responsible for educational visits. This should be completed 4 weeks in advance for residential visits in the UK or adventurous visits and 4 months in advance for overseas visits.

Risk assessments will be signed by all participating adults prior to the trip/visit departure. All participating adults must read the risk assessment and understand the risks and procedures outlined therein.

### **5.1 Staff Induction**

Upon induction to the school, staff are expected to familiarise themselves with relevant School policies and procedures which includes the School's Educational Visit Policy. Regular updates are provided for staff on educational visits procedures and an Educational Visits Handbook is available on EVOLVE. The Educational Visits Coordinator provides one-to-one training for staff new to leading visits at Blatchington Mill. An appropriate level of training is required for those leading or participating in visits involving potentially hazardous activities. As part of their CPD, staff are encouraged to take advantage of specialist training courses that are available.

### **5.2 Staff Training & Competence**

#### **5.2.1 EVC**

The EVC must have an appropriate level of experience and training to carry out the principal functions of the role. Educational Visits Coordinator training and revalidation training is available via the Outdoor Education Advisor at the LA. Once the EVC has completed the initial training, they will be expected to revalidate this every 3 years. The EVC will also complete any other relevant training, where needed.

The EVC must ensure that their knowledge on recent recommendations is in line with DfE requirements and follows those suggestions outlined in the National Guidance.

#### **5.2.2 Trip Leader**

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

Being confident includes leaders having the ability to take charge of a situation while being aware of, and understanding, their abilities, as well as their limitations.

Being competent means that the leader has demonstrated the ability to operate effectively, and has sufficient relevant experience and knowledge of the activities, the group, and the environments in which the visit will take place. Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the School.



It is situational – a leader who is competent in one activity or environment may not be so in another, and it involves breadth as well as depth. Relevant experience is not necessarily gained by repeating the same thing several times, but by experiencing a range of different activities and environments.

Staff leading a school trip will receive training. Trip Leader training is available via the Outdoor Education Advisor at the LA. There is also an e-learning course available on EVOLVE.

Trip leaders will ensure that all staff supporting a trip are fully briefed on their personal responsibilities during the trip.

### 5.2.3 Risk Assessment

Where required, training for effective risk assessment will be provided by experienced staff within the school. Additionally there is training available through the LA.

### 5.3 Staff Ratios

All trips should be led by an experienced member of staff. **As a general rule**, staff:student ratios should be 1 member of staff to 15 students. Although for trips taking place within the local vicinity of the school site, staff:student ratios can be 1 member of staff to 20 students, where safe to do so. These ratios are a starting point and decisions will be made through our risk assessment based on activity, location and students.

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

- At least 1 male and 1 female supervising adult is present (for mixed student groups)
- At least 1 qualified supervising adult able to administer first aid is present on all trips
- For residential trips, 1 extra member of staff to ensure that ratios are correct even when a student has to be taken to hospital/doctors etc.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies before the start of the trip
- Adults without a DBS check will not be left alone with students at any time
- The Trip Leader will take regular headcounts and/or roll calls, especially at points of change

Once a trip has been agreed, the names of accompanying staff must be agreed with the Diary Committee. The implications for cover costs could change dramatically depending on who accompanies school trips and visits: a number of non-teaching staff have traditionally accompanied school trips and this should be continued and encouraged.

### 5.4 Selection of Staff for Residential Trips

Residential trips require a level of commitment from staff above and beyond 'the day job'. As a member of staff on a residential trip, the hours on duty are significantly longer than the school day. Staff must also be aware that they cannot delegate their duty of care.

The Trip Leader will aim to give staff a short period of time when they are not directly in charge of students, but this is rare and not guaranteed. Staff will be aware that they will be involved in evening activities as much as daytime events and that there will also be an element of accommodation policing until late at night to ensure all students are settled in their own rooms.



Staff will be selected after the Trip Leader has offered a trip out to the whole staff body to establish who is interested in going and available at the relevant time. The Trip Leader, with support from the EVC, will add the trip details to Staff Notices with a Google form for staff to fill in to express an interest. Once staff have indicated an interest, those attending will be informed well in advance.

Should a trip be oversubscribed for staff, once parameter 1 below is fulfilled, the decision in regards to further staff will be made between Trip Leader, EVC and Assistant Headteacher responsible for educational visits.

In some cases, staff may be selected solely with succession planning in mind. Where this isn't applicable, staff will be selected based on the following parameters;

1. 50% of staff will be selected based on experience of being involved in a trip previously (This percentage may vary slightly linked to specialist requirements for the trip. For example, destination language speaker, ski abilities etc)
2. 50% of staff will then be selected from other staff applications. Any staff not successful one year may be offered a place the next year
3. One member of staff is to be First Aid qualified

Staff will be made aware of the following expectations before deciding if they would like to support any specific residential trip.

- Staff are required to coordinate students whilst engaging in all planned activities and during student 'free time/down time'. This includes evenings and meal times - as well as active supervision of students on coach - staff members will be distributed around the coach to ensure correct behaviour when travelling.
- Staff are required to supervise students to ensure that they conduct themselves in a positive and appropriate manner at all times and reinforce behaviour expectations.

### 5.5 First Aid Provision

A first aid kit is taken on all trips and the school keeps a couple of such kits in the medical room. These should be collected before the visit and returned afterwards. Details of any equipment used during the visit should be given to the medical room to allow for replacements to be bought.

**Staff should not administer any kind of medication (other than paracetamol) on school trips unless it has been provided by the student's family.** Paracetamol can **only** be administered when we have **written permission** from the student's family as part of the trip consent provided by families via Google form or through general consent on Edulink. In the case of students who need medication, the school will check with families whether they wish the staff to keep and administer it (with permission given in writing) or whether the students are competent to administer it themselves. In either case, a record must be kept by staff of the drug name and dosage.

In hot countries care should be taken to ensure that students are protected from the harmful rays of the sun and from the effects of dehydration.

The exact circumstances of any accidents, injuries or illnesses must be carefully recorded, and reported in line with the schools Health & Safety policy by the Trip Leader upon return to school. A copy of any completed HS2 forms will also be uploaded to the EVOLVE form.



### 5.6 Accommodation

For residential trips, staff will check allocated rooms on arrival at the accommodation and make sure that there is nothing unsafe. Notes will also be taken in relation to anything that is broken, missing or in any way inadequate and accommodation management will be informed of this immediately.

Upon arrival at the accommodation, students will be shown fire escape routes and a fire drill will then take place.

Students will be told where to find a member of staff during the night in the case of any emergency.

Staff will check that all students are in their rooms at the appropriate bedtime. The security of their rooms will also be checked and where there are locks these should be used. If students are sleeping in downstairs rooms, windows should be shut and if students are staying in rooms with balconies, access to these should be prohibited.

### 5.7 Transport

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

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

#### 5.7.1 Minibuses

The Trip Leader is responsible for booking minibuses, where required.

We follow and adhere to Brighton & Hove LA minibus operation guidance.

For all but short journeys (less than an hour), it is strongly recommended that there should be two drivers.

The driver will be responsible for ensuring:

- The vehicles are fit for use. Therefore, before departure basic checks on the vehicle ought to be carried out: lights, tyre pressures and wear, fluid levels (oil, brakes, radiator, and windscreen washer); wipers and horn
- That all passengers have correctly adjusted and fastened their seatbelts
- That all doors are properly closed before departure (but unlocked)
- Loose items, bags etc, are safely stowed at floor level and not blocking exits
- Speed limits are adhered to at all times
- That the bus is left in a clean and tidy state
- Any incidents/accidents/vehicle faults are reported to the appropriate person on returning to school

#### 5.7.2 Private Cars

The use of private cars for transporting students is rare and not encouraged. Where the use of a private car is deemed necessary, and approved by the Headteacher, we will ensure that:

- If the driver is not a member of staff, they are engaged as a volunteer through the school's normal procedures (detailed in this policy)
- The driver properly understands their duty of care and any agreed responsibilities for supervision





- Families are informed about the transport arrangements
- Evidence is obtained that:
  - The vehicle is legal and safe – this means that it is taxed, has a valid MOT certificate if required, that has been serviced in line with the manufacturer’s schedule, and that the driver carries out any pre-use
  - checks specified by the manufacturer
  - The driver is suitable – this means that they hold a valid licence for the type of vehicle and meet any employer requirements (such as vetting);
  - There is a valid insurance policy covering the driver and the vehicle for the intended use – in some circumstances the insurer may require that the driver has cover for business use.

Evidence that these checks have been carried out will be kept by the school.

Due to the potential distraction of the driver, the supervision of the passengers and the safeguarding of students. Another adult should travel in the vehicle so that the driver is not distracted or compromised.

Careful consideration should be given before allowing a driver to be alone with a child or young person, as this could leave both of them vulnerable. There are circumstances where this might be acceptable when there is no reasonable alternative, such as:

- Where a risk assessment shows that the benefits outweigh the risks
- In an emergency or other unforeseen circumstances where the child or young person would otherwise be at greater risk

### 5.8 Supervision of Swimming in Swimming Pools

Swimming is an adventurous activity and therefore it needs to be carefully risk assessed and approval sought from the LA.

We follow and adhere to the Brighton & Hove LA swimming health and safety guidance.

Staff on trips are required to ensure that the swimming pool is safe. This will include the following considerations:

- Are there accurate signs displaying the depth of the pool?
- Are there lifeguards present?
- Is there a poolside telephone and an alarm?
- Is the water clear and regularly tested for cleanliness?
- Is the water less than 1.5 metres deep? If so, diving is not to be permitted.

A member of staff must always remain on the side of the pool. There should be a supervision level of at least 1 member of staff to 15 students (with a minimum of 2). Written permission from families must also be received.

### 5.9 Supervision of Swimming in the Sea or Other Natural Waters

This is potentially dangerous. It should **not** be undertaken unless there is a teacher present on the trip who holds a relevant lifeguarding qualification or there are lifeguards in attendance. Written permission from families **must** also have been received and the Trip Leader must have also given their permission.

If there is a possibility that the trip may want to go swimming (with lifeguards present) a risk assessment must be in place prior to the trip’s departure and added onto EVOLVE. **The trip must not**





**go swimming in the sea or other natural waters without this being completed, even if a lifeguard is present.** The LA may request a copy of the lifeguard's qualifications so Trip Leaders should ensure the external provider is able to provide these.

Trip Leaders need to be aware that a lifeguard may be trained for lifeguarding in swimming pools, but not the sea – or vice versa. As such, the correct qualification must be confirmed by the Trip Leader.

### 5.10 Adventurous Activities

For any educational visits involving adventurous activities the school will ensure that providers have been licensed by the Adventurous Activities Licensing Authority (AALA). The AALA guarantees that certain minimum standards are met by commercial providers of adventurous activities in the UK. If adventurous activities are to be undertaken in the UK then the Trip Leader must ensure that the provider is licensed for those activities.

Where the school uses providers of adventurous activities outside of the UK then particular attention must be taken in order to ensure that the quality of the provision is as we would want it to be. In order to achieve this, the school will check the qualifications of the instructional staff and ask the opinion of the LA's Outdoor Education Adviser at an early stage of the planning.

Along with written informed consent from families, a risk assessment for any adventurous activities must be in place prior to the trip's departure and added onto EVOLVE. **All adventurous activities require LA approval and no trip including such activities should take place without this in place.**

### 5.11 Use of External Organisations

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

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use. On top of this, we will also check that external organisations have public liability insurance of at least £10 million.

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

## 6. Volunteers

Where appropriate, families may be asked to volunteer to attend and supervise students alongside staff members on trips. Where more family members volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the students going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Family members selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance, medical needs and emergency contact numbers in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.



Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers will be required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with students or given sole responsibility for the care of a student.

## 7. Communication and consent

### 7.1 Day Trips

We will contact the families of students invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter, sent via email, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

Letters will be sent only to the relevant students for the trip. For example if a trip is for Computing GCSE students, the invite letter will not be sent out to the whole year group.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Cost
- A deadline date when payments are required. It should also be stated that deposits may not be refunded unless a replacement student can be found, less any external admin costs that may be incurred.
- Name of Trip Leader and any further organising staff.
- student-to-staff ratios and staff qualifications, where relevant
- Excursions/all activities.
- If a day trip, that school uniform should be worn and if a packed lunch/money required. If a student has free school meals, meal vouchers will be provided in advance of the trip.
- If abroad, a reminder to families that most countries require a passport to be valid for at least 6 months after the return date, and that some countries do not count any extra months added on after the initial 5 or 10 from the passport's start date. We will also request for this to be checked as soon as possible.
- Any additional clothing and equipment required, and whether this is provided by the school
- A link to a Google form to book a place:
  - If it is a non-residential trip, this will also include confirmation that emergency contact details and medication information are up to date on Edulink. Residential trips require a full medical/consent form.
  - If the trip is abroad, we will request a student's name as stated on their passport.
- Expected behaviour and consequences of students' failure to meet these standards

The letter will also emphasise that students whose behaviour in school has created problems may not be permitted to participate in the trip. **Permission from families for all trips must be given in writing or by e-mail: verbal permission is not acceptable.**



Where required, families will be asked to provide written consent for educational visits by signing and dating a Google form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform families as above about any off-site visits, and give an opportunity for them to withdraw their child.

Families will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached. Where necessary, swimming competency of students will also be asked for.

In the case of overseas trips, families will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

**Before advertising trips and distributing letters, the letter will have either been written by or checked through with the EVC and then approved by the Assistant Headteacher responsible for educational visits.**

### 7.2. Residential Trips

The Headteacher will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the Trip Leader will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with students – this will include relevant DBS checks

Families will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with families will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what students must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

### 7.3 Family Meetings (Residential Trips ONLY)

For all residential visits there should be a family meeting built into the planning for the trip. An Internal Set-Up form must be completed for this meeting and approved by facilities and then the



Diary Committee before any letters can be sent out to families advising them of this information evening.

The purpose of the family meeting is to give further information to students and families a few weeks before the visit. For trips organised with a commercial travel company, a representative of the company should ideally be present at this meeting.

***An information booklet of all the literature involved in a residential trip must be provided for families and be available in (electronic) PDF form.***

Family meetings should cover the following details:

- Accompanying staff
- Travel arrangements and journey times
- Insurance
- Accommodation address and telephone number
- Advice re clothing, luggage, pocket money, valuables, safety and behaviour, customs and excursions
- Student mobiles should have data roaming switched off if travelling abroad, or families aware of any charges that may be incurred
- Emergency contact numbers. The school emergency contact number is 01273 221200. This number will be diverted directly to the mobile phone for the member of the Senior Leadership Team (SLT) who is on duty during the trip. This member of staff is to be named to families, with the explanation that they are not on the trip itself

Families should be told what is expected of the students in terms of behaviour during the trip. In the event of students behaving badly, families should be informed that the school will take further action by, for example, charging for any deliberate damage, or not allowing students to attend further school trips (see SOT List information below). Families must also be informed that in extreme cases of poor behaviour (or certain other eventualities), they may be expected to go and collect their child mid-trip; at their own cost.

All these details should be laid out in the Trip Booklet given to the families on the night, or emailed to them if they do not attend. An electronic copy will also be available.

### **7.3 Medical / Consent Forms**

It is important that families confirm that their child's medical records and their own emergency details are up to date on Edulink, before a trip.

Separate permission from families is also required for certain other activities, e.g. unsupervised time, swimming etc. Consent forms must also request the swimming competency.

Permission must also be sought for photos to be taken. These photos may form part of the trip social media and could be posted (with all permissions) on the school website thereafter. Photo permission will form part of the consents and there will be a list of agreement and non-agreement available to inform the Trip Leader before a trip.

For European trips, students should take with them a **Global Health Insurance Card (G.H.I.C.)**. These can be applied for via <https://www.gov.uk/global-health-insurance-card>. Whilst in the USA students will require an ESTA which can be obtained from <https://esta.cbp.dhs.gov/>.



### 7.4 Kit Lists

Where relevant, kit lists should be sent out with trip details and in the trip booklet to help families and students be properly prepared for any visit.

### 7.5 Social Media

We encourage the use of a school trip social media (@BMSTrips) for residentials and we advise on the platform being used ahead of each trip. This helps to keep families informed while students are away from home.

Some trips will have their own separate social media account and will be under the classification of eg @BMS\_Athens or @BMS\_SkiTrip

Any photos posted on the school social media accounts will be of places, and students (without names) for whom we have photo permission.

## 8. Charging and Insurance

### 8.1 Contingency Fund

A *small* contingency fund should be built into all school trips. The Trip Leader will have access to these funds during the trip, either in cash or loaded on to travel cards.

### 8.2 Costings & Financial Assistance

We add a 10% charge to cover insurance on residential trips and 5% charge for insurance on day trips.

All participants pay the deposit in full. Timescales can be discussed with families for whom this is difficult.

We do not charge Pupil Premium (PP) students for board and lodging on residential trips. For reference, see our [Charging and Remissions Policy](#).

Financial support is available for families of students who are eligible for free school meals, if a request for support is made and the student is not recorded as eligible then we will use the same criteria. Details of qualifying benefits are shown on the Brighton and Hove website [B & H Free School Meals](#).

We will consider other applications for financial support on a case by case basis and will review recommendations from Pastoral Teams in the school.

For students who are Pupil Premium, which means those eligible for Free School Meals plus a number of others, the deposit must be paid and the cost of any trip will be reduced beyond this:

- For residential trips; the charge to the family will be 50% of the balance (after the deposit) of the remaining cost of the trip **or** the balance of the cost once the board and lodging expenses have been removed; whichever is the lower cost. This calculation will be completed by the EVC. Letters introducing trips will have the cost for non-PP students and PP students listed separately for clarity.
- For day trips, PP students will be charged 50% of the total trip cost. As with residential trips, this will be clearly identified in the letter to families.

There are also further sources of possible financial assistance.



Brighton & Hove City Council administers various other Educational Trust Funds, which can provide some financial assistance towards the cost of study trips such as [The Communities Fund](#). It is worth families also accessing these. As a school we will ensure this information is available on the school website trips page.

On occasions, though rare, we offer some help with trips from within the school. Matters of this nature must be passed through the EVC who will forward your request to the Assistant Headteacher responsible for educational visits.

### 8.3 Insurance

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items. The Trip Leader must make themselves aware of the procedure on insurance policy in the event of a claim. Families should be offered a copy of the insurance policy at a family meeting and this will form part of the literature booklet.

Within the trip literature booklet will be a recommendation that if students take their own mobile phones these will not be covered by the school insurance and families should ensure that they have personal insurance to cover any loss/damage etc. Families should also be advised to check roaming costs in the destination country.

### 8.4 Collection of Payments

Payments will be collected from families through sQuid however, in exceptional circumstances the receipt of cash can be arranged.

### 8.5 Reconciliation

On return from residential school trips, organisers should complete a reconciliation sheet, which matches the costings agreed at the beginning of the trip. **Receipts for all expenditure must be provided.** The sheet should also identify any unused contingency.

A list of expenditures, unspent cash, receipts, and other balance sheet items should be returned to the EVC within 4 school weeks of the trip's return or before the end of the summer term should this be sooner.

The trip must be 'closed' before the end of the academic year for auditing purposes.

### 8.6 Outstanding Payments from Families

Where appropriate, trip costs will be split into monthly instalments to make the financial commitment to families as easy as possible. Whilst it is the responsibility of the family to make the payments as detailed in the confirmation of place letter/communication, the EVC will endeavour to send regular payment reminders to ensure that trips are paid for, in full, before the start date of the trip. In situations where payments have not been received, without communication from the family, the school reserves the right to remove the student from the trip. However, we will always endeavour to support families when needed.

If a student attends a trip with an outstanding balance, without prior agreement from the school, this could affect their place on future trips.



## 9. Allocations and Withdrawals

### 9.1 Allocation of Students to a Trip

An initial offer letter will go out to all families via email which will clearly state when the expression of interests are being collected and, in case of successful application, the expected payment schedule.

If a trip has a limited number of spaces, the trip will always be launched on the basis that forms have to be handed in at specified times and when a trip is oversubscribed, names will be chosen through a computer based random allocation. Forms will be submitted online via the Google form in each trip introductory letter. In exceptional circumstances, a paper copy will also be available - and can be accepted by the EVC.

There may also be a discretionary maximum of 5% of places taken for students identified by the Head of Year and Trip Leader for students in need, or who have missed out on previous curriculum *residential* trips having been on the reserve list. Generally, when looking at missed opportunities for trips previously, students will be considered who were on the Reserve list - and we will look at trips of the same nature. Eg. Languages trips altogether, or PE trips together.

This is different to day trips, where each trip is taken in isolation.

When the deadline for expression of interest submission is reached, the full list of students will be compiled and submitted to the Trip Leader and Head of Year for approval.

Once the list is approved a confirmation letter will be sent out along with the confirmed payment schedule.

Families of students who are not allocated places on a trip will be informed in writing at the same time as those of students who have been successful. Families will be given an option to request their child's name is removed from the reserve list.

If a student has been assigned a reserve place on one trip, this does not automatically make them a priority for any future trips. Although there may be exceptions, each trip is dealt with in isolation of any other; bar consideration of the SOT List (see below).

In case the deadline for payments are not met, the school can offer the place to the next student on the reserve list.

### 9.2 Trip Contracts

Students who have a behaviour or attendance record that the school perceives as a concern may be placed on a contract - to encourage an improvement in these areas and also to support the staff taking the students on the trip. Areas which may then form part of a contract between home and school may be:

- Improving behaviour
- Improving attendance/punctuality
- Improving uniform

When a student is placed on a contract, whether on the trip list or the reserve list, the intention is for that student to improve thus ensuring their attendance and appropriate behaviour on the trip. The targets for each bespoke contract are set with the intention of the child being able to achieve them. However there is always a risk that a child might not fulfil the terms of the contract. If this is the case they will be removed from the trip - and if a replacement cannot be found, the family may well have to pay for the trip in full. The school will endeavour to replace the student who has been removed from the trip and keep the costs to the family as low as possible.





It should be clear in the information given out to families in the initial offer letter that these situations may arise.

**In extreme cases, a student may not be offered a place or may be removed from a trip through their behaviour, without a contract being issued.**

### 9.3 Withdrawal of Students from a Trip

The Trip Leader and EVC will always try to fill any spaces that are vacated.

Should a family choose to withdraw their child 12 weeks or less prior to departure of a residential trip, it will not be possible to return any of the monies paid to date and the family could also be liable for any outstanding balance. However as a school we will endeavour to keep any further costs as low as possible for the family.

If a student is removed for medical reasons, with the appropriate medical certification, we will do all within our powers to retrieve payments made by the family for the trip.

***The EVC must be informed in writing (to [bmsevc@blatchingtonmill.org.uk](mailto:bmsevc@blatchingtonmill.org.uk)) should the family wish to withdraw their child from a residential trip.***

If a student is removed from a trip due to behaviour concerns, the family will be informed in writing and will still be liable for the full cost incurred by the school for this particular student's place.

Each case will be dealt with individually.

## 10. Student Behaviour whilst on Educational Visits

All students should observe the highest standards of politeness, courtesy and conduct at all times. Particular care needs to be taken when on public transport or in residential accommodation. Even out of school time students are representing the school and should do everything in a way that reflects positively on them as well as on the school. The expectations of good behaviour must be explained to students before any trip and reiterated as appropriate.

In the event of students behaving badly, families should be informed that the school will take further action by, for example, charging for any deliberate damage, or not allowing students to attend further school trips (see SOT List information below).

In extreme cases of poor behaviour (or certain other eventualities), families may be expected to go and collect their child mid-trip; at their own cost.

### 10.1 Students Sent Home

It should be made clear to families in advance that if a student is sent home for misbehaviour – for example if they are discovered to be drinking alcohol/smoking, in possession of drugs or buying dangerous objects (e.g. knives). Then families will be expected to pay for all costs incurred. If a student is then placed on the SOT list (see below), families must be informed – detailing why, at what level and for how long. This will be in letter form with a copy placed on record in the Year Office as well as with the EVC.

### 10.2 Bag Searches

If a situation arises where staff on a trip suspect a student may be in possession of an item or any substance that may compromise their safety or the safety of others on the trip, a bag search may be





necessary. Unless a member of SLT is on the trip, the Trip Leader will contact the member of SLT who is on call to explain the situation. If a bag search is deemed necessary then authorisation for this to take place must be given by the Headteacher or a designated Deputy Headteacher, as necessary.

Instructions for the bag search will be given to the Trip Leader and the outcome must then be communicated back to the member of SLT who is on call for the trip.

Families will be notified of any bag searches that take place for their student while on a trip and a record of this will be uploaded to the school's safeguarding system.

### **10.3 Students Off Trips (SOT) list**

This is held by the EVC with input from previous Trip Leaders and Heads of Year. It identifies clearly the names of students who are to be either prohibited from going on a trip, or who can only attend subject to a contract being signed by the Trip Leader, the Student and Home. The list also states how long a student should be subject to these restrictions. The list is also available and up to date on the Trips Front Facing (G Drive) for staff only to access. Any student who is placed on this list must be informed by the Trip Leader who has placed them on it. There is a standard letter to be sent home for this purpose. If a student is to be placed on the list it must be in consultation with the Assistant Headteacher responsible for educational visits.

## **11. Emergency procedures and incident reporting**

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The Trip Leader will be familiar with these plans for each visit.

In the case of an emergency, the Trip Leader or other supervising adult will contact the member of SLT who is on call for the trip. The member of SLT will then contact families as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

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

In the case of a student being unaccounted for, the Trip Leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found within 30 minutes, the Trip Leader will contact the school office who will notify the student's family. The Trip Leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the student when found. The remaining staff and adults will return to the school with the rest of the students.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and Brighton & Hove LA who will decide whether to report to the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report (HS2), to include steps that can be taken in the future to avoid similar incidents. These will be uploaded on to the EVOLVE form.

Any queries or concerns regarding Health and Safety issues should be directed to the Business Manager.



### 11.1 Trip Packs

For all educational visits, an individual Trip Pack is created and stored on the school's Google drive in the Trips Front Facing folder which is accessible by all staff. This will be accessible on the school mobile phone provided for the trip and a paper copy of the following information is provided to Trip Leaders ahead of each trip:

- Register
- Student information
  - o Emergency contact details
  - o Medical information
  - o Photos
  - o Medical information
  - o Consents
- Staff contact list including next of kin
- Risk assessments

And where applicable:

- Travel arrangement details
- Accommodation arrangement details
- Reconciliation sheet
- Copies of passports and GHIC cards
- Insurance details
- Emergency Procedures for BMS School Trips (personalised for the given educational visit)

The member of staff who has been identified as the first aider for the trip will also be provided with a first aid kit.

### 11.2 Contact Systems (Non-Emergency)

The EVC will set up a user defined group to include all the students attending a particular educational visit so that the Trip Leader, the EVC and the Assistant Headteacher responsible for educational visits can communicate quickly and easily with families before, during and after the trip if necessary. This is an extremely useful and effective, efficient method of communication.

### 11.3 Emergency Contact System / Contingency Plans

There is an Emergency Plan for Trips that is regularly reviewed by the EVC and Assistant Headteacher responsible for Educational Visits. This is stored on the G drive in the Trips Back Office folder.

Contingency plans will be in place for staff illness on a trip as well as how to proceed if a member of staff has to accompany a student home unexpectedly. Discussion with colleagues will allow the Trip Leader to identify someone who would be available to assist in such an emergency situation. If a minibus driver is required, this will limit the choice of helpers.

For overseas trips, students will be provided with panic cards which include, in the relevant language, details of where the students are staying, emergency contact numbers etc. These could be sent to students electronically, to store on their phones, as well as given out on card.

With any residential trips we will allow enough staff to attend to ensure that teacher:student ratios are still appropriate even if a member of staff has to attend hospital etc with a student.

Each residential trip will need the Trip Leader to identify staff who are prepared to attend should another member of staff feel ill, either before or during the trip.

A member of SLT will be on call for each educational visit.



During term time the school should be informed if there is an emergency and, if the trip is not during term time, the member of the SLT who is on call for the trip should be the first to be contacted. They will be given full details of the trip, students taking part and emergency contacts by the EVC.

### 11.4 School Mobile Phones

There are mobile phones/chargers available for use by staff on school trips. These should be collected from and returned to the EVC. The Trip Leader must check all the relevant information has been uploaded to Edulink and the electronic Trip Pack prior to the activity taking place.

As an additional precaution, trip organisers taking students on trips, should leave a contact mobile telephone number with the EVC in addition to taking a school mobile telephone. Staff will sign out the trip phone/s they are using. Each Trip phone is numbered and the EVC will have a record of who has which - in case of emergencies.

## 12. Monitoring of Trips

The School understands the need to monitor all aspects of the educational visits process in order to:

- Enable the school to celebrate success and share good practice
- Help identify areas to improve and CPD requirements
- Help ensure high quality learning experiences. For example, have the intended learning outcomes been achieved and can the students describe or demonstrate them
- Help keep students safe

The Headteacher is responsible for ensuring the monitoring of visits organised by the school however, the EVC is often best placed to carry out routine monitoring of

- The planning and approval process. Checking that staff are routinely following school requirements
- The quality and detail of trip plans, ensuring that they are in line with school's requirements
- Reports, reviews and evaluations of visits
- Accidents and incidents to identify regularity and/or patterns

Visits will be subject to monitoring throughout the process, from the application for a visit through to the final delivery. Where problems have occurred, correct procedures are followed in accordance with the school's critical incident plan, health and safety and safeguarding policies and steps are taken to ensure they are not repeated on subsequent visits.

New Trip Leaders may be required to meet the EVC to discuss the visit, risk management and arrangements.

Each year the EVC will observe a sample of visits and monitor in accordance with LA guidelines, requiring that the Trip Leader can demonstrate the ability to operate to current standards of recognised good practice and the following indicators of competence should be in place:

Appropriate knowledge and understanding of:

1. LA guidance, reinforced by LA approved training i.e. EVC training
2. School policy & procedures (reinforced by a formal induction)
3. The group, the staff, the activity and the venue
4. Recent and relevant experience
5. In some cases, a formally accredited qualification e.g. First Aid

The Headteacher & EVC reserve the right to drop in on any trip to quality assure the experience.



The OEAP National Guidance includes a document on monitoring. In case of doubt or concern, advice may be obtained from the LA's Outdoor Education Advisor.

### 13. Data Protection

The Data Protection Act 2018 is designed to protect the privacy of individuals. Amongst other things, it requires any personal information about an individual to be processed securely and confidentially. In a school setting, this includes information relating to both staff and students.

It is important that staff are well informed about the students whom they are taking out of School, however the protection of this data must also be considered. The Trip Leader is in charge of distributing relevant information to staff. Depending on the length of the trip this may include confidential information about students' medical and dietary requirements as well as contact details of families.

The Trip Leader is responsible for distributing this information as well as collecting it in again at the end of the trip so that it can be shredded. Staff should be informed of this issue during the pre-trip briefing. This is in accordance with the School's Data Protection Policy.

It is expected that staff adhere to the schools' [Data Protection policy](#) during educational visits just as much as on school premises.

For further guidance on data protection and visits see [4.4j Participant Information & Data Protection](#) of the National Guidance.

### 14. Additional Information

On trips where staff may be less familiar with some of the students, staff should familiarise themselves with the photos of students attending.

It is the responsibility of the trip organiser to inform Student Services when students are away on a trip during term time: in addition, it is essential to send an email to staff and place a list of absent students in Staff Notices in advance of the trip, giving colleagues sufficient notice (of at least a week) that students will be missing their lessons.

If a trip involves a large number of students out of school during term time, the canteen needs to be informed as a matter of courtesy.

On the return of a trip, a member of staff must always be in attendance until the last student has been dismissed with their agreed adult.

It is not acceptable for teachers to authorise students to be absent from school following a trip: if students take time off following a school trip, this will be marked as an unauthorised absence.

When trip phones are returned to the EVC, any photos that have been taken will be uploaded to the school's Google drive. The phone will then be cleansed before its use on the next educational visit.

### 15. Cancellation of trips

If a trip is cancelled for any reason, the organiser must ensure that the EVC is informed as soon as possible.



### 16. Review

This policy will be reviewed every 2 years by the Assistant Headteacher responsible for educational visits. At every review, the policy will be shared with the full governing board.

### 17. Links with other policies

This policy links with the following policies and procedures:

- [Health and safety policy](#)
- [Charging and remissions policy](#)
- [Behaviour policy](#)
- [Safeguarding & Child protection policy](#)
- [Administration of Medicines policy](#)
- [Special educational needs \(SEN\) policy](#)
- [Equalities Policy](#)
- [Accessibility plan](#)
- [Data Protection policy](#)



### Appendix 1: Offsite Diary Form & Trip Philosophy Form

#### BMS OFFSITE DIARY APPROVAL FORM

Circulation list: Trip Leader ☐ Safeguarding Lead ☐ EVC ☐ Diary Committee

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**To be completed for all visits - along with a Trip Philosophy Form, link [here](#).**  
*There is no need to submit a leave of absence form.*

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*When completed - including sign off by Department Head, Safeguarding Lead and the EVC - this form should be emailed (along with the [Trip Philosophy Form](#)) for outline approval to the Diary Committee by 10am on Wednesday morning;  
[bmsdiarycommitteemembers@blatchingtonmill.org.uk](mailto:bmsdiarycommitteemembers@blatchingtonmill.org.uk).*

**No commitment, verbal or financial, should be made prior to Diary Committee approval**

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Name of trip	
Is this a day trip?	
Is this a residential?	
Is this overseas?	



Does this trip involve an adventurous activity? <i>If YES, led by whom?</i>												
<b>Date/s of trip</b>												
What time is the trip departing? <i>If departing from anywhere other than school - please state where.</i>												
What is the estimated return time of the trip? <i>If returning to anywhere other than school - please state where OR if students are to be picked up from a venue.</i>												
<p style="text-align: center;"><b>Staffing and Participants</b></p> <ul style="list-style-type: none"> <li>Ratio 1:15* for residentials plus 1 extra staff for overseas trips</li> <li>Ratio 1:20* for non-hazardous day trips</li> <li>ONE extra for overseas &amp; residential trips</li> <li>(* For students with complex needs the 1:1 staff do not count within these ratios)</li> <li>Trip Leaders should aim to rotate staff - please refer to trips staffing policy <a href="#">here</a></li> <li>Trip Leaders please identify staff who have been on this on this trip before and those new to trip**</li> </ul>												
<b>Trip Leader name</b>												
Names of Staff attending: **as detailed above, please identify staff who have been on this trip before and those who are NEW to this trip  <b>Please ensure Diary are kept up to date (via email) of any staffing changes - for ALL trips</b>	<table border="1"> <thead> <tr> <th>Name: (been before)</th> <th>Name: (new to trip)</th> </tr> </thead> <tbody> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table>		Name: (been before)	Name: (new to trip)								
Name: (been before)	Name: (new to trip)											
Names of Emergency staff - to attend if any of the above staff become ill; either just before or during the trip.  (x1 if trip includes 3 staff or less, x2 if trip involves 4 or more staff)	As above											



<b>Year Group/s of students</b>		
Intended number of students & approx. gender breakdown		
List Staff First Aiders ( <i>identify if 1 day or 3 day First Aid Certificate</i> ) <i>There should be a First Aider OR appropriate coverage at the venue/on transport</i>		
<b>Providers, Accommodations and Travel Arrangements</b>		
<b>Destination of trip</b>		
External provider information ( <i>i.e. travel agencies, coach companies etc. must include addresses and phone numbers</i> )		
Address of Venue/Accommodation		
Travel method		
Travel company		
Approx cost of trip ( <i>include entry/travel, etc</i> )		
<b>Purpose and Activities</b>		
Primary purpose/Aim of visit ( <i>i.e. curriculum</i> )		
Intended outcomes of the trip		
<b>SDP/Curriculum links</b>		
<b><i>On the trip please ask the relevant staff to talk to the students about their own job (&amp; others available at the visit location), qualifications needed, how they got it &amp; what it entails.</i></b>		

<b>Approx Cost of trip (full breakdown on the Philosophy Form Please)</b>		
	E-signature	Date
Trip Leader		
Approval of Head of Department		





Approval of DSL re Safeguarding ( <i>KC after trip approved by Dairy Committee</i> )		
Conversation with EVC (DMN)		
Diary Committee approval		

- ***Once this visit has been approved by the Diary Committee, all further forms will be forwarded directly to you, as Trip Leader.***
- ***Coach arrangements etc to be arranged via the Educational Visits Coordinator (DMN).***
- ***Please download the residential/day trips workflow to guide you through;***

***Day Trip Workflow - [link here](#)***

***Residential workflow - [link here](#)***

<i>Risk Assessments, please consider once your trip is approved;</i>	
Has a preliminary visit been made?	
List adventurous activity (eg cycling, camping, swimming etc)	
Have you carried out the <u>generic Risk Assessments</u> (e.g. travel, walking, weather etc) and uploaded them onto the Google Drive - Trips Front Facing?	
Have you carried out <u>specific Risk Assessments</u> (activities related and the specific venue) and uploaded them onto the Google Drive - Trips Front Facing?	
Have you carried out <u>specific student Risk Assessments</u> (activities related; individual and the specific venue) and uploaded them onto the Google Drive - Trips Front Facing?	
Have you uploaded the itinerary/planning onto Trips Front Facing?	
Have you uploaded the letter to parents/discussed it with the EVC?	



### **BMS TRIP INTRODUCTION & PHILOSOPHY FORM**

**Circulation list: Trip Leader ☐ Safeguarding Lead ☐ EVC ☐ Diary Committee**

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**To be completed for all visits - along with the Diary Approval Form, [link here](#), this form clarifies the background of a trip proposal**

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Within any proposal for a day or residential trip, we are extremely aware of the commitment staff are demonstrating when giving up evenings, weekends, nights, or when taking on the additional workload in the school day for a school trip.

This can be highly demanding and we are very grateful that we have staff who are happy to do this. Alongside this gratitude staff and our desire to ensure all appropriate staff are given the opportunity to run such trips, we need to ensure the trips themselves have educational validity.

As part of the offer of any trip it is important that as a school we ensure;

- equality of opportunity for all students
- clarity of target audience
- validity from an educational viewpoint
- value for money
- transparent aims for the trip
- identifiable outcomes

With this criteria in mind, we can ensure a range of opportunities are available to students across all year groups. We also need to balance the benefits of school trips against the financial demands on families and the workload implications for staff.

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**Minimise the expense, maximise the impact seems an appropriate mantra.**

*Please complete the table below and submit, after discussion with the DSL and the EVC, (along with the Diary Approval Form), for outline approval to the Diary Committee by 10am on Wednesday mornings.*

Name & location of trip	
Date/s of trip (state day trip or residential)	
Trip Leader name	
Year group/s of students	
Approx. cost of trip	
How have you attempted to reduce the cost of this trip?	
Duration (indicate if term time or holidays)	
Primary purpose/aim of visit (i.e. curriculum)	
Have you considered if this trip is accessible to ALL students in the target group? (e.g. SEND students)	
SDP/Curriculum links (please specify how the trip is directly linked; e.g. to GCSE, disadvantaged, well-being, attendance, SEND, SEMH etc.)	
Careers - to link career development/opportunities for students, please ask questions to find out/spark discussions with people working at the venue /organisation i.e. what path they took to be working there etc	
What alternative arrangements will be made for those students who miss out on the learning opportunity of the trip itself?	
Does this trip, in this format, give as many students as possible the opportunity to attend?	
Detail the benefit to students (may be within a target group)	



<b>Approval of Trip Philosophy:</b>			
<b>Approved by</b>		<b>Date</b>	



### Appendix 2: Risk Assessment Template

**Risk Assessment Form Version:**

For further info on risk assessment see: BHCC Risk Assessment Guidance

To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the **most** likely impact (I) the accident might have, taking into account the control measures already in place.  $L \times I = R$

Task / Activity Covered by the assessment				Likelihood (L)	X	Impact (I)	
				Almost Impossible	1	Insignificant (minor injury, no time off)	
Workplace				Unlikely	2	Minor (non-permanent injury, up to 7 days off)	
Date of Assessment		Date Assessment to be reviewed		Possible	3	Moderate ((injury causing more than 7 days off)	
Person Completing		Manager/ Head teacher		Likely	4	Major ((death or serious injury)	
Staff involved in assessment				Almost Certain	5	Catastrophic (multiple deaths)	
				Low =1-3	Moderate = 4-7	Significant = 8-14	High = 15-25

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			Notes/Additional Information	Sign as done
			L	I	R		
		•					
		•					
		•					



### Appendix 3: Volunteer Behaviour and Code of Conduct

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

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

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found [insert location].

Volunteers agree to:

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

Volunteers agree **not** to:

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

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

**Signed:**

**Date:**