



GUILSBOROUGH MULTI ACADEMY TRUST

OUTDOOR VISITS and EDUCATIONAL TRIPS POLICY

Policy Name	Outdoor Visits and Educational Trips Policy
Committee	Finance, Audit and Risk Committee
Owner	Educational Visits Co-ordinator
Statutory	No
Authorisation	Trustees to ratify

Date Ratified	Review Due
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Version	Date	Author	Changes
V3	November 2023	J Baker / K Woolridge	Update role and responsibility of the trustees and trust board

Legislative Guidance

Linked Policies
Charging and Remissions Policy Critical Incident Policy



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Guilsborough Academy Multi Academy Trust (MAT) will encourage educational visits as appropriate in support of curriculum delivery. Guilsborough MAT will adopt safe practices when planning and taking students on educational visits and will seek advice and guidance from the educational visits advisor (EVISIT).

Key Requirements

Guilsborough MAT will

- Designate a suitably-trained member of staff to act as the Educational Visits Coordinator (EVC) or equivalent.
- Ensure written risk assessments are undertaken in relation to each visit.
- Ensure the approval of the Principal / Head of School for all visits.
- Ensure appropriate written parental permission, which for some categories of visits may be in the form of blanket consent, is received and recorded in respect of each educational visit.

1. Principles

1.1 Guilsborough MAT believes that students gain a great deal through experiences which take them out of the classroom and into the wider world and local community. The ability to be independent, to take initiative, to test one's resolve and inner strength, to see the world through others eyes are all benefits which accrue from educational visits. At the same time, it is necessary to ensure that students are not withdrawn from timetabled classes over frequently nor from the same lessons/days.

1.2 Guilsborough MAT also recognises that the health, safety and welfare of students and accompanying adults are of the highest priority, that this is a responsibility shared by all staff and parents/carers. The organisation and management of educational visits must be of the highest quality in order to ensure that children and young people are safe at all times when attending a school visit.

1.3 Guilsborough MAT believes that good planning, clear guidelines and an effective assessment of risk will significantly reduce both the number and seriousness of potential accidents but cannot guarantee that educational visits are totally incident-free due to potential external factors and any un-foreseen circumstances. Any staff planning or leading a school visit will have completed either on-line or face to face training (OEA) and will seek advice regarding potential risks, hazards, or dangers and this will include guidance on the potential threat or terror incidents. The EVC, Principal and trip leaders will use specialist advisors when this potential risk/threat is conceived as high or possible during the trip duration.

1.4 Parents/Carers must be informed in good time by circular letter, email or Parents/Carers Newsletter to enable planning and saving schemes to operate.

1.5 We aim that when our children are taken on visits they are recognised/complimented upon their behaviour and good manners. This is a source of pride to Parents/Carers and teachers.

2. Scope of this policy

This policy relates to all visits or journeys undertaken by students, under the supervision of the staff of the MAT, which take them outside the physical boundaries of the MAT. This does not include visits where a class are taken off site on foot for no more than the normal duration of the lesson. In these instances, the teacher must inform the reception of the group they are taking out, the destination and the expected time of arrival back in the MAT. Written consent from parents/carers/carers must be given. A generic risk assessment will be available for trips of this nature and staff will be fully briefed by the EVC on specific safety guidelines related to this specific activity (e.g. Church visit, local walk to school etc).



It includes Outdoor Education, where physical activities (classed as adventure activities) cannot be carried out within academy e.g.: rock climbing, canoeing, sailing, and camping. There may also be a residential element.

- The policy covers the entire period between departing from and returning to the Academy or into the care of the parents/carers/carers - which ever happens first.
- The leader is the person who has overall responsibility for the whole group undertaking the visit and the activities its members undertake.
- Where possible a deputy leader should be involved in the preparation and organisation of the visit, should it be necessary to take over the running of the visit.
- Low risk activities are those conducted away from dangerous environments, in which the actual physical discipline or skill does not itself represent danger, and where safety is largely achieved by vigilant and thorough supervision.
- High-risk activities are those associated with physical danger. The activity may involve the acquisition of specific skills and normally requires specialist equipment and qualified instruction by approved persons or activities involving water.

3. Aims

Aims for students - we aim to ensure that students:

- develop the ability to integrate socially;
- develop leadership skills, self-reliance, a sense of responsibility, initiative and resourcefulness;
- learn more about the wider community
- increase their self-confidence, dignity and feelings of self-worth;
- learn to work purposefully in a team with unselfishness and good fellowship;
- gain the necessary insight, skills and knowledge to pursue outdoor education in adult life;
- are enabled to meet challenges that are beyond their normal experiences;
- develop mentally, spiritually and physically, appreciating all that community life within the town and countryside can offer.

4. Roles and responsibilities

Principal

- appointing EVC
- approval of all off site educational visits subject to the appropriate planning, verification and risk assessments. Guilsborough non-residential visits to be approved by EVC and SLT link.
- Make time available for the EVC to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the visit. On-line training is available through school CPD.
- Be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships.
- Ensure that visits are evaluated to inform both the operation of future visits and to inform training needs. Further staff training should be made available where a need is identified e.g., visit leader, first aid.
- Ensure that there is a contingency plan (plan B), covering for example the implications of staff illness and the need to change routes or activities during the visit (see below).
- Arrange for the recording of accidents and the reporting of death or disabling injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- Help to ensure that serious incidents, accidents and near-accidents are investigated by staff.
- Ensure that the establishment has emergency procedures (see academy critical incident policy) in place in case of a major incident on ventures. These should be



discussed and reviewed by staff. Ensure that young people, parents/carers/carers, group supervisors and others are given written details of these procedures.

- Ensure that the Home-Based Contact has the authority to make significant decisions. They should be contactable and available for the full duration of the visit 24 hours a day (Academy I visit mobile phone taken home). They should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number.
- Establish a procedure to ensure that parents/carers/carers are informed quickly about incident details through the home-based contact, rather than through the media or students.
- Check that contractors have adequate emergency support procedures, and that these will link to MAT emergency procedures.
- Be aware of the responsibility to the SEN and Disability Act namely that there is a legal requirement not to discriminate on the grounds of disability and there is a duty of planning for all academy activities which includes off site visits.

EVC is responsible for ensuring that

- Visits comply with regulations and guidelines provided by the Department of Education and MAT policy. This includes ensuring the risk of terror/threat/Covid is duly recognised and government advice is followed, adhered to and regularly updated.
- The Visit leader is competent to monitor the risks throughout the visit.
- Adequate child protection procedures are in place.
- All necessary actions, including risk assessments have been completed before the visit begins
- Provide training online or as required/possible (EVC to liaise with SLT for training events)
- Training needs have been assessed by a competent person and the needs of the staff and students have been considered.
- The Visit leader or another supervisor are suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place
- Volunteer staff on the visit are appropriate people to supervise children
- The ratio of young people to supervisors is appropriate - age/venue/activity specific
- Parents/Carers have signed consent forms or have given suitable approval (payment, ParentPay)
- Arrangements have been made for the medical and special educational needs of the young people.
- Adequate first-aid provision will be available. A working knowledge of first aid for non-residential visits (as deemed appropriate by EVC and SLT) and a valid first aid certificate for residential visits/high risk visits.
- The mode of travel is appropriate.
- There is adequate and relevant insurance cover as covered by the Trust's insurance policy
- They/SLT trip link/reception have the addresses and phone number of the visit's venue(s) and have contact names and bus list up to date on day of visit.
- A Home-Based Contact has been nominated and the group leader has details (out of school hours).
- The Visit leader, group supervisors and academy Based Contact have copies of agreed emergency procedures.
- The Visit leader, group supervisors and academy Based Contact have the names of all adults and support staff on the trip
- Young people travelling in the group, and a copy of the contact details of Parents/Carers and the teachers' and other supervisors' next of kin is left at the academy and with the emergency contact if out of academy hours
- Departure and return times are known, and there is a contingency plan for any delays including a late return home (site staff aware)

RESPONSIBILITIES OF THE TRUST BOARD

The Trust Board is responsible for the strategic management of outdoor visits and educational trips at Guilborough Multi Academy Trust. They do this by:

- Setting the policy for outdoor visits and educational trips, ensuring guidance from the external educational visits advisor (EVISIT), the Department for Education and any other relevant body is used to inform the Trust's policy, practices and procedures relating to the health and safety of young people on educational visits.
- Ensuring there are measures to obtain parental consent on a basis of full information, to investigate parental complaints, and to discuss and review procedures including incident and emergency management systems.
- Ensuring there is an appropriately trained Educational Visits Coordinator at the Trust
- Ensuring that staff who lead trips have received the appropriate visit leaders training
- Ensuring that the Principal and the EVC take reasonable and practicable measures to include disadvantaged students and students with special educational needs or medical needs on a visit.
- Ensuring that the Principal and the EVC are supported in matters relating to outdoor visits and educational trips and that they have the appropriate time and expertise to fulfil their responsibilities.
- Ensuring there is an effective charging and remissions policy which includes educational visits and trips.
- Ensuring there is a documented emergency plan, (critical incident plan) which is periodically reviewed and rehearsed to ensure it remains suitable and sufficient

The monitoring of outdoor trips and educational visits is delegated to the Finance, Audit and Risk Committee. The committee will fulfil its delegation by:

- Reviewing termly (3 times per year) a list of trips and visits being undertaken at the Academy
- Ensuring that off-site activities are appropriate, relevant and have a specific and stated objective
- Monitoring that arrangements and procedures for outdoor visits and educational trips are in line with the advice and recommendations provided by the external educational visits advisor (EVISIT)
- Reviewing proposals for category C visits, which includes visits involving overnight stay, foreign travel or hazardous activities and ensuring that these proposals are submitted to the external educational visits advisor (EVISIT) with plenty of time for the appropriate checks and risk assessments to be undertaken.
- Receiving reports on near miss events, as soon as practicably possible. Serious incidents and emergencies should be notified to the Chair of Trustees as soon as possible after the event.
- Receiving an information session from the EVC at least once every three years, including information on how staff manage trips and how staff ensure they comply with regulations and guidelines, including both the trust's, the external educational advisors (EVISIT) and national guidance.

The operational management of trips is delegated to the Principal and staff at the Trust. The responsibilities of the Principal, EVA, SLT and staff is set out in this policy.



5 Approval

- Before planning the visit in detail, the Visit Leader should complete the “Visits approval form”. If a trip involves an entire year group or more, is overnight or abroad then finance needs to be advised at the earliest opportunity in order to provide adequate time to plan and show accurate costings. The Administration Assistant has oversight of all visits regarding paperwork and filing for all visits (electronic/paper). This will then be discussed and approval sought at SLT.
- In the case of visits incorporating overnight stays and/or hazardous activities this should be at least a term before and in all other cases at least 2 months before where possible. Visits of this nature must be notified to the Finance, Audit and Risk Committee for review, and allow plenty of time for the appropriate checks and risk assessments to be undertaken, A form should be obtained from administration in reception.
On occasion theatre visits and the like may be accepted in less than a month if offered ticket prices allow student to access visits, they might not usually be able to experience and no other options are available for later dates. These trips must be approved by the principal and EVC.
- If permission is granted in principle the Visit Leader must:
 - (i) Read, complete and sign the relevant risk assessments
 - (ii) Meet with and complete the relevant financial forms with the accounts department – this to be done prior for big/overnight/overseas trips as per above.
 - (iii) Obtain cover approval
 - (iv) Complete and submit to the EVC the visit paperwork
 - (v) Complete the Parent/Carer letter and submit to admin request for approval
 - (vi) Complete and submit on E-visit
- The Administrator and EVC will advise the Principal whether the visit should proceed on the grounds of safety according to the policies and procedures provided by the Academy. **NO VISIT MAY PROCEED WITHOUT THE PERMISSION OF THE PRINCIPAL** using the “PRINCIPAL’S Approval Form” on the online E-visit platform.
- All visits involving absence on one or more nights, all journeys involving travel by air or sea and any to which particular risks are attached will require review by the Finance, Audit and Risk Committee Board (CAT C) which is incorporated into the visit approval form

6 Insurance Guidelines

Visits fall into a number of categories:

- Regular sporting activities (fixtures, visits to swimming pools etc.) will automatically be covered by the MAT’s general insurance policy. Notification is not necessary, and no separate payment need be made.
- Low risk activities, which do not include an overnight stay, are also covered by the MAT’s policy. No separate payment need be made.
- Visits, which involve special hazards or where there is an overnight stay, may need additional insurance cover. The leader should obtain the advice from the EVC. The cost of this cover must be included in the costing of the visit. The Leader must ensure that the insurance cover has been provided requesting the Finance office to apply for it.
- . Organisers must satisfy themselves that appropriate insurance exists.
- Please note: no insurance for personal accident benefits are in place for students attending the MAT, whether on the establishment premises or taking part in recognised activities off-site.



7 Health & Safety

The Leader is responsible for ensuring the safety of all members of the group.

- All reasonable measures will be taken to ensure the Health and Safety of all students and staff participating in Academy Visits, Journeys and Outdoor Education ventures.
- A risk assessment is to be carried out for all off-site activities whether it is a day visit to a local site, a residential visit to a centre or camp.
- Instructors will be appointed as required to ensure that appropriate safe instruction is given at all times, the cost to be included in the costing of the venture.
- All ventures will follow: (i) the Academy Outdoor Visits and Educational Trips Policy and Procedures; (ii) the Health and Safety Policy.

8 Management

The EVC will be appointed by and act on behalf of the Principal and is therefore responsible to the Trust Board for overseeing all off-site visits. The EVC appointed for Guilsborough is Mr K Woolridge. They have received appropriate training in accordance with Department of Education requirements (updated every 3 years).

The functions of the EVC are to:

- Oversee the Academy's Outdoor visits and Educational Trips Policy and report to the Principal/Vice Principal
- To approve all Guilsborough non-residential visits.
- Monitor the planning of all Academy Visits, Journeys and Outdoor Education Ventures and advise the Principal on the suitability of allowing them to proceed;
- Monitor the outcome of all Outdoor Education Ventures;
- Make recommendations of possible future Outdoor Education Ventures
- Ensure educational visits meet employers' and MAT requirements.
- Support the Principal and Trustees with approval and other decisions.
- Assess competence of prospective leaders and staff in terms of qualifications and/or experience.
- Ensure risk assessments meet requirements and are up to date/reviewed
- Organise training and induction for staff to be able to plan and run visits (on-line)
- Be a point of advice and communication for staff planning visits
- Ensure that DBS disclosures are in place as necessary.
- Ensure procedures are in place so Parents/Carers are informed and give consent.
- Ensure that the MAT have emergency arrangements in place for visits (critical incident policy in place for whole school)
- Keep records of visits, incidents and near-accidents (sometimes called near misses) – info passed to Operations Manager.
- Review systems and monitor practice.

9 Planning the Visit

To be undertaken by the leader and deputy leader at an early stage.

- Discuss with staff to ascertain support and feasibility;
- Discuss preliminary plans
- Complete an Application for Educational Visit Form.

Policies and Procedures should be backed up by the provision of forms for:

- Risk assessment.
- The approval of visits.
- Parental consent.
- Emergency procedures.
- Accident reporting.



- 9.1 Calculate cost and arrange funding or payments. Investigate sources of financial support. Confirm insurance cover with finance team
- 9.1a Any expense claims made for a trip should be within 1 month of the trip, and any surplus refunded to students. Expenses submitted after this date it may not be processed or expenditure taken from the relevant curriculum budget.
- 9.2 Prior to booking any facility/service a purchase requisition must be submitted to finance and authorisation must be received back, in line with the financial procedures.
- 9.3 Check details such as times, facilities for refreshments, toilets, hazardous areas, special clothing or equipment required. Arrange transportation. Ensure Risk Assessment is carried out.
- 9.3.1 Distribute a circular letter to targeted students' parents/carers including the following information and Parental Consent Forms to be signed and returned. Approved by SLT prior to being sent out.
 - Destination with any necessary contact information
 - Dates and times of departure and return.
 - Method of travel (travel company/coach).
 - Names of leader/staff if known at the time.
 - Cost and what it covers.
 - Any relevant safety information eg. High risk activities

On receipt of Parental Consent Form:

- Compile register of students. (medical/dietary/SEN needs)
- Check staff student ratio.
- Ensure some adults in the party have a working first-aid knowledge, qualified if required.

A further letter to the Parents/Carers may include: (this may be carried out as one letter at the start) An in-touch message is also sent out as a reminder prior to departure containing all the key information.

- Payment details.
- Date after which any deposit cannot be returned if cancelling.
- Medical information form to be completed, signed and returned.
- Kit list, equipment required.
- Amount of money advised to take, staff responsible if applicable.
- Rules, including safety and emergency procedures relevant to the trip.
- Emergency telephone contact number of parents/carers/carers in the event of an emergency.
- Name and telephone number of the staff contact number at home accessible during the visit (if residential or international)

Alternatively some of the information is more effectively given and received during an evening meeting for parents/carers/carers. For a long residential or overseas visit a meeting is essential.

10 Preparing for the Visit/Journey

- Arrange the Academy contact – EVC or a member of the SLT prepared to be accessible by phone during the visit if out of MAT hours.
- A comprehensive itinerary of the journey/visit including contact details, must be compiled by the leader and issued to the: This is held centrally on E-visit.
 - (i) EVC or nominated person
 - (ii) Reception



- (iii) Appropriate Subject Leader.
- (iv) Health & Safety Coordinator

Any major changes must be made known to all concerned.

- Compile a register which should include:
Name, tutor group
Medical information
Any SEN and/or behaviour needs
Ancillary support
Emergency home contact names and telephone numbers
- A copy of the register should be passed to the SLT link and reception who will inform the leader of the emergency contact arrangements at the MAT end. The leader will inform Parents/Carers participants and staff of the procedures in the case of an emergency.
- A list of students and staff should also be left in reception.
- A mobile phone can be booked through the Administration Assistant and carried by the leader.
- A first aid kit and medical needs should also be carried by all adults depending on the nature of the visit. Available from the Administration Office.

11 Safety and Supervision

Staffing Ratios

In general there should be a minimum of two members of staff accompanying visits in the ratio of not less than one to twenty students in years 7 and above and one to ten students in year six and below. The Principal/Vice Principal may make exceptions, for instance for PE sports fixtures or small sixth form/KS4 groups when it may be appropriate for only one member of staff to accompany the group. Based on age, venue and destination.

The ratios below apply to the supervision of students under the age of 18 and are set as a minimum requirement. They should be adjusted bearing the following points below in mind.

- * Age, sex, special needs
- * Nature of activities, high or low risk
- * Experience and expertise of adults
- * Duration and purpose of the visit
- * If residential what type of accommodation?

Guidance (subject to confirmation by EVC and SLT approval on specific ratios required/desired)

Category A - 1 adult to 15 young people for local, daytime, low-risk activities. However, for every 30 students there should be at least 1 teacher and 1 adult.

Category B/C - 1 adult to 10 young people when the visits are abroad. There must always be 2 adults and for mixed groups both male and female adults, and 1 adult to 10 young people for activities of a physical/adventurous nature.

Where a party is sub-divided each division must have a nominated supervisor. They must have clear, well-defined, written instructions clarifying their role and detailing arrangements.

12 Risk Assessments

A risk assessment should be carried out for all off-site activities. A pre-visit to venues is desirable and sites that are frequently visited should be re-assessed on a regular



basis, at least annually. The frequency of assessment will depend upon a number of factors (e.g. weather, nature of group, experience of staff, location). The process is quite simple and should involve the following:

- identify the hazards;
- identify who is at risk;
- decide the possible outcomes and their likelihood;
- Identify existing controls. Where these are seen to be inadequate, note the actions required to bring them to the necessary standard.

Completed copies of the Risk assessment are to be logged within EVISITS and retained within the Educational Visit Pack in the Administration Office.

Parents/Carers should be advised that the Principal reserves the right to exclude a student from a visit on behavioural or medical grounds. The decision to exclude should be made on the grounds of a specific assessment of risk and should not contravene Disability Discrimination law.

13 Duty of Care

When teachers take a party away from Academy, they have an enhanced duty of care. This duty is continuous during the whole period of the visit and cannot be delegated to anyone else. This applies to young people who attend the Academy and parental consent is required for off-site ventures for all pupils.

14 Volunteers

The role of the helper, whether parent or specialist instructor, must be considered. Parents/Carers or other suitable adults should only be allowed to accompany the visit if:

- their inclusion is expressly approved by the Principal/Vice Principal
- they have been informed of the nature of the visit and made aware of their duties and responsibilities
- they have a current DBS check

15 Protection of Children

The planning and organisation of all ventures, and particularly those of a residential nature, must include precautions to protect young people from abuses such as racial, sexual or physical harassment from either adults or other young people in the group. Staff should remember that the law now requires all adults who have significant contact with young people to disclose any cautions, bindovers, and convictions or pending convictions of a criminal nature. If a caution or conviction is disclosed then the Principal must be informed and a decision made in the suitability of the adult to take part in the ventures with young people.

16 Remote Supervision

The aim of remote supervision is to encourage young people to assume degrees of personal and group responsibility and thereby gain confidence in their own ability to work with others. This may be achieved in activities in both familiar and unfamiliar, potentially hazardous, situations. Therefore, particular attention must be given to the detailed briefing of such activities (e.g. to include risk factors, appropriate emergency procedures, telephone numbers and meeting points).

It is advised that when using remote supervision, students are reminded to stay/work in groups of 3 or more (in such circumstances that this may not be possible, the visit leader will determine the advised number).



For high-risk activities, to reach the stage of acting independently, young people must have required the necessary techniques, with sufficient experience, confidence, physical ability and judgement. The training given, therefore, must be sound and thorough, with careful judgement being necessary before the leader can withdraw. Even then withdrawal from direct supervision should be a gradual and progressive process. A staged progression may develop from:-

- accompanying groups;
- shadowing groups;
- checking at various times and venues;
- occasional contact via pre-arranged locations and methods.

It is important to emphasise that the leader remains responsible for the group when its members are operating from a distance from the leader.

Where equipment is loaned to young people for activities subsequently and independently managed by those young people, an element of supervision is implied. People involved in loaning equipment must seek to ensure with the users that the nature of the activities to be undertaken is within their competencies.

17 First Aid

A first aid kit and mobile phone should be carried on all visits and the required qualification for the leader should include first aid knowledge. There should be one first aid kit per vehicle or one per sub-group. It is recommended that one of the members of staff should be a trained holder of a current first aid certificate where possible.

For CAT C or high risk visits, overseas or over night, there will be a requirement to have a qualified first aider present (this does not have to be school staff ie. trainer at venue, transport provider)

18 Medical Details

Medical details of any person participating in the activity who may require some form of medical treatment during the activity must be recorded and retained by the group leader. These details must include type and dosage of medication, which may be required during the duration of the activity. Sufficient medication for the visit must accompany the group and be in the custody of the leader or students appropriate. Students should be responsible for ensuring they have the correct medicine on all visits but staff leading the trip may take spare supplies from the school based medical supplies e.g. EpiPen, asthma.

For residential visits, the address and telephone number of the nearest hospital and doctor should, where possible, be obtained before departure.

19 Use of Transport

When journeys are planned by road the organiser should be aware of the need for two drivers for long journeys, the need to break the journey at regular intervals and the need for a responsible adult in addition to the driver to help supervise a group unless the journey is local. An example of this might be where a leader is prepared to drive and supervise a small group of students in a minibus on a short journey.

The number of passengers carried on a coach or minibus, whether operated under a minibus permit or not, must not exceed the seating capacity indicated on the vehicle.



Seat belts must be worn if available on the transport. The number of persons seated must not exceed the number of seat belts provided.

It is recommended that, where possible, students should be transported in a coach, minibus or by public transport and that the use of private cars should be discouraged.

Before allowing a member of staff to drive a minibus or to use their own car, evidence of business insurance must be provided to Finance. The staff member is responsible for making sure they are correctly insured. Where employees are driving the risk assessment relevant to the visit must address the problem of driver fatigue.

20 Records

After the visit the group leader must pass on any relevant information, through the visit evaluation form or to the EVC e.g. Complete any incident logs, report near misses, report any student behaviour/medical injuries that required medical attention, any concerns of staff/students or comments from the parents/other adults whilst on the visit.