



Educational Visits Policy

This policy was approved and adopted by
the Local Academy Board
on 30th March 2022

It will be reviewed in Spring 2024



1. RATIONALE

We believe that children benefit academically, personally and socially when they take part in educational visits and we offer our children opportunities for learning off site. We recognise there is a level of risk involved and this policy is designed to help and support all those involved in the approval, organisation, planning and leading of educational visits so that children may benefit from well-organised, successful, safe and enjoyable activities.

Crawley Ridge Infant School follows the guidelines set by the LA and DfE, and staff involved in visits should ensure they are familiar with the more detailed information given in the OEAP National Guidance. <http://oeapng.info/>

2. PRINCIPLES

No guidelines can be expected to cover or predict every eventuality. Leaders therefore must be flexible in their thinking and prepared to adapt or change their plans according to the needs of their group or the situation in which they find themselves. The most important factor in safe and successful off-site activities is the quality of the leadership.

Educational visits should:

- Have significant educational value, academic and personal development and be consistent with the aims of the school, i.e. 'school away from school'
- Be linked to work within the school by preparation and follow up activities
- Be suitable for the children concerned having regard to their age, abilities, needs and aptitudes
- Be evaluated to ensure all of the above in future trips

3. RESPONSIBILITIES

Headteacher

All off-site activities should have the approval of the Headteacher who should ensure proper supervision and planning of all activities. The Governors' approval is also sought in advance. The Headteacher will hold overall responsibility for educational visits. The Headteacher is responsible for overseeing the work of the Educational Visits Co-ordinator (EVC) and making sure that the EVC is competent to oversee the coordination of off-site visits and arrange training where required. The Headteacher will appoint a designated trip or party leader and will ensure all



paperwork, including risk assessments, is complete and ensure safety measures are in place before the trip commences.

Governors

The Local Academy Board (LAB) should be aware of all visits and should have sufficient information so that it can raise questions and give direction as necessary. The LAB must give approval in advance for each trip.

Educational Visits Coordinator

The named EVC has undertaken the relevant training. This should be updated every three years or in the event that the role is handed over to a new member of staff. The EVC will ensure details and risk assessments of the trip are completed and retained on the school server, are approved by the Headteacher and LAB and are distributed and read by all adults taking part on the trip. They will liaise with appropriate parties including the local outdoor education advisor where appropriate when planning and organising trips.

Party Leaders

Visits normally involve two class teachers who will both take the roles and responsibilities of Party Leaders as set out in the Procedures in the following section. The Headteacher in consultation with the EVC will delegate responsibility for the visit to the Main Party Leader in this instance. This will be a member of teaching staff with at least 2 years teaching experience. The Main Party Leader has the authority to make any necessary decisions on behalf of the whole party should the need arise.

The designated Duty Officer (Head/SLT) in school will be the point of contact for the Main Party Leader and should be kept aware of any changes or concerns whilst the party are off-site.

Parents will be fully informed of the nature and extent of activities.

All those accompanying children on outings are in loco parentis – ie, they must take the same care that a reasonable, prudent and careful parent would take in the same circumstances. The law would be likely to expect a higher standard of care from professionals because of their training and experience.

In exercising the duty of care those involved should:

1. Try to think as a parent might think in similar circumstances
2. Consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect, and ultimately, a court of law



3. If they are in doubt they should not go ahead until they have sufficient further information and advice to remove the doubt

See Appendix A for further details of these responsibilities.

4. PROCEDURES

- The Headteacher will ensure all necessary arrangements (including delegation of responsibility to Main Party Leader, permission from parents, risk assessments and emergency procedures) are in place before the outing.
- The Headteacher will gain permission for all school trips from the LAB who monitor the educational value and appropriateness of the trip. The LAB will ensure that the trip does not discriminate against a particular individual or group or pupils.
- Year Group staff plan visits for the children in their classes in line with their curriculum. **Appendices D and E** provide overall guidance on the areas that need to be covered.
- The Party Leaders should visit the site beforehand to check on suitability and safety. A risk assessment form should be completed (**see Appendix G**) and approved by the Headteacher and EVC. The Party Leaders should be familiar with any onsite emergency procedures, eg, fire drill. (See **Appendix E**.) Any costs incurred may be claimed from school.
- The Party Leader should consult with the Headteacher and discuss the suitability of the visit and gain the Headteacher's approval before further planning. (Destination, ratio of adults/children, times, length of journey, suitable clothes, footwear etc.)
- The ratio of adults to children should be a minimum of 1/5 if under 5 and 1/6 if over 5. (In some circumstances the ratio of adults to children may be higher depending on the experience of the staff, the needs of the children and the type of trip planned.)
- Once the outing is approved the Class teachers will be the Party Leaders and staff will proceed with the necessary arrangements with support from a member of the admin team as Duty Officer (likely to be Office Manager). Most visits involve two classes and one member of staff will be given overall responsibility as the Main Party Leader. Class teachers should consult with the Headteacher/EVC to find out who will be allocated this overall responsibility.
- The Party Leaders should be aware of any sites to be visited that may be in any way sensitive including places of worship, environmentally sensitive areas, etc, and the group should be briefed accordingly.
- The Party Leaders will ensure that they have a clear view of the purpose of the visit and the standard of behaviour expected of the children.



- The Party Leaders will arrange the necessary letters/consent forms for parents, along with the admin team and the Headteacher will sign these. No child may take part in a visit without a consent form. (See Appendix F).
- The Party Leader may choose not to have a group in order to supervise all sub group leaders.
- Sub group leaders should follow the instructions of the Party Leader and ensure a good level of control over / discipline amongst the party. They should inform the Party Leader of any medical condition that could impact on their ability to supervise effectively. If a sub group leader deems an activity would risk health and safety of anyone they should stop the activity and inform the Party Leader.
- **No** child who is not currently enrolled in the school will take part in outings.
- On all visits the Party Leaders remain responsible for the children from the time they leave the school building until they return.
- **Party Leaders retain the primary responsibility for the care and supervision of their classes at all times.** The Main Party Leader has the responsibility of the whole party.
- At the end of visits all children return to their classrooms and parents/carers will meet them at the door.

5. HEIGHTENED SECURITY AWARENESS

- There is always the possibility of being close to, or caught up in, a significant event, e.g., a terrorist attack. This needs to be kept in perspective and managed in a thoughtful and proportionate way.
- The anxiety of parents, teachers and children is understandably heightened following an incident. As part of the response to staying vigilant and carrying on as normal, it is important to decide about each visit on its merit.
- When planning visits, the likelihood that the destination and venue could be at risk of a terrorist attack or other significant event will be considered.
- All staff should:
 - be aware of the latest news relating to the destination of the trip;
 - in the UK, know the current threat level (available at: <https://www.mi5.gov.uk/threat-levels>);
 - consider the threat of terrorism as part of visit risk management.

See Appendices B and C.

6. RISK MANAGEMENT

- Comprehensive Risk Assessments will be completed by the Party Leaders on the school server, retained and printed out prior to each trip.



- The Party Leader will have the skills, status and competency needed for the role, understand the risks involved and be familiar with the activities planned.
- Risk Assessments will be reviewed and agreed by the Headteacher and EVC.
- The risk assessment process will involve identifying hazards, deciding who might be harmed and how and evaluating the risks and deciding on precautions. Findings will be recorded and implemented. (See attached Risk Assessment template in **Appendix G**.)
- The risk assessments should cover current heightened security concerns
- Children should be appropriately briefed before any visits. Pre-visit work will include learning about taking responsibility for themselves, risk awareness and managing risks.
- All children should be supervised in the toilet areas by an accompanying adult and not left alone with members of the public. This may mean boys visit the girls' facilities.

7. VOLUNTEERS

- The Party Leaders are responsible for choosing all volunteers and sub group leaders carefully.
- The Party Leaders must brief all accompanying adults, ensuring that their roles and responsibilities of accompanying are clearly explained (purpose of visit, their responsibilities, the level of supervision required, the standard of behaviour expected and any potential hazards). All volunteers should read and sign a copy of the risk assessment at the briefing.
- Staff must ensure that all parents who help on offsite trips comply with the current DBS procedures;
- Volunteers should follow the instructions of the Party Leader and ensure a good level of control over / discipline amongst the party;
- Volunteers should inform the Party Leader of any medical condition that could impact on their ability to supervise effectively;
- The Party Leaders will explain that only school staff should take photographs of the children throughout the day to comply with school policy, parental permissions and Safeguarding.

8. SAFETY & EMERGENCY PROCEDURES

- Party Leaders should ensure that all sub group leaders are given a list of children in their group and any necessary medical advice. Necessary medication should be in the care of the accompanying sub group leader.



Policy: Educational Visits

Approval date: 30th March 2022

Review date: Spring 2024

- A first aid kit and a set of spare clothes will be taken on every coach and the Party Leader should ensure that adequate first aid provision is always available.
- As a minimum, at least one member of school staff trained in Emergency First Aid must accompany every visit and where separate sub-groups of young people will be created during the course of a visit, each must have a similarly trained leader. However, depending on the nature of the visit a higher level of qualification may be required.
- For EYFS outings, there must always be at least one member of staff present who holds a current Paediatric First Aid certificate.
- Members of staff will have a mobile phone to use for emergencies;
- Party Leaders should arrange meeting times during the day with their sub groups and head counts should be made regularly. A rendezvous point will be established and clearly communicated to the whole group.
- Parents will be reminded to ensure that no nuts/nut products or glass containers are included in packed lunches.
- Additional water will be taken for emergencies on long distance outings.
- In most circumstances, children will wear school uniform for identification when they go on visits. However in some circumstances this may not be appropriate due to the activities involved and suitable clothing will be decided in consultation with the Headteacher.
- The Party Leaders must ensure that all reasonable safety precautions, those described in the Surrey guidelines and those dictated by common sense, are properly carried out. Additional particular arrangements may need to be made for children requiring extra supervision or care. The Headteacher and EVC will take reasonable and practicable measures to include young people with SEN or medical needs on a visit.
- Where necessary, individual children's medical needs will be included on the risk assessment.
- The Party Leaders should be aware of all emergency procedures and be clear about how these can be put into place. This responsibility overrides any other site leader except for representatives from the emergency services.
- In the event of a serious accident the Party Leaders will follow the guidance notes given in the school's 'Emergency Plan'. A simplified version is carried in the First Aid Kit alongside Operation Duke cards.
- The Headteacher will keep a written record of any incidents, accidents or near misses.
- Staff should read the 'Supporting Pupils with Medical Needs' Policy in regards to medication of children being brought on trips.



9. IN THE EVENT THAT SOMEONE GOES MISSING

- The school places pupil and staff safety as its top priority when participating in school trips. Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy.
- All staff members will be required to carry mobile phones with them at all times.
- In most cases, children will wear school branded clothing, in order to make them easily identifiable.
- Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip:

- The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least one adult to start looking for the person and this person will look for the missing person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 10 minutes, the party leader will contact the local police.
- If the police are called, the trip leader will contact the Headteacher, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

10. BEHAVIOUR

- Appropriate behaviour will be discussed with the children prior to leaving school.
- The children will be expected to follow the school rules as if they were still in the school grounds.
- When everyone is seated on the coach, Party Leaders will remind children about correct behaviour during travel eg sitting back in seat, quiet atmosphere, use of seat belts, etc.
- All adults will ensure that the children take care and behave appropriately whilst walking along and crossing roads and following pathways.



- All adults will model and monitor correct behaviour when moving around in public places.

11. INCLUSION

- Every child has the opportunity to take part in trips organised by their class/year group teachers. Parents are informed of the activities involved and return an exclusive permission slip for that specific trip.
- The visit's educational objectives will be inclusive.
- Best endeavours will be made for the medical needs and special educational needs of all the young people in consultation with parents.
- No child will be excluded for financial reasons.

12. INSURANCE

Before booking any trips, the school will ensure the booking has been checked with the insurance company and/or venue to check it is covered in the event of a cancellation.

Party leaders should check insurance details with the EVC who will ensure compliance through TAMAT's Compliance Officer.

13. FINANCE

Parents will be asked for a voluntary contribution to cover the cost of travel and entrance for all members of the party including children and accompanying adults. No child will be excluded for financial reasons, but the proposed visit may not take place if there are insufficient voluntary contributions.

14. EVALUATION

Following the outing, Party Leaders should review and evaluate the visit, including the risk assessment and give the Headteacher details of any changes necessary.

15. MONITORING EVALUATION AND REVIEW

This policy will be monitored, evaluated and reviewed by Local Academy Board, Headteacher and all teaching staff on a 2-year cycle.



16. LINKS TO OTHER POLICIES

- Charging and Remissions Policy
- Emergency Plan
- Health and Safety Policy
- Learning Policy
- Child Protection and Safeguarding Policy
- Special Educational Needs and Disability Policy
- DBS Policy
- Use of Photographic Images Policy

17. GUIDANCE

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- The Health and Safety at Work etc. Act 1974
- SCC 'Guidelines for Educational Visits and Outdoor Activities'
- SCC (2021) 'Guidance for Outdoor Educational Activities and Off-Site Visits 2021'



APPENDIX A

The following general guidance has been taken into consideration when formulating the policy above. Our policy specifies our procedures relevant to our school.

The following section outlines the roles and responsibilities of the Party Leader, the Educational Visits Coordinator (EVC), the Headteacher, supervisory staff and the Local Academy Board (LAB).

The Party Leader

Appointed by the EVC and/or Headteacher, the Party Leader has overall responsibility for the control and leadership of staff and young people throughout the duration of the visit or journey. They should be appointed on the basis of seniority, personality and experience.

Party Leaders should have two or more years' teaching experience. However, it is recognised that for particularly simple activities, eg, a local visit, the Headteacher might, at his/her discretion, select a less experienced Party Leader.

In all cases, the visit can only go ahead if there is a suitable party leader.

The responsibilities of the Party Leader include:

- Obtaining the appropriate level of approval for every visit or journey.
- Following the LA and LAB regulations, guidelines and policies.
- Appointing a deputy to support the Party Leader. They will assume leadership responsibilities if the leader is no longer able to lead, e.g., becomes unwell at short notice.
- Ensuring adequate first aid provision is always available.
- Delegating responsibilities to other staff members.
- Ensuring that all supervisors are carefully chosen.
- Being aware of child protection issues.
- Reviewing each visit, informing the Headteacher and EVC concerning any significant incident or where adjustments might be made.
- Having enough information on the young people proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.



Policy: Educational Visits

Approval date: 30th March 2022

Review date: Spring 2024

- Stopping the visit or an activity if the risk to the health and safety of party members or members of the public is unacceptable and having a back-up alternative plan in place for such an eventuality.
- Ensuring supervision ratios are appropriate and supervisory practice is good. With regard to good supervision, it is important to consider how it would be affected if a member of staff were for any reason required to leave the party.
- Ensure permission letters have been sent out to parents prior to the trip.
- Undertaking all aspects of the planning and preparation, including the preparation of parents, staff and young people via letters and pre-visit briefings. The Party Leader should also complete a thorough risk assessment, which has taken into account issues raised by their preliminary visit. Further information on preliminary visits and risk assessments can be found in sections 4 and 5 respectively of the SCC guidance document (see Paragraph '17. Guidance' in this policy). They will ensure all essential documentation has been completed and approved by the Headteacher and EVC.
- Preparing the staff attending the visit, ensuring that roles and responsibilities have been clearly established for each member of staff; this should also include the nomination of a deputy. Supervisors should be well informed concerning the programme and aims of the visit.
- All staff should be made aware of the emergency procedures and should know how to get hold of the school's emergency contact. Staff must also have a good knowledge of any medical or special needs the young people may have.
- Developing a programme for the visit that is appropriate to the abilities and needs of the young people, whilst remaining consistent with the school's aims and objectives.
- Create an itinerary prior to the trip and distribute this to pupils, parents and staff.

The above points define particular responsibilities of the Party Leader, but it must be stressed that the Party Leader has overall responsibility for all aspects of the journey or visit and as such must be familiar with all the guidance within the SCC guidance document (see Paragraph '17. Guidance' in this policy), giving proper consideration to any directions or advice given.



The educational visits co-ordinator

The EVC's functions are to:

- Communicate with the LA to ensure that LA requirements, including those of risk assessment, are carried out appropriately.
- Support and advise the Headteacher, LAB and Party Leaders with approval and other decisions.
- Work with the Headteacher to assess, choose and induct Party Leaders and other supervisory adults, and ensure that the Party Leader is competent in consultation with the Headteacher.
- Work with the Headteacher to organise relevant training so that staff and volunteers can feel confident in conducting their duties.
- Ensure that systems and procedures outlined in this policy are adhered to, overseeing the planning of trips, ensuring all documents including risk assessments are up to date and completed by Party Leaders and that educational visits are well planned.
- Ensure that all DBS disclosures are in place as necessary.
- Ensure the Party Leader obtains the consent or refusal of parents, having provided complete details of the visit beforehand, such that parents can grant or refuse consent on a fully-informed basis.
- Organise emergency arrangements and ensure that there is a duty officer in school for each visit.
- Ensure that the party staff understand how to contact the duty officer and other emergency contacts.
- Keep records of individual visits including reports of accidents and 'near accidents' by using Surrey EVOLVE.
- Review systems and, on occasion, monitor practice.
- Ensure that portable first aid kits are available to groups taking part in off-site activities and that these kits are checked regularly by a designated member of staff.

The EVC should be completely familiar with the responsibilities identified for heads of establishment. It is likely that heads of establishment will delegate to the EVC many of the tasks necessary to perform these duties

The Headteacher

In general, the Headteacher is responsible for ensuring that the Party Leader properly plans and manages visits and journeys. The purpose of the activity should be compatible with the aims of the establishment and form part of a planned, coherent programme. In addition, heads of establishment, in



conjunction with the EVC, should ensure that appropriate policy and procedures are in place to give young people the best possible experience in the safest possible way, such as ensuring that the school has a positive policy on inclusion and a clear system for monitoring visits or journeys.

Responsibilities of the Headteacher are to ensure that:

- There is appropriate delegation of tasks to the EVC.
- Visits comply with all guidelines and regulations set out by the school and the LA regarding health and safety.
- The purpose of the activity is appropriate for the group involved.
- The visit's educational objectives are inclusive and are made known to the relevant parties via the pre-visit documentation.
- The responsibilities laid out for EVCs and Party Leaders are properly discharged, such as checking that party leaders have completed risk assessments prior to the visit.
- The purpose of the activity is compatible with the aims of the establishment and is part of a planned, coherent programme.
- The EVC selects a suitably competent and experienced Party Leader, who is qualified to lead the party and of a physical fitness appropriate to the nature of the activity.
- The ratio of supervisors to young people is appropriate.
- There is a system for evaluating all visits and journeys in order that future ventures can be enhanced as necessary. The evaluation should also be used to inform training needs, for which resources should be made available where a need is identified.
- The LAB is aware of all visits and has sufficient information so that it can raise questions and give direction as necessary.
- With the EVC, the risk assessment has satisfactorily responded to all issues raised from all relevant visit information, including preliminary visits.
- School emergency procedures are in place and that these are discussed, evaluated and understood by staff. Parents and carers of young people attending visits and journeys should also be given written details of these procedures. The LA can advise heads of establishment regarding current emergency procedures.
- Consideration is given to best value in the choice of contractors and types of contracts made.
- Contractors have appropriate emergency procedures and that these will successfully link in with those of the school and LA.
- A de-brief is carried out with the EVC and Party Leader following any significant visit or incident. In practice this would include foreign and residential visits or day visits during which an incident occurred.
- There are adequate child protection procedures in place.



Policy: Educational Visits

Approval date: 30th March 2022

Review date: Spring 2024

- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered.
- Group leaders have been allowed sufficient time to organise visits properly.
- Time and resources are available for the induction and training of staff and volunteers.
- The LA or LAB has approved the visit, if appropriate.
- Parents have signed consent forms.
- All Party Leaders and the duty officer have the names of all party members and the duty officer has names of children, adults and next of kin.
- Arrangements have been made for the medical needs and special educational needs of all the young people.
- Adequate first aid provision is available.
- The mode of transport is appropriate.
- Travel times out and back are known, including pick-up and drop-off points.
- The address and phone number of the venue to be visited and a contact name are known.
- A duty officer has been nominated and the Party Leaders all have contact details and a copy of the emergency procedures.
- Accreditation or verification of providers has been checked.
- Staff have considered the possible risks and the implications of these on the outing.
- The consent form carries details of the contingency plan (see Appendix F – Consent Form).
- The proper recording and reporting of accidents and incidents takes place. Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- The Headteacher will ensure there is a contingency plan in place in the event of a member of staff being absent.

In addition, the Headteacher has a number of responsibilities pertaining to emergency procedures and arrangements. These are identified within the Emergency Procedures section of the SCC guidelines document (see Paragraph '17. Guidance' in this policy).

In situations where it is proposed that the children, relatives or close friends of staff will be with a school group on an off-site activity, there is a risk that a conflict of roles may occur. With this in mind, the role and responsibilities of the leader or any designated supervisor must be made absolutely clear, i.e., that his/her first duty is to the group as a whole. Any adult not accepting this should not be chosen. In particular, heads of establishment should consider the advisability of



allowing children of a different age from those in the group to accompany the party. However, a possible solution, where children of staff are involved, might be that a friend or partner might accompany the group and take responsibility for those children only and have no other supervisory role. Such an accompanying adult should meet the full cost of his/her place.

The Headteacher is recommended to have a de-briefing session with the Party Leader soon after the group's return, in order that future off-site activities can be enhanced if necessary. (National Guidance 2014 for Educational Visits and Outdoor Learning.)

Sub-group leaders

Sub-group leaders should follow the instructions of the party leader and ensure a good level of control and discipline amongst the party.

Supervisors should make the Party Leader aware of any inability or medical situation that could or would have a significant impact on their ability to supervise effectively.

Supervisors should consider stopping activities and informing the Party Leader if they think the risk to health and safety of anyone in the party is unacceptable.

Volunteers on the Trip

- Adhere to this policy and apply its principles when participating in the trip.
- Participate in any relevant checks before the trip in line with the DBS Policy.
- Read and understand relevant policies, such as the Behaviour Policy.
- Ensure they are competent and comfortable with their delegated responsibilities by partaking in relevant training (if required) and attending the trip briefing.
- Supervise and ensure the safety of pupils by following the procedures outlined by the Party Leader.
- Assist pupils with needs during activities, e.g., escorting them to the toilets.

The Local Academy Board (Governors)

The LAB should ensure that:



Policy: Educational Visits

Approval date: 30th March 2022

Review date: Spring 2024

- There is a school policy for educational visits.
- There is a specific and stated objective for every visit.
- The Headteacher/Party Leader shows how their plans comply with the LA's and school regulations and guidelines.
- Significant issues or incidents are reported back to the LAB. The LAB should challenge the nature of the visit if educational objectives are not inclusive or unclear, or the means to meet these objectives are not realistic or inappropriate for the group concerned. It is not expected that Governors should become involved in risk assessments or related planning matters.
- Early planning and pre-visits take place such that their outcomes can be properly acted upon.
- Bookings are not completed until external providers have met all the necessary assurances.
- An agreement has been reached with the Headteacher regarding which types of visits they will be informed about and how this will be managed.
- The Headteacher and EVC have taken all reasonable and practical measures to include young people with SEN or medical needs on a visit.



APPENDIX B

Frequently Asked Questions – Visits and the threat from terrorism

What should we do about visits given the current threat of terrorist attacks?

The current global situation means that the possibility of being close to, or caught up in, a terrorist attack is a risk faced by us all. Like all risks this needs to be kept in perspective and managed in a thoughtful and proportionate way. To provide some perspective - the UK government identifies five levels of threat from 'low' to 'critical'. Since 2006, when this level was first published, it has never been below 'substantial' – the middle level.

The understandable anxiety of parents, teachers, children and young people is particularly heightened following an incident. As part of the response to staying vigilant and carrying on as normal, it is important to decide about each visit on its merit. The following guidance for visit planning explains how we may reduce our vulnerability while carrying on as normally as possible.

When planning any visit consider the likelihood of the destination, venue or transport hubs being at risk of a terrorist attack.

It is sensible to:

- Be aware of the latest news relating to your destination
- In the UK know the current threat level (available at: <https://www.mi5.gov.uk/threat-levels>.)
- When travelling abroad check the FCO website www.fco.gov.uk in the early stages of visit planning, at regular intervals and immediately prior to leaving.
- Consider the threat of terrorism as part of visit risk management and include it within visit emergency plans.

When visiting crowded places such as a major city, venue or event, where the risk of attack may be greater, consider within your planning:

- Possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter.
- How to minimise waiting time at busy venues. Where to wait and gather for head counts.
- How to minimise queuing times (such as not carrying unnecessary items) to speed up search and entry.
- Are staff phones charged and numbers shared?
- Do all leaders have all group information? Will they be spaced apart?



Policy: Educational Visits

Approval date: 30th March 2022

Review date: Spring 2024

- A contact card for all participants giving a number to call if separated from the group, and the name and telephone number of the establishment
- How you would get away in an emergency, bearing in mind that the direct route and planned transport might no longer be an option. Are you aware of alternatives and can you access emergency funds to pay for them?
- Do you need to leave the site immediately with the crowd at the end of the visit event?
- The possibility of an enforced overnight stay and what this might entail – for example do you need a reserve of any critical medication?
- How the leadership team might manage an enforced group split.

During the visit:

- Be vigilant and aware of your surroundings – know where the exits are and where you would run to.
- Be aware of the possibility of suspicious items. (See point 5 the 4Cs - <https://www.gov.uk/government/organisations/national-counter-terrorismsecurity-office>). You may need to copy and paste this link into your browser to make it work.
- When staying at any place for more than 30 minutes, identify emergency meeting points in case the group is forced to move and becomes split.
- Avoid congregating too long around entrances to major public sites.
- At ports and airports don't linger unnecessarily on the public side of security screening.
- Be aware of the 'Stay Safe' principles: 'Run, Hide, Tell' and know what to expect if you encounter armed response officers (see point 2 in 'recognizing the terrorist threat': <http://tinyurl.com/pp4fxmu>)
- The experience of the National Counter-Terrorism Security Office is that decisive leadership is key.

The website of the National Counter Terrorism Security Office:

<http://tinyurl.com/o5qjkvs>



APPENDIX C

Heightened security

Advice to establishments in light of terrorist activity

Terrorism and violence have threatened us for years but 2015 saw the arrival of a 'new order' in the way that such hideous acts are conducted and exported in such a consistent and seemingly globally linked way.

- In most circumstances, school groups are unlikely to be specifically targeted by terrorists but they could easily become caught in post-incident disruption following an incident. Since not at greater risk than the general UK population per se, our advice for school and student groups is therefore practical and logistical. Much of our advice should be included in risk assessments and ultimately, a decision needs to be made on whether to go ahead with the trip or not as altering plans is the only way to guarantee safety. It would be a shame if the threat of international terrorism prevented school and student travel so a sensible calculated balanced decision needs to be made. We hope that this article will help schools make such assessments. This article will help those responsible for making these difficult decisions, either as a tour operator or as a school Headteacher.

The direct effects of terrorism are of course difficult for us to counter but greater visit planning can help avoid situations, and also help improve response if groups are affected to an incident by geographical proximity.

General considerations for all visit types

- Consider increasing supervision ratios from normal arrangements. If for example small groups of older students are allowed to spend short periods of time indirectly supervised by staff, consider removing this additional freedom.
- Stay alert to local and national news before and during.
- Carefully consider the relative benefits of visits to religious or political venues and events that could be considered higher risk.
- Assess the needs of SEND students and their ability to react and respond to dynamic situations.
- Communicate openly with customers or parents in advance to reassure them that safety is the priority and has been carefully considered by the organisers.
- Remind students to remain vigilant and alert, reporting anything suspicious to leaders.



Policy: Educational Visits

Approval date: 30th March 2022

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- Remain alert to more 'usual' crime since this remains far more likely than terrorism.
- Brief participants in advance that if they are caught up in a security situation, that they should try and get away as quickly but safely from the immediate vicinity as possible, leaving baggage or other belongings behind .
- Brief participants in advance to follow instructions of police or security forces at all times, being mindful that they may be armed and appear more intimidating than they are used to. Officers might be extremely forceful, direct and may even point weapons directly at them and others.
- Brief participants what to do if separated from each other in the event of a security incident. This should include designating specified physical meeting or 'muster' points and contact telephone numbers for staff. Remember that mobile phones may not work in the immediate hours after an incident so it is additionally important to designate a meeting location. Consider use of telephone boxes where they still exist for contacting the school or office. Phone networks were blocked by police in London following the 2005 7/7 attacks but were deliberately maintained by the French police in Paris November 2015.
- Data based communication services such as WhatsApp might work even when voice calls don't so consider setting up a trip-specific WhatsApp group for communicating in an emergency.
- Consider providing all participants with a printed emergency contact card with the school's or office's landline telephone number on it and provide space for them to write down their own home landline number.
- Leaders should carry a spare mobile phone (if possible on a different telephone network to the other handset) and spare battery or auxiliary charger. Simple items like a notebook, pen and torch can be really useful too.
- Each Leader should carry a team list with all participant details, including medical conditions and next of kin noted.
- Tell students that if they are separated, to ask for assistance from a police officer or other security official and state that they are a part of a school group. Remind them that police and security forces may be very forceful with the public in the immediate vicinity of an incident: this is necessary until people's identities are confirmed.
- Carry water (not just fizzy drinks!) and snacks on visits in case of travel disruption and long delays, especially in warmer months or climates.
- Carry additional personal medication in case of long delays.
- Be additionally vigilant in crowded places such as shopping malls, travel hubs and sports stadia.
- Consider changing either the date or visit location to a time or location that carries less risk.



In the event of a security incident on visit

- If groups are caught up in a security incident, Leaders should attempt to keep everyone together whilst moving away as quickly as possible. Keeping together may be difficult and is ultimately less important than speed of action and staying safe. Staying low and even better, moving away whilst behind solid.
- Objects such as concrete barriers or buildings (as opposed to just parked cars) will provide good protection.
- Once accounted for, it may seem obvious to try and travel from the town or venue as soon as possible. If this involves public transport, it may not be the best option as some terrorist organisations plan secondary attacks that specifically target transport hubs.
- The Group Leader should notify the home contact as soon as practicable, noting the known whereabouts of all members.
- Activate your organisation's crisis plan. Establish a crisis team at the school or head office that can become a communication focal point and receiving area for next of kin and students upon return in schools.
- Arrange the group's return transport when the situation is sufficiently secure to do so. In schools, parents should collect their children from school rather than travel to the incident location.
- Schools should communicate with parents using their normal methods where possible, including email and secure website areas.
- Consideration should be given to arranging proactive trauma counselling for students and staff after such an event.

Additional UK visit considerations

- Research the venue/s to avoid occasions when large crowds are likely or political demonstrations are planned in the area.
- Speak to local police (or police force where visit is taking place) for specific advice in advance.
- Liaise with venues in advance to understand their own security arrangements for school groups and any individual events.
- Stay alert to local and national news, especially for any changes to official UK security threat levels.
- Consider using private coach transport rather than the Underground or other public transport when travelling in London.
- Advice for visits to London are available through the Metropolitan Police.

(Association of School and College Leaders)



APPENDIX D

Visit or journey planning check list

The following checklist may prove useful in the planning and administration of an educational visit, but it must not be used in isolation and the relevant sections of the guidelines must be read in full.

Simple day visits not requiring transport or involving hazardous activities may not need to be processed in this way but the list may still prove useful as an 'aide memoire'.

'Who' is the most appropriate person to perform the task, not necessarily the Party Leader

'When' indicates when the task needs to be completed.

'Done' shows that the task has been carried out – the box should be dated.

	Who	When	Done
Initial planning			
Have the aims and objectives been set?			
Will the visits, aims and objectives be linked to part of a structured programme of classroom learning, prior to and following the visits?			
Has the date been initially identified?			
Has the venue been initially identified?			
Has the composition of the group been identified?			
Have the supervisory requirements been identified?			
What is the cost and who will pay?			
Initial approval from EVC and Head.			
The venue			
Has a venue been chosen, having considered best value, soundness of reputation and its ability to meet the aims and objectives?			
The preliminary visit			
Has a preliminary visit been undertaken?			
Has the checklist been completed if appropriate?			
Risk assessments			
Has a satisfactory risk assessment been completed? Has it been submitted to the EVC and Head?			



Have the young people been involved in the risk assessment?			
Have all outcomes of the risk assessment been shared with all appropriate members of the party?			
If appropriate, has the risk assessment been approved by the LA?			
Have any contractors' risk assessments been checked by the Adventure Activities Licensing Authority or the LA?			
Staffing	Who	When	Done
Have staff been identified and booked?			
Are the members of staff capable of meeting any special needs that might be in the party?			
Do staff need any special training or qualifications?			
Is there an appropriately trained first-aider available to the party at all times?			
Have all supervisors understood and agreed their roles and responsibilities with the party leader?			
Has a hierarchy been put in place and made clear to all in the party?			
Have all staff signed a medical disclosure form identifying any medical needs they have?			
Have all DBS checks been satisfactorily completed?			
Has a duty officer been identified?			

	Who	When	Done
Preparing young people			
Have the young people been involved in the preparation and planning of the visit?			
Do the young people know what standard of behaviour is expected of them?			
Do the young people know any rules and regulations they must adhere to?			
Do the young people know who their leaders are?			
Have the young people been properly prepared, trained, qualified and tested to undertake the planned activities?			
Do the young people possess hidden identity cards?			
Do they know what to do if lost or separated?			
Do they know what to do if approached by a stranger?			
Have pocket money limits been identified?			
Preparing parents and carers			
Are parents and carers fully aware of what all aspects of the visit entail, including cost, timings, venue and activities?			



Have parents and carers given informed consent for all activities to take place?			
Have parents and carers disclosed medical details and given medical consent?			
Have parents and carers given consent to use the various methods of transport involved?			
Have parents and carers attended a pre-visit briefing and question-and-answer session?			
Has dietary information been gained?			
Are parents and carers aware of the kit list?			
Has a phone tree been set up to communicate with parents and carers?			
Does the party leader have emergency contact details for all parents and carers for the duration of the visit?			
	Who	When	Done
Health and general welfare			
Has first aid been considered as part of the risk assessment?			
Has appropriate first aid equipment been brought on the visit?			
Are designated supervisors aware of and suitably trained to administer young people's medication?			
Have all young people's medicines been collected and clearly labelled?			
Are dosages and timings for medicines clearly understood?			
Do you have the contact details of local doctors and hospitals?			
Do all party members have the appropriate clothing for either cold or very hot conditions?			
Equipment			
Has a kit list been issued to the young people?			
What equipment should the school/youth group take – including party and leader equipment?			
What equipment will the contractor provide?			
First aid kit(s)?			
Transport			
What are the transport needs?			
Obtain quotes (reputable rather than cheapest).			
Check insurance.			
Has transport been finally agreed and booked?			
Have the relevant public transport services been made aware where and when your party will be travelling with them?			



If parents' cars are used, have they confirmed that they possess adequate insurance, tax, and MOT, where appropriate?			
Is there back-up transport in the event of an emergency or a breakdown?			
Hazardous activities and higher-risk environments			
Has approval been sought from the LEA?			
Have the activities been checked by the Adventure Activities Licensing Authority?			
Has someone (usually the LEA) checked activities not covered by the Adventure Activities Licensing Authority?			

	Who	When	Done
Finance			
Costing (produce)			
Communicate to parents			
Collection schedule – devise			
Collection schedule – communicate			
Receipts – start			
Receipts – end			
Bursary			
Account/Balance sheet			
Refunds – calculate/give out			
Pocket money – calculate			
Pocket money – communicate			
	Who	When	Done
Insurance			
Check cover for visit			
Communicate level of cover			
Communications			
Plan schedule of communications			
Emergency communications (plan and tell parents)			
Mobile phone for party leader?			
Environment			
Out of bounds areas identified			
Communicated?			
Marked?			
General			
On-site phone numbers			
24-hours contact number for site			
Approval – received from:			
Head			



EVC			
Governors			
LA			
Post-course evaluation			
Tips for future visits			

APPENDIX E

Preliminary visit check list

Have you met the venue manager or other senior staff member?	
Have you looked around the venue identifying potential risks, including heightened security risks, on or near the site?	
Have you confirmed with the organisation the type and level of supervision they will undertake?	
Are there proper arrangements for party members with special educational needs?	
Are there proper arrangements for party members with special medical needs?	
Have you agreed a programme with the organisation, confirming when and what responsibilities the organisation staff will have, regarding supervision and activity provision?	
Are there proper dining arrangements?	
Are there sufficient first-aid kits and trained personnel at the venue?	
Are there suitable emergency procedures, including fire exits, muster points, roll-calls and search procedures?	
Have you checked the accommodation is 'fit for purpose'?	
Have you seen the organisation running activities for another similar party?	
Do the agreed activities have appropriate educational value?	
Has their insurance been checked?	
Does the LA know the venue?	



APPENDIX F

Sample Letter to Parents and Consent Form

Dear Parents and Carers,

Year 2 Visit to Milestones Museum, Basingstoke

We are delighted to inform you that we have planned an educational trip for Year 2 to Milestones Museum in Basingstoke on [DATE]. This visit will enable pupils to experience learning away from the school site, as well supporting objectives in the history curriculum. We will be leaving school at approximately 9.00 am and we plan to return in time for dismissal at the usual time of 3.00 pm. The children will learn about what it was like to live in the past, specifically during the Victorian era, and they will have the opportunity to handle artefacts, ask questions about the past and use clues to find answers to some of their questions.

All children will require the following:

- **A small rucksack or similar bag** to carry lunch (this will leave the children's hands free).
- **Packed lunch from home or school (PLEASE SEE SEPARATE FORM.) (NO NUTS OR NUT PRODUCTS, SUCH AS NUTELLA PLEASE.)**
- **A drink** in a leak-proof drinking container – no glass bottles, fizzy drinks or tin cans please.
- **Pupils will be required to wear school uniform and should bring a coat.**

The cost of this trip is **£[AS CALCULATED]** which includes the coach fare and the cost of admission and educational activities led by a museum facilitator for each class. We would be pleased to receive this contribution no later than **[DATE]**. If you have a concern around payment, please contact the school office. Unfortunately, the trip may have to be cancelled if adequate contributions are not received. We aim to provide all trips at cost price.

You will be able to make your voluntary contribution, provide parental consent and select your packed lunch option through your ParentMail account using +Pay from **[DATE] until [DATE]**.

You will only need to complete and return the parental permission and packed lunch forms if you choose NOT to use +Pay in which case these should be returned to the school office by **[DATE]**.

Yours sincerely,
Year 2 Team



PARENTAL CONSENT FORM

ONLY TO BE COMPLETED AND RETURNED TO THE SCHOOL OFFICE IF YOU HAVE NOT MADE A VOLUNTARY CONTRIBUTION VIA PARENTMAIL +PAY

To: Headteacher

I give permission for my child to take part in the visit to:

Milestones Museum, Basingstoke

On: [DATE]

Cost: £[AS CALCULATED]

I wish my child to take part in the above-mentioned educational visit and, having read the information sheet, agree to him/her taking part in all or any of the activities described therein.

I have ensured that my child understands that it is important for his/her safety and for the safety of the group, that any rules and instructions given by the adults in charge are obeyed.

I certify that as far as I am aware my child is medically fit to undertake the journey and associated activities and there are no known health reasons why he/she should not go. I authorise medical treatment to be provided should this become necessary during the course of the visit.

In summer months, I will provide protection against sunburn (i.e., protective clothing and, when appropriate, sun cream applied by myself prior to the visit).

I understand that those supervising my child are in loco parentis and must exercise a standard of care that would be expected of a reasonable, prudent parent. I understand that in the event of unusual circumstances the Party Leader may elect to change the itinerary, bearing in mind that the health and safety of the children is paramount.

The Multi-Alliance Academy Trust will not be responsible for personal injury or any other damage or loss unless it is negligent.

Signature of
parent/guardian.....

Child's
Name.....



Child's
Class.....Date.....

Cheque	Cash	(Please tick as appropriate)
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I enclose: **£[AS CALCULATED]**

Cheques should be made payable to 'The Alliance Multi-Academy Trust'.



APPENDIX G

Risk Assessment

Health & Safety Risk Assessment Record Crawley Ridge Infant School				
Applicable to:				
Assessment Date:	Lead Assessor:		Persons consulted:	
Review Date:	Further Action Required? (circle)	Yes		

Process/Activity *	Hazards Identified*	Persons at Significant Risk	Existing Controls *	Are existing controls adequate? Y/N	What additional controls are required? (See Actions attached)



ACTION PLAN

Action Required	By Whom	Planned Completion Date	Date Completed