



# Inspire Education Trust

Together we achieve, individually we grow

## Educational Trips and Visits Policy

Blue Coat CE Secondary School

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**Policy Date:** March 2022

**Review Date:** March 2025

## Document History

Version	Status		Date	Author	Summary Changes
V1			March 2022	C. Taylor	Amended references to Deputy Headteacher to Educational Visit Co-Ordinator (EVC). Updated the Local Learning Area guidance. Pg. 17 – added the assistance of the Finance Team in calculating trip costs.

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Forms stored separately but referred to in the policy

BCEV001	Initial Date Approval Form
BCEV002	Non-Residential Trip Form
BCEV003	Residential and overseas Trip Form
BCEV004	Template Risk Assessment
BCEV005	Visit checklist
BCEV006	Cost Reconciliation
BCEV007	Pupil Code of Conduct
BCEV008	Medical Administration Form
BCEV009	Cat B2 and C Staff medical and emergency contact form
BCEV010	Cat B and C Visit Form for pupils (yellow)
BCEV011	Visit Review Form
BCEV012	Extended Learning Territory Record

Add Local Learning area

## 1. Introduction

At Blue Coat Church of England School, our vision is “Living life in all its fullness”. We exist to equip our students to ‘live life in all its fullness’ by providing excellent education, which is distinctively Christian and inclusive of all. At the heart of this education are the values of Care, Hard Work, Respect, Integrity and Servanthood, working Together for the good of all individuals, the school and wider communities. The conviction that we are created and sustained by God for living together in families and communities is at the root of our dedication to educating for life together.

The following terms shall be interpreted as indicated below when used hereinafter within this policy:

- a) ‘Trustees’ refers to the registered trustees of the Coventry Blue Coat Church of England School Foundation, registered charity number 511793
- b) ‘Academy trust’ refers to the holding body of the Academy namely, Blue Coat Church of England Academy Ltd, registered company number 7594562
- c) ‘Blue Coat School’ refers to the physical entity of Blue Coat Church of England School and Music College
- d) Any reference to their ‘the school’ or ‘the academy’ contained within this policy is taken to refer to the appropriate given body within context.
- e) ‘Educational Visits’, ‘Visits’, ‘Educational Trips’ and ‘Trips’ refers to any activity which takes place outside the boundaries of Coventry Blue Coat Church of England School and Music College.

The school aims to provide a rich and varied programme of opportunities for students to engage in learning outside the classroom; within the school, the local area and further afield. The programme of visits must be structured and progressive, to gradually develop young peoples’ confidence, independence, sense of responsibility, cultural awareness, and specific learning objectives.

### Context

We believe that educational visits are an integral part of the entitlement of every child to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes Blue Coat School a supportive and effective learning environment. The benefits of children taking part in visits and learning outside the classroom include (but are not limited to):

- Improvements in their ability to cope with change and novelty
- Increased critical curiosity and resilience
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other)
- Improved achievement and attainment across a range of curricular subjects. Students are active participants not passive consumers and a wide range of learning styles can flourish.

- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions giving them the tools and experience necessary to assess their own risks in a range of contexts.
- Greater sense of personal responsibility
- Possibilities for genuine team working including enhanced communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

## 2. Principles

Educational visits must:

- a) Be open and available to all eligible students
- b) Inclusive unless the context specifically requires otherwise
- c) Meet the needs of all students, who should be actively encouraged to take part
- d) Have a stated educational or recreational objective
- e) Cover all areas of the curriculum at some point during the academic year
- f) Be cost-neutral once all costs, payments and subsidies have been applied

Visit Leaders have the option to refuse to take students on visits if their conduct within school has warranted such a sanction or has been assessed by the Visit Leader as a potential risk to participants.

Provision is made for students whose families are in receipt of free school meals as per the charging and remissions policy.

## 3. Inclusion

Blue Coat is an inclusive school and all reasonable adjustments will be made to enable students to access all types of educational trips and visits.

- Visits provided as part of the curriculum as a course requirement. These would normally be funded by the school. All who study the course, such as Geography field trips where an examination follows, require full inclusion.
- Visits where a whole class or group attendance is desirable but suitable alternatives are available at school or through family experiences. Curriculum entitlement is not lost by non-attendance as this is an enhancement or enrichment activity. Inclusion of all is desired but not required. Family choice or other factors may mean that not all pupils attend.
- Enhancement or enrichment activity that is a clear choice or extra-curricular visit. Choice and other factors will mean that not all attend.

Where there are concerns for the health and safety of a student on any trip, it is important to determine the curriculum need and the health and safety issues of the child concerned and their

effect on other children or young people, as well as staff. If reasonable adjustments cannot ensure their safety and/or that of others, then that may be the reason they cannot attend that particular visit. The Blue Coat EVC would seek clarification from the Outdoor Education Adviser (Coventry LA) in each individual case in an attempt to find a solution to include the child.

All student applications for trips received up to the deadline will be considered. Behaviour is a key consideration in deciding who can attend a trip – see Student Behaviour section. If a trip is over-subscribed, we will look to see if the numbers for the trip can be increased. Failing that, we will look at the trips accessed by students in the last two years. Students who have not attended a residential in this time will take preference, along with students who have previously not been allocated a place on an oversubscribed trip.

#### 4. Application of policy

Any visit that leaves the school grounds, whether as part of the curriculum, during school time or outside the normal school day, is covered by this policy.

Blue Coat School adopts Coventry City Council's [Policy for the Management of Visits, Trips and Learning Outside the Classroom](#) (currently dated May 2020, in force as of October 2011, available via the EVOLVE homepage). EVOLVE is the web-based notification, approval, monitoring and communication system, used by Coventry City Council, to which all staff have access).

All staff are required to plan and execute visits in line with Coventry City Council's policy. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the OEAPNG (Outdoor Education Advisers' Panel National Guidance).

**Members of staff leading educational visits must have read this policy and Coventry City Council's Policy for the Management of Visits, Trips and Learning Outside the Classroom and their signature on the BVEC002 or BCEV003 visit detail form confirms they have done so.**

There are three types of visit, for each of which the approval process is slightly different:

1. staff using the local area to deliver lessons (see Extended Learning Territory section)
2. other visits within the UK excluding adventurous activities BVEC002
3. Any visit involving adventure activities, residential and/or involving travel abroad BVEC003

Additional training for staff is available on the Blue Coat SharePoint.

#### 5. Student Behaviour

Whilst wishing to provide opportunities, both educational and social, the school retains the right to refuse an individual student from participating in a visit if he/she could not be trusted to behave in an acceptable manner, or where it was considered inappropriate for other reasons, such as a student who has misbehaved prior to the visit and it was felt wrong to reward him/her by allowing participation in a particular visit.

Parents must be informed of the right to refuse students from participating in trips on the grounds of behaviour by each Visit Leader via the first letter informing parents of the trip. Prior to the trip pupils and parents will need to sign a Code of Conduct BCEV007 form for all residential trips.

The following paragraph must be used:

*Acceptance on this trip is subject to good behaviour and a satisfactory reference from the student's Head of House. Students who are poorly behaved will forfeit their right to attend. Any monies already paid will be refunded if they can be recovered without loss to the school. All other sums will be forfeited.*

Serious breaches of behavioural expectations on residential trips may result in students being repatriated at parents' expense (in the case of overseas trips) or collected and taken home (in the case of UK trips). Additional sanctions, depending on the nature of the breach, may also be imposed. These sanctions include fixed term and permanent exclusion.

## 6. Roles and responsibilities

**The Governing Body must:**

- Ensure that arrangements are in place and that Coventry City Council regulations and guidance are being translated into working systems
- Ensure that the Governing Body has its' own systems in place to support this process: a named Governor rather than a group; an approval process for trips requiring Governor approval; dedicated discussion and review time at meetings
- Have the ability to act on behalf of the parents to ascertain if the specific event arrangements and risk assessments are in place and appropriate.

**The Head/Deputy must:**

- Ensure that the management of visits meets the regulations and guidance offered by Coventry City Council, Department for Education and others as well as conforming to the school's own Health & Safety policy
- Ensure that the Governing Body is kept appropriately informed and accreditation of or verification of providers has been checked
- Ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment
- Ensure that staff have opportunities to undertake CPD relating to good practice and procedures, and where necessary to obtain formal qualifications.

**All off-site activities and educational visits will require the approval of the EVC signified by a signed Initial Date Approval Form.**

**The Educational Visits Co-ordinator must:**

- Liaise with the Outdoor Education Adviser where appropriate

- Be involved in educational visit management in order to ensure that Coventry City Council's guidance and regulations are followed and to confirm that satisfactory risk assessments have been carried out
- Oversee the trip logging system, Evolve
- Be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers
- To provide information on the training of leaders and other staff, and to provide support for staff and volunteers new to the visit
- Ensure DBS clearance is in place for all staff and volunteers
- To ensure that liaison with parents and obtaining consent are effective
- Ensure that the school has robust emergency procedures in place and knows how to liaise with Coventry City Council team should an emergency occur
- Ensure that the school complies with Coventry City Council requirements for reporting incidents and accidents (including 'near misses')
- Support the Head and Deputy in the management of and evaluation of educational visits
- Use and apply suitable record-keeping practices for both students and young people and leaders off-site, with due regard to Data Protection legislation
- Learn from previous experience, recording successful practice, and be able to use them and move on
- Monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory
- Ensure that any use of student, staff or parent information complies with the Data Protection Act 2018

#### **The Visit Leader must:**

- Be approved to carry out the visit, suitably competent and knowledgeable about the school's and LA's policies and procedures
- Plan and prepare for the visit and assess the risks, with support from the EVC if required
- Define the roles and responsibilities of other staff and students and ensure effective supervision of what they do
- Agree with a senior member of staff for them to act as the Emergency Base Contact, should a trip be taking place outside of school hours, and ensure they have a full trip pack
- Obtain EVC approval for the visit, and Governor's where appropriate, within the defined timescales for visit approval
- Have enough information on the students taking part in order to risk assess their suitability for the visit or specific activity
- Consider stopping the visit if the risk to the health & safety of the students is unacceptable and have in place procedures for such an eventuality
- Ensure the leaders have the details of the established Emergency Base Contact
- Ensure that all staff taking part in the trip are fully briefed, including on their own role and responsibilities
- Ensure that the use of any student, staff or parent information complies with the Data Protection Act 2018
- Enter details of the trip onto Evolve, ensuring it is updated as soon as any information changes



- Be responsible for parent liaison, and obtaining consent for all students
- Prepare and manage a trip budget, ensuring it is cost-neutral and includes a contingency and that any surplus funds are returned in equal measure to all contributing parents/carers.

## 7. Staffing

We realise that staff competence is the single most important aspect of safe trip management and so we support staff in developing this competence in the following ways:

- An 'apprenticeship' system, where staff new to visits assist and work alongside experienced Visit Leaders before taking on a leadership role
- Supervision by senior staff of some educational visits
- Support for staff to attend training courses relevant to the role of Visit Leader
- In-school/virtual CPD sessions run by experienced and trained Visit Leaders

In deciding whether any member of staff is competent to be a Visit Leader the Head teacher and/or Deputy Head will consider the following factors:

- Level of relevant experience, including whether they have led/participated in the same or similar trips previously
- Any relevant training undertaken
- The emotional and leadership ability of any prospective Visit Leader to make dynamic risk management judgements and take charge of any emergencies that may arise
- Knowledge of the children, the venue and the activities to be undertaken
- In some circumstances (e.g. first aid, adventurous activities) a formally accredited qualification may be required.

The EVC and Head reserve the right to withdraw a member of staff from a trip in the interests of student safety.

All staff taking part in category B2, or C visits will be required to complete the staff consent form, BCEV009, which details medical needs and emergency contacts.

### Volunteers

Visit Leaders should make every effort to recruit the necessary staffing by approaching colleagues employed by the school, normally through the relevant Heads of Department. In the event of this failing to produce enough volunteers, with the permission of the Head or Deputy Head, the Visit Leader may invite other appropriately experienced and qualified adults to accompany the trip. All volunteers must be approved by the Head in writing including spouses or partners or other relatives of staff. The Head may require volunteers to provide character references. Any volunteer accompanying a trip will be required to complete a DBS check. This will take time (usually a minimum of three weeks) so should be allowed for in the planning process.

## Ratios

In general terms the law does not prescribe activity-specific staffing ratios, but it does require that the level of supervision and group management is 'effective'.

Effective supervision should be determined by proper consideration of:

- Age (including the developmental age) of the group
- Gender
- Ability of the group (including special educational needs, behavioural, medical and vulnerability characteristics etc)
- Nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions)
- Staff competence (including whether staff have previously led or assisted a visit, and whether it is an activity which requires trained staff, e.g. visits near water margins)
- The consequence of a sole member of staff being indisposed, particularly where they will be the sole leader for a group for any significant amount of time
- For residential visits, staff must reflect the gender make-up of the students on the trip; e.g. if there are female students then there must also be female staff (and vice versa).

As a guide, for secondary age students a ratio of 1:10 may be appropriate. A **minimum** of two members of staff must accompany the visit (one as Visit Leader) regardless of the number of students.

The exception to this is sporting fixtures where the venue will have other DBS teachers from other schools attending, where one member of staff is sufficient. The minibus will have a laminated emergency card within it for pupils to refer to, should the single staff member become incapacitated.

Staff supervising off-site residential activities have 24-hour responsibility for supervising students and therefore must make sure they are capable of exercising that responsibility. Staff accompanying school visits must not drink alcohol during the trip or activity even when 'off-duty'.

## 8. Types of visit and Categories

There are different types of visit, for each of which the approval process is slightly different. **Governor's approval is required for anything other than a Category A or B1.**

1. Within 1 mile of the school boundary (see map) & during normal school hours. (Local Learning Area)
2. Within 15-20 miles of city boundary, non-hazardous, sports fixtures and Dol y Moch (Category A)
3. Beyond 20 miles of city, not adventurous (Category B1)
4. UK and Overseas residential not adventurous (Category B2)
5. Any visit involving adventurous activities, including theme parks (C1)
6. Duke of Edinburgh (Category C2)
7. Overseas adventurous using independent provider (Category C3)

Blue Coat School requires that trips involving theme parks, or adventure parks also require Governor's approval.

## 9. Visit Planning and Approval

The internal school approval process is as follows for each type of visit:

1. All visits must be **initially** approved by the EVC from a curriculum and calendar perspective. The Visit Leader must complete an Educational/Enrichment Visit Initial Date Approval Form BCEV001 considering the relevant submission dates (see below). This approval will be logged on the Trip spreadsheet and allocated a Visit number. The Visit Leader (VL) will be notified by email with a visit checklist document BCEV005 if the date is approved.
2. Depending on the category of the visit, the VL will be required to complete BCEV002 or BCEV003 depending on if the visit is residential. This will be submitted to the EVC for approval together with an initial risk assessment BCEV004 and costings sheet BCEV006. Please note that the EVC and Head have final approval of all trips upon submission of the relevant documentation.  
**Approval from a curriculum and calendar perspective is only the first stage of approval, and, as an example, if a visit has not been requested within the relevant timescale then it may not receive approval from the EVC and therefore will not be able to proceed.**
3. It is recommended the VL and EVC meet to discuss the trip, and to review the Risk Assessment. This is best done as early in the process as possible. There is a generic Blue Coat Risk Assessment which must be adapted for every trip with the specific risks for that trip, once approved, BCEV004.
4. All BCEV002 and BCEV003 forms and paperwork will be tabled at SLT.
5. For all trips that are not category A or B1, following SLT approval, the EVC will pass completed paperwork for Governor approval no later than 10 days before the next meeting.
6. No financial commitments must be entered into, and the trip must not be advertised until the appropriate approval (Deputy Headteacher, EVC and where relevant, Governor) has been given.
7. All visits must be logged on Evolve by the VL.
8. VL is responsible for planning the visit, including completion of the risk assessment, communicating with parents and students, preparing a trip budget (where relevant) and obtaining parental consent.
9. Category A must be **approved by EVC/Head no later than 28 days prior to the visit taking place, and by EVC no later than 14 days prior to the visit taking place.**
10. Visits beyond 20 miles of the city, but not adventurous (Category B1) must be **approved by EVC/Head no later than 90 days prior to the visit taking place, and by EVC no later than 28 days prior to the visit taking place.**
11. UK and overseas residential, not adventurous visits, and overseas adventurous visits using an independent provider (Category B2 and C3) must be **approved by EVC/Head no later than 12 months prior to the visit taking place, by Governors no later than 10 months prior to the visit and by EVC no later than 28 days prior to the visit taking place.**

12. Adventurous and Duke of Edinburgh visits (Category C1 and C2) must be **approved by EVC/Head no later than 6 months prior to the visit** taking place, by **Governors no later than 4 months prior to the visit** and **by EVC no later than 42 days prior to the visit** taking place. The school is required to submit these for Local Authority Approval 28 days in advance. Visit Leaders must check if an activity provider holds either a current AALA licence ([http://www.aals.org.uk/aals/provider\\_search.php](http://www.aals.org.uk/aals/provider_search.php)) or a current LOTC quality badge (<http://www.lotcqualitybadge.org.uk/search>). If they don't then they must complete a Provider Questionnaire (National Guidance document 8p).
13. A pre-trip planning meeting must be held for all staff and volunteers accompanying any trip at which the Visit Leader goes over arrangements for the trip and the Risk Assessment, and at which duties and responsibilities are discussed and agreed.
14. Visits abroad require detailed planning to commence well in advance and the EVC must be kept up to date with progress. Checks must be made on any third-party providers and permission from the head teacher to use them be obtained before any deposits are paid. Third party providers who hold the LOTC quality badge (see above) do not require further checks. Those who do not hold this accreditation should complete and return a Provider Questionnaire (National Guidance document 8p), which Visit Leaders should scrutinise. The Head will need to submit final plans to the Local Authority 28 days before the departure date.
15. For residential trips, additional meetings are required – a Parents' Information Evening must be held before parents are asked to give their consent to their child participating in it. The evening should provide parents with information about:
  - the destination and the purpose of the trip (including the potential educational benefits)
  - transport arrangements
  - proposed itinerary/activities
  - clothing/kit list
  - accommodation arrangements (including security arrangements)
  - supervisory arrangements (e.g. details of staff accompanying the trip, remote supervision arrangements etc.)
  - health and safety information (including details of the major risks and how it is proposed to manage them)
  - insurance cover
  - behavioural expectations (pre-trip expectations, code of conduct for the trip, repatriation/return home arrangements)
  - costs and any payment plan arrangements
  - GDPR (General data Protection Regulation) and data protection information.

Parents must be informed of any subsequent significant changes e.g. to the itinerary, in writing.

## 10. Risk Management

Assessment of risks, and the recording of this process is a critical element of planning an educational visit. It should not be seen as a 'tick box' exercise, but as a dynamic, inclusive process

which should involve not only the Visit Leader but also other staff involved in the visit, and the students themselves.

The concept itself is quite simple:

- Somebody identifying a hazard
- Recognising that somebody is at risk from the hazard
- Putting some judgment on the potential likelihood and severity of the harm that might befall them
- Then, critically, putting in place the necessary control measures to rectify the problem.

The process of risk assessing a visit will inform your group management plan and improve your control of safety. The recording of risks and of the measures to mitigate the risks will demonstrate that Visit Leaders have followed good practice. The risk assessment should tell the 'story' of the visit by walking through the itinerary and documenting the risks and control measures for each step. It is essential that other staff on the visit, and the students, are aware of the risks and the control measures before the trip takes place – ideally, the risk assessment process will involve these groups but if not, then it will need to be communicated to them well in advance of the trip taking place.

There is a legal requirement for the risk assessment process to be recorded and for suitable and sufficient control measures to be identified for any significant risks. Blue Coat School have a standard format of risk assessment document for which many generic risks are included – see Appendix 1. There are generic risks which should be considered for any visit – e.g. children with medical conditions, safeguarding of students, travel arrangements but there will also always be risks which are specific to the individual trip being planned. Although a generic Risk Assessment exists, each trip should have the individual risks for that trip documented within the trip-specific Risk Assessment document as well as considering the general risks. The Risk Assessment must always be tailored to a particular visit, which may include adapting the generic risks and mitigation.

External providers may have their own Risk Assessment document which may be reviewed for information but these external documents must not be attached to Evolve, as Blue Coat staff are unlikely to be qualified to judge if they are suitable and sufficient. The provider's Risk Assessments are often technical and do not give information which will help with the planning and risk management of a trip. If the provider does not hold an external accreditation such as the LOTC quality badge or AALA licence (which would negate the need to ask for any further safety assurances) then the VL should ask the provider to complete an 8P provider statement (downloadable from the form section on Evolve). The provider should be questioned about anything that may help the VL plan and risk assess their visit such as 'Is there anything on site that I would need to brief my group about?'

It is important that while staff are away they recognise potential risk, hazard and harm and intervene appropriately to protect the students in their care. This process of dynamic risk assessment does not need to be recorded in writing but staff must be able to explain any adjustments made to the original assessment and why they made them if asked about them at a future date.

## **Preliminary Visit**

A reconnaissance trip in advance of any off-site activity enables staff to conduct detailed risk assessments and consider risk management strategies. It is strongly recommended for all trips featuring new venues and activities. Where no preliminary visit has been undertaken, the Visit Leader will have to convince the Head/EVC that the alternative arrangements have enabled adequate assessment of risks.

## **Swimming/Water Margins**

If an activity involves swimming, students' parents must give their consent in advance and indicate their child's ability. National guidance on swimming pools is available on the OEAP website and must be adhered to by the VL.

Swimming in open and coastal waters is a high-risk activity and requires a very high level of supervision. National guidance on natural water bathing is available on the OEAP website and must be adhered to by VL.

For Geography field trips in particular, it may be necessary for the VL to have a qualification in Safety Management at Water Margins – advice can be sought from the EVC prior to any arrangements being made.

## **Lowland/Hill and Moorland Trips**

For trips where part or all of the activity takes place on lowland/moorland or hills, it may be necessary for the VL to have an appropriate qualification – advice can be sought from the EVC prior to any arrangements being made.

## **First Aid and management of medical conditions**

The presence of a qualified first aider may not be relevant for all off site activities and visits, however a basic level of first aid support must always be available. The determination of the appropriate requirements should take the following into account:

- The nature of the activity
- The nature of the group
- The likely injuries associated with the activity
- The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response times).

A basic level of first aid support must available at all times. First aid and other medical needs should always be considered in the process of planning and the risk assessment of any visit. In circumstances where a nominated first aider is not appropriate, and therefore not accompanying the visit, the Visit Leader, or assistant Visit Leader, must be nominated to take responsibility for accessing qualified first aid support in the event of an emergency. In all circumstances, one or more of the staff leading the visit must:

- have a working knowledge of simple first aid and be competent to use first aid materials carried with the group
- ensure that sufficient first aid kits are taken on the visit (one per coach)
- know how to access, and be able to access, qualified first aid support
- have agreed to administer an 'EpiPen' or 'Inhaler' if a student with such a condition is present on the visit
- ensure that plans are in place to support students with particular medical conditions, e.g. diabetes
- during coach travel in which more than one coach is being used, ensure where students have a particular medical condition, such as asthma, allergies or diabetes the coach in which these students are travelling is staffed by those staff who have agreed to administer an 'EpiPen' or 'Inhaler', or who are trained in supporting students with diabetes
- have read this policy in conjunction with the school policies covering safeguarding of children with identified medical conditions.

As part of the preparation for the trip, a list will be provided by the trip team from SIMs of the students' medical and SEN needs, which the VL will need to refer to during the planning process to inform the risk assessment.

If any medication is administered by staff during the trip, a 'Medication Log Sheet' BCEV008 will need to be completed and should be retained with the trip documentation.

Depending on the nature of the trip it may also be necessary to collect medical information from staff – for example this will be a requirement when staff are accompanying a residential trip. The VL will also need to ensure they have up to date emergency contact information for staff.

## 11. Mobile phones

The School Office has a number of mobile phones which are to be used on school trips, for the trip lead and for the Emergency Base Contact. Students must be given the number of the school mobile phone issued to the Visit Leader to use in an emergency, before the trip departs. For residential trips and trips outside of school hours the number of the emergency base contact must be given to parents. Staff must not give personal mobile phone numbers to students. The school mobile phones must be returned to the trip team immediately following the return of the trip staff to school (the morning of the next working day when their return is after normal school hours).

## 12. Emergency Procedures

**A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**

The Visit Leader must ensure that they securely hold copies of the following documentation in the GDPR bag issued by the trip team. In the event of more than one coach being used, a copy of this documentation must also be held on the other coach(es):

- student emergency contact details and parental consent
- copy of the risk assessment including the emergency plan and contact telephone numbers

- copies of student Healthcare Plans where these exist
- information about the provider, including location and address, any safety information and provider instructions or guidelines
- Where relevant, staff medical and emergency contact details.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2 for further information). All staff on visits must be familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability; where it involves serious injury or fatality or where it is likely to attract media attention then assistance will be sought from the local authority.

Visit Leaders must ensure they have agreed with a senior member of school staff to act as an Emergency Base Contact during the trip – in the case of a residential trip it is advisable to have two emergency contacts. The emergency contact must be given a full trip pack by the VL to include the risk assessment, participant list and emergency contact details, full itinerary and supplier and staff contact details.

If there is an emergency with the VL directly, then the deputy VL will take control and action the emergency plans.

Students and staff should follow the instructions of emergency service personnel. The staff need to do what they can to ensure their own and students' safety and be prepared to adapt plans according to the circumstances.

If abroad, as soon as possible, they should establish contact with the British Embassy or Consulate, with the group's insurers and with the school emergency contact, who will in turn contact the local Authority.

### 13. Parental Consent

The school attempts to obtain blanket consent, for all local (within 20 miles), non-residential visits at the start of each year including sporting fixtures. It is the VL responsibility to ensure that consent has been given by parents/carers for all children on a local trip. Even where consent exists, parents must be given information if their child is taken on a local visit – this can be in letter format.

For any visits beyond 20 miles, or adventurous trips within 20 miles, information must be sent home giving the parents information on the visit and including Yellow category B & C trip forms BCEV010 which must be completed in full and returned to the Visit Leader before the trip leaves or the student cannot attend.

Trips and visits require a letter from the Visit Leader to parents setting out the arrangements for the visit. The letter should include:



- The deadline for the reply slip to be back, and the statement from the policy on selection of students.
- details of the nature and purpose of the visit including date and time
- information about transport arrangements including departure and specifically collection arrangements (especially if dark)
- information regarding clothing/kit
- information regarding eating arrangements and any money that the student might require whilst on the trip
- information regarding behavioural expectations
- information regarding costs (N.B. Parents cannot be charged for educational activities which take place during the school day but they can be asked to pay a voluntary contribution. School funds may be available to support students in receipt of FSM or who attract Pupil Premium)
- information regarding any known media at the event and consent for their child's image to be used
- the deadline for payment and parental consent
- Information regarding the need for their child to bring their medication/equipment with them on the trip or they won't be allowed to go
- reference to student behaviour requirements (see Section 5)
- the standard GDPR statement regarding data sharing.

The text of the letter must be approved by the EVC before it is sent out to parents. A letter template is available from the Trip Team and must be adapted by the VL, before approval and signature is sought from the EVC.

#### 14. Charging and funding for trips

Trips must be operated on a cost-neutral basis and Visit Leaders will be required to set out a budget for the trip upon requesting initial approval, with the assistance of the Finance Department in the calculation of all trip costs. This is to avoid miscalculations that could lead to financial shortfalls. This budget must include all known and expected costs and should include a contingency amount. If the contingency is unused, or excess funds greater than £5 per pupil remain once all invoices have been received, the excess contingency must be returned in equal proportions to all who contributed to the trip. The Finance Team will assist with this. If less than £5 per pupil the excess will remain in the trip account and be used to fund other educational events.

Visits which occur during school hours must be provided free of charge. Parents/carers can be asked to make a voluntary contribution towards the cost of the trip but there is no obligation on parents/carers to make any contribution. In reality, the value of the requested contributions equates to the total cost of the visit (or more to allow for those parents/carers who cannot or will not contribute) and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled – parents/carers must be notified of this contingency. A student whose parents/carers do not contribute cannot be discriminated against and should not be excluded from an activity because their parents/carers are unwilling or unable to pay. In the event that funds surplus is greater than £5 per child from the costs that have been collected, then the surplus should be returned (in equal measure) to the parents/carers that contributed to the activity (Blue Coat School Charging and Remissions Policy).

Where parents accept a place on a trip or visit and then wish to withdraw their child from the visit due to any reason, including possession of an invalid passport and/or medical reasons, any monies already paid will be refunded if they can be recovered without loss to the school. All other sums will be forfeited.

As outlined in the behaviour section of this document, the school reserves the right to withdraw a student from a trip or visit on the grounds of poor behaviour within school, any monies already paid will be refunded if they can be recovered without loss to the school. All other sums will be forfeited.

## 15. Transport

For up to 14 students the school minibus may be used. This is checked for safety on a weekly basis by the Site team and is subject to regular statutory vehicle testing. It must be booked through logging a request on the Every system under the 'Minibus booking' category. School staff may drive the minibus subject to them meeting the minimum criteria (see Minibus Policy).

For larger numbers of students, travel may be by coach/train/plane. The Finance Office can obtain costings and availability and it is the responsibility of the VL to request their assistance at an early stage. The travel element of a visit must be included on the Risk Assessment. Travel by coach requires particular checks to be made to ensure the provider is suitable – the Trip Team will assist the VL with this.

### **Use of staff cars to transport students**

Staff cars may only be used to transport students when the driver has business insurance and a clean driving licence (a record of both being checked will be kept by the EVC). Any use of private vehicles will be subject to a specific risk assessment which must be completed by the VL and approved by the EVC.

All students under the age of 12 or shorter than 135cm must use a booster seat. The only exception to this is in a genuine case of emergency.

## 16. Insurance

The Governors are responsible for ensuring that all trips and visits organised by the school are fully insured, with cover for all party members at least to the level of that provided by the local authority. The Trust Finance Office, is responsible for the administration and updating of the school insurance policy, which includes global travel insurance, winter sports and adventurous activities. The Finance Office are responsible for providing Visit Leaders with information regarding insurance.

The cost of travel insurance for all party members on trips and visits is met by the school, and this will not be built into the price of individual trips. Parents and/or adult party members are within their rights to take out additional travel insurance, but this is optional, and the school will not take responsibility for any aspect of this cover.

The school will provide parents with insurance company details upon request, except in the case of global travel or adventurous activities, when the VL should provide parents and adult party members with these details in advance. Parents and adult party members are responsible for making insurance claims, and any excess fees, and should abide by the conditions stated within the insurance policy. The school is not responsible for providing financial compensation for monies lost or the company's refusal to honour a claim where parents or adult party members have not adhered to the conditions of the policy.

## 17. Evaluation

The governors require that all trips and visits are fully evaluated, and accurate records kept until student participants are 21 years of age, or 25 years of ages in the case of looked after children. The Visit Leader is responsible for completing an evaluation form BCEV011 for the trip within three days of the visit, including the recording of any incidents and near incidents, any first aid or medical treatment administered, and a list of all participants. Each evaluation should be reviewed by the EVC before being placed, together with appropriate trip planning documentation, in the school archives.

## 18. Help and Support

Support, advice, training and professional discussions will be available from the EVC, Deputy and Head in conjunction with the local authority.

There are additional resources available as a form of reference on Evolve, and also through the website of the Outdoor Education Advisors Panel National Guidance (oeapng) website - <https://oeapng.info/>

## 19. Local Learning Area

### General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

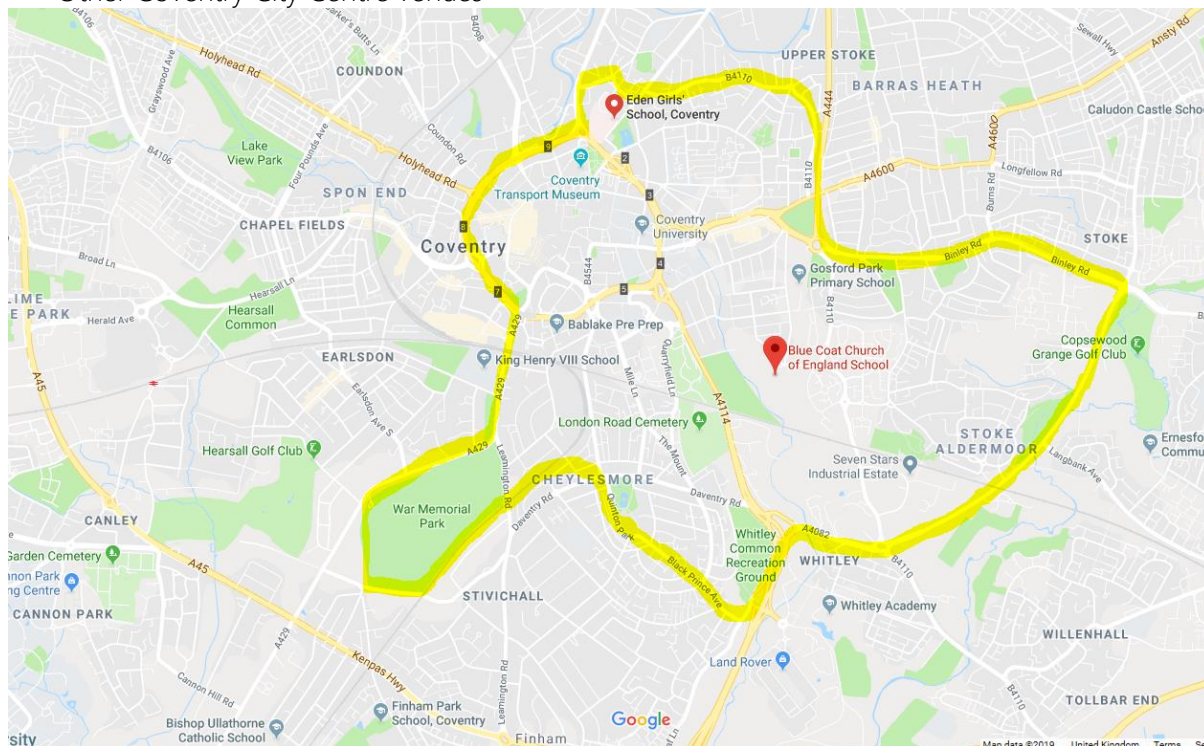
- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent. However, we advise that parents are informed of the visit/activity via the most appropriate means (weduc, email or letter). For students who have specific underlying health conditions parental consent should be obtained.
- do not normally need additional risk assessments. Risk assessments for should be completed for students with underlying health conditions.

### Boundaries

The boundaries of the Local Learning Area are shown on the map below. This area includes, but is not limited to, the following frequently used venues:

- Local area including table top and the stream (water margin trained staff only)

- Coventry Cathedral
- Coventry Police Station
- Coventry University
- Charterhouse
- Local churches
- All Saints Primary School
- Herbert Art Gallery
- Other Coventry City Centre venues



#### 'No-go' areas within the Boundaries

- Any areas close to water (Unless water margin trained)
- All swimming baths

#### Operating Procedure for Local Learning Area

#### The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic
- Other people
  - Social distancing
  - Members of the public
  - Animals
- Losing a pupil
- Uneven surfaces and slips, trips and falls
- Weather conditions
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc.)
- Underpasses in City Centre

These are managed by a combination of the following:

- Deputy or EVC gives permission before a group leaves. The visit or activity should be logged on EVOLVE using the Local Learning Area module, prior to leaving site. Permission will be granted verbally or by email.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office; Trip leader training should be completed prior to the visit.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school. Upon joining the school all new parents will sign a blanket consent form.
- Regular handwashing or regular hand sanitising is in place
- Students are briefed on keeping their distance from members of the public
- The selected route takes the least busy option
- Use antibacterial wipes to clean any equipment before use
- There is always a minimum of two adults.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Children have been trained and practiced standard techniques for road crossings in a group, such as communion and cathedral walks.
- pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is suspended
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school, staff carry a trip rucksack including a survival blanket, a first aid kit, mobile phone, document wallet for GDPR/Medical information.
- Staff carry student medical information and emergency contact details (collect this from the office on the way out – simple SIMS report)
- Staff will record the activity on EVOLVE (Local Area Visit module) and leave a list of all pupils and staff, a proposed route and an estimated time of return at reception. A school mobile is taken with each group and the office have a note of the number.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks bag for waste, tissues, throw for water safety).

*PLUS*

- All staff must stay away from open bodies of water unless water margin trained  
Trips to swimming baths must not take place without a full risk assessment

## Appendix 1 Emergency procedure (LA version)

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

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team or will be able to contact an experienced senior manager.
3. The visit leadership team and the emergency base contact will both have relevant medical and emergency contact information on all the visit participants (including staff).
4. Both the Visit Leader(s) and the base contact know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability; involves serious injury or fatality or where it is likely to attract media attention.
5. The National Guidance role specific emergency action cards are carried by:
  - a. The Visit Leader
  - b. The first point of contact (e.g. the office receptionist)
  - c. The designated base contact senior manager
6. This procedure is tested through both desk top exercises and periodic scenario calls from Visit Leaders

Reviewed by: Clare Taylor March 2022

Next Review Date: March 2025

Approved by CEO: 14.06.22

Signed:



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Lois Whitehouse  
CEO