



Educational Visits Policy

Date	Review Date	Headmistress	Proprietor
September 2025	September 2028	Mrs Eilish Sleator	Mr Brian Berkery

Educational Visits Coordinator
Miss Victoria Wigmore Deputy Headmistress

Introduction

Broadhurst School recognises that trips, visits and outdoor education activities involve children in varying degrees of risk and that no Educational Visit is completely without risk. As such, the priority for the school is that the children will be kept safe on any off-site visit and the school will take all reasonable precautions to protect the staff and children's health, safety and welfare through minimizing the risk of untoward or dangerous situations.

The School follows guidance published by the DFE- Health and Safety on Educational Visits 2018.

Below is the School's procedure to take these reasonable precautions and this procedure must be adhered to by all staff leading an Educational Visit. Activities should not proceed or continue if risks are assessed to be, or become too high, for example because of a change in weather conditions or because of damaged equipment. Risk assessment should be ongoing during an Educational Visit. The teacher in charge of a group is considered to be 'in loco parentis', and the teacher's duty is 'to take such reasonable care of the children as a careful parent would take of their children, having due regard to all circumstances'.

This policy forms part of a set of documents and policies which relate to the safeguarding, health and safety and educational responsibilities of the School. A suite of forms in relation to the school's procedures, supportive of this policy are used and are available from the School Office.

The procedures to keep the children safe are set out in separate documents and reflect the consideration given to the protection of our children both physically within the school environment and away from the school, when undertaking educational visits.

When our children attend off-site activities, we will check that effective child protection arrangements are in place. All school staff are bound by the school's Educational Visits Policy when arranging and organizing off-site trips. The school follows the practice of the Health and Safety at Work Act 1974 in that: i) the employer is responsible for health and safety even if it is delegated to staff and ii) employees have a duty to look after their own and others' health and safety.

Aims and Objectives of Educational Visits

Our objectives for educational visits are to:

- learn a variety of new skills
- develop self-confidence, self-reliance, maturity, awareness and a sense of responsibility
- work cooperatively with others
- provide experiences outside the scope of the normal curriculum
- promote the achievement of short-term goals
- reinforce the development of social and personal skills in new situations

The School recognises that children derive immense educational benefit by taking part in off-site visits which provide essential learning opportunities from first hand experiences. Taking part in problem solving and decision-making can enhance the development of personal and social skills. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it.

PROCEDURE

The Headmistress Will Ensure That:

- visits comply with the appropriate legislation, codes of practice, regulations and guidelines
- the Trip Leader is competent to monitor risks throughout the visit
- adequate child protection procedures are in place
- all necessary action has been completed before the visit takes place
- risk assessment has been completed, and appropriate safety measures are in place
- training needs have been assessed by a competent person and the needs of the staff and children have been considered
- the Trip Leader has experience in supervising the age groups on the visit and will organise the group effectively
- the Trip Leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place
- Trip Leaders are allowed sufficient time to organise visits properly
- non-teacher helpers on the visit are appropriate to supervise children
- ratios of staff to children are appropriate
- parents have signed consent forms
- arrangements have been made for the medical, dietary and special educational needs of the children
- adequate first aid provision will be in place
- where appropriate the mode of transport is appropriate

- travel times out and back are known in school
- there is adequate and relevant insurance cover
- they have the address and phone number of the visits venue and have a contact name
- a school contact has been nominated, and the Trip Leader has the details
- the Trip Leader, helpers and nominated contact have a copy of the agreed emergency procedure
- the Trip Leader, helpers and nominated school contact have the names of all the adults and children travelling in the group, and the contact details of parents/helpers and the teachers. The Trip Leader also holds Emergency Contact details for all children in the group.
- there is a contingency plan for any delays including a late return home
- at least one (ideally more) member of staff has a mobile phone and the school has a note of the number(s) of these phone(s)

The Trip Leader

The Trip Leader must be a teacher at the school. He/she has overall responsibility for the supervision and conduct of the visit including direct responsibility for the children's health, safety and welfare. The Trip Leader is the person who must exercise an enhanced duty of care throughout the venture. In other words, the Trip Leader is always in charge and, where the trip leader's knowledge of the group is superior to that of an activity leader, the Trip Leader must be willing to challenge or intervene to prompt a change of plan, including stopping an activity, if the safety of the group is compromised.

Trip Leaders must:

- obtain the Headmistress's consent by completing the Educational Visits Approval Form
- have up to date emergency numbers, including the school office, Headmistress and Deputy Headmistress available to all members of staff
- 1. complete and submit to the Headmistress, as soon as possible and at the latest two weeks ahead of visit Trip Letter and Parental Consent Form and Trip Risk Assessment
- clearly define each helper's role and ensure all tasks have been assigned
- be able to control and lead children of the relevant age group
- be familiar with the location/centre where the activity takes place
- be aware of child protection issues
- ensure adequate first aid provision is in place
- undertake and complete the planning and preparation of the visit including appropriate briefing of group members and parents
- review and evaluate visits/activities by completing the Trip Evaluation Form, including where adjustments may be necessary
- ensure staff:child ratio is appropriate for the group
- consider stopping the visit if the risk to the health or safety of the child is unacceptable and have in place procedures for such an emergency
- ensure all helpers have copies of the emergency procedures
- ensure that all helpers have details of the medical or special needs of the children
- ensure that any staff used by external agencies are fully qualified to instruct the activities they are assigned to

The Trip Leader is always responsible overall for the group. However, he/she may delegate supervisory roles to other adults in the group.

When delegating supervisory roles to other adults the Trip Leader should:

- allocate supervisory responsibility to each adult for named children and ensure that all adults understand that they are responsible to the Trip Leader for the supervision of the children assigned to them
- ensure that each adult knows which children they are responsible for
- ensure that each child knows which adult is responsible for them
- ensure that each adult has the means to contact the Trip Leader and/or other supervisors

Planning Visits - including risk assessments and first aid

The Headmistress' consent is required for any Educational Visit, usually before booking or after a preliminary booking has been placed. The Educational Visits Approval Form will be completed by the Trip Leader. Subsequently, any information to be sent to parents and a copy of the risk assessment must be approved by the Headmistress or Educational Visits Coordinator.

Copies of all the paperwork should then be passed to the Educational Visits Coordinator (the Deputy Headmistress.)

Where possible, the Trip Leader must make a preliminary visit to establish a venue's suitability and to determine practical considerations (e.g. where bags can be stored, the location of lavatories, possibilities of shelter from inclement weather etc). At this stage, a risk assessment should take place (please see below for full details of risk assessments). It is good practice that copies of the risk assessment are kept for future trips to the same location.

Risk Assessment – see also Health and Safety Policy

- a hazard is something with the potential to cause harm
- a risk is an evaluation of the probability (or likelihood) of a hazard occurring
- a risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- risk control measures are the measures and procedures that are put in place in order to minimize the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits and insurance)

The risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organization) that could result from an activity or situation.

Pre-Visits

In order to undertake a full and comprehensive assessment of risks, staff will be encouraged to undertake a pre-visit. When undertaking risk assessment, a number of variables need to be taken into account:

- the number of children involved
- the age of the child, ability and general behaviour

- the previous experience of the group undertaking off-site visits
- the time of day and time of year
- the travel arrangements
- the hazards at the environment being visited and what level of risk they offer
- the numbers and experience of accompanying staff and parental helpers
- the nature of the activities, Health and Safety considerations
- the special educational, medical and dietary needs of the children
- the quality and suitability of available equipment
- seasonal weather conditions
- emergency procedures
- how to cope when a child becomes unable or unwilling to carry on
- the need to monitor the risks throughout the visit
- list of controls
- how to adapt your plans in the case of an emergency
- safeguarding and child protection

The school is only responsible for risk assessing those parts of the visit that it is organising. If services or resources are being bought in, the provider is legally responsible for risk assessing these parts of the visit. However, the school's risk assessment should make note of this. A risk assessment is no more than a careful examination of what could cause harm to people during activities. In this way, you can weigh up whether you have taken enough precautions to prevent harm or if you need to do more. The aim is to take all reasonable steps to make sure that no one gets hurt or becomes ill.

Risk Management

This is the crucial outcome of risk assessment - the procedure that needs to be known to minimise the risk. It is important to identify who needs to know how the risk is to be managed for risk management to be fully effective.

Parents – need to agree to their children taking part in the visit. They must be told of all the activities their children will be involved in, how significant aspects of safety will be managed. Parents should be able to make an informed decision on whether their child should go on a visit. The Trip Leader should ensure that parents are given sufficient information in writing. The Trip Leader should also tell parents how they could help prepare their child for the visit.

Parents will need to:

- provide the Trip Leader with emergency contact numbers
- sign and give written permission on the consent form
- give the Trip Leader information about their child's emotional, psychological and physical health, which might be relevant to the visit

The Staff and Any Additional Helpers– need to know their specific roles, duties and responsibilities in general and for specific groups at given times. They need to know when and to whom responsibility is passed for specific activities.

Teachers on school visits act as employees of Broadhurst whether the visit is during normal school hours or outside the school day. Teachers must do their best to ensure the health and

safety of everyone in the group and act as any reasonable parent would in the same circumstances. They should follow the instructions of the Trip Leader.

Adult Parental Helpers

Non-teaching adults on the visit should be clear about their roles and responsibilities during the visit. It would be unreasonable to expect parents to undergo DBS checks and not at all practicable. Parents should not be left alone with the children. They must:

- do their best to ensure the health and safety of everyone in the group
- not be left in sole charge of the children except where it has been previously agreed as part of the risk assessment
- follow the instructions of the Trip Leader and teacher supervisor and help with the control and discipline
- speak to the Trip Leader or teachers if concerned about the health and safety of the children at any time
- not escort children to the toilet, unless it is their own child

The Children – Children should behave sensibly and uphold our usual expectations and standards of behaviour. Children may be rewarded for exceptionally good/ outstanding behaviour in the usual way e.g. verbal praise. Staff responsible for the trip should outline expectations of behaviour and remind children how to behave in different situations e.g. on transport, at the venue and in public places.

First Aid

First aid provision must be made for all educational visits and activities, in accordance with the Health and Safety (First Aid) Regulations 1981. One competent and qualified first aider should be delegated the responsibility for first aid, and this fact should be known to all the children and trip volunteers. All trips will have a member of staff who is Paediatric First Aid trained. First aid kits are available, by request, as explained in detail in the school First Aid Policy. In the absence of a parent, a teacher must accompany any child requiring medical treatment to hospital, along with a copy of the child's medical form signed by his parents if possible.

Protocol for Communicating Safeguarding Incidents, Injuries and Accidents on an Educational Visit

The protocol below is to be used if a safeguarding incident, injury or accident occurs on a school trip and it is the judgement of the Trip Leader that contact needs to be made with the Headmistress, the Designated Safeguarding Lead (DSL) or a parent.

On trips, it is the responsibility of the Trip Leader to ensure that the Schools safeguarding and Child Protection Policy and guidelines are applied:

- before the trip takes place, a duty DSL will be identified. This will normally be the Headmistress or alternatively, another member of staff with designated safeguarding responsibility will be identified as the duty DSL
- in the case of an injury or accident the DSL (Deputy Headmistress) should be contacted if the Headmistress is not available
- an assessment, will need to be made by the Trip Leader if an incident occurs and whether the Headmistress or the duty DSL should be notified. The Trip Leader should make contact if there is any concern or issue relating to the welfare of a child. This

contact should be made at the earliest opportunity even if it is decided that no further action is required subsequent to the call

- the Headmistress / duty DSL and the Trip Leader will decide upon how contact is to be made with the parents / carer of a child if such action is required
- the Headmistress / duty DSL will ensure that the communication with the Trip Leader takes place if further action is required

Activity Provider

Where the responsibility for running, the activities falls to a centre or agency, this body must be asked for its own completed risk assessment. If this does not seem to be sufficiently comprehensive, further information may have to be sought from the centre. Appropriate safety standards and liability insurance must be provided and in place. The centre's Health and Safety Policy should also be requested. A copy must be given to the Educational Visits Coordinator.

Supervision - including staffing ratios and vetting checks

Ratios

There is no regulation about Staff/child ratio, but HASPEV (DfEE) gave the following advice in 1998:

It is important to have a high enough ratio of adult supervisors to children for any visit.

The factors to take into consideration include:

- sex, age and ability of group
- children with special educational or medical needs
- nature of activities
- experience of adults in off-site supervision
- duration and nature of the journey
- competence of staff, both general and on specific activities
- requirements of the organisation/location to be visited
- competence and behaviour of children
- first aid cover

Decisions must be made, taking the above factors into consideration as part of the risk assessment.

Recommended Staff/Child Ratios at Broadhurst School

- Rising 4s – 1 adult for every 4 children
- Rising 3s – 1 adult for every 2 children

Supervision

Supervision only ends when the children are returned to school and passed on to parents or other teaching staff:

- close supervision occurs when the group remains within sight and contact of the staff at all times
- with all our children, close supervision will be exercised at all times, unless a situation which has been risk assessed has been agreed
- Children wear High Visibility Jackets with the School name and telephone number

It is essential that everyone involved in the visit understands the supervision arrangements and expectations. Potential danger points can occur when rearranging groups, in particular:

- when a large group is split into smaller groups for specific activities
- when groups transfer from one activity to another and change staff
- during periods between activities
- when small groups re-form into a large group

It is therefore important that staff:

- clearly take responsibility for the group when their part of the programme begins, particularly making certain that all group members are aware of the changeover (e.g. when external staff is leading an activity)
- clearly passes on the responsibility for the group when their part of the programme is concluded.

All school staff will have been vetted as per the Safer Recruitment Policy of the school. Primary responsibility for the safe conduct of the visit rests with the Trip Leader. He/she has sole responsibility for amending the itinerary or canceling the visit in the event of unforeseen delay.

He/she may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- carrying out (and recording) head counts of the children on leaving school, on getting on and off each form of transport, entering or leaving a theatre, museum, centre, etc
- checking that all children wear their seat belts
- enforcing expected standards of behaviour
- recording any accidents or near misses

All our procedures are structured to ensure that no child goes missing – either from school, or on a visit, but if such an event occurs members of staff must follow the procedures set out in our Missing Child Policy, which staff should be familiar with.

Parents and Other Parental Helpers and Vetting Checks

Use of parents, or other voluntary staff or helpers including non-teaching staff, as supervisors is acceptable. They must be fully aware of the visit risk assessment, itinerary, special instructions, emergency procedures and any other relevant information. While the school will use parents and other parental helpers occasionally and irregularly as adults to accompany educational visits, the parent or other parental helper will never be solely responsible for any children or group of children. He or she will at all times be accompanied by and under the authority and leadership of a staff member, who is DBS checked. No helper, unless the parent of the child, may be involved in the intimate care of the children unless they have a DBS clearance. If intimate care of a child is required, then the school procedures as per the Intimate Care Policy must be followed.

Preparing Children - including special and medical needs

Before leaving on an educational visit, the Trip Leader should brief all the children taking part on the arrangements and organisation of the visit, their own individual tasks and the behaviour that is expected of them during the time of the visit.

In particular, this briefing should include the following:

- aims/objectives of trip
- code of conduct
- what to do if a child gets separated from the group
- what to do if approached by anyone outside the group
- what specific dangers to avoid

Rendezvous Procedures

Wherever possible on a visit or activity, rendezvous arrangements with an appropriate place and time are agreed should members of the party become separated. These would be best made on arrival at particular locations where possible, so that suitable locations can be identified. An additional recommended safety precaution is to ensure that every member of the group knows in advance the course of action to follow if they get lost. All supervisors should have the school mobile contact number of the Trip Leader and vice-versa so that contact can be made.

Special Needs and Disabilities

The Trip Leader must ensure that the group's staff and other supervisors have the details of children's special educational or medical needs which will be necessary for them to carry out their tasks effectively. Where children are identified as having particular special needs this must be reflected in a higher staffing ratio, which must not be less than that which applies in school and in most cases, will need to be higher. The Disability Discrimination Act 2005 needs to be considered when planning an educational visit or activity where children with disabilities are involved. The assumption needs to be that such children are to be included in all educational visits. Where their inclusion appears to require special adjustments, a risk assessment should be undertaken, first in terms of the whole visit or activity and then a second risk assessment in relation to the inclusion of the individual child. The risk assessment should include details of any special aids and equipment that the child may need and in particular details of any such items to be brought from home or obtained prior to the visit. At this point a decision should be made as to whether the measures required to include the child are reasonable or not. For children with mobility difficulties who hold a Blue Badge for parking concessions, it may be beneficial for the Blue Badge to be displayed in the windscreen of the coach. Mention of this at the arrival of a venue may result in priority parking as close as possible to the venue entrance.

Medical Needs

The Trip Leader must ensure that the supervising members of staff have the details of children's special medical needs which will be necessary for them to carry out their tasks effectively.

The Trip Leader must also consult the relevant school medical records of the children on the trip for any medical issues before an educational visit. If there is any doubt about the health of a child, written parental permission must be obtained before the child is accepted for the visit.

Every effort should be made to ensure that no child is discriminated against due to a long-term or permanent medical condition.

Administration of Medicines

The school's policy on first aid applies equally to the administration of medicines to children when on educational visits away from the school.

Among other elements, this indicates:

- all staff are acting voluntarily in administering medicines
- those employees assist with any form of medical procedure are acting within the scope of their employment. As such, they are indemnified by the school against any legal action over an allegation of negligence, provided they act responsibly and to the best of their ability within the confines of specified training.

Children must not carry their own medication, except in special cases e.g. a diabetic who may have medication attached to their bodies through a self-administering machine.

Communicating with Parents

The content of the communication should always include:

- purpose of the educational visit
- content of programme
- dates and times
- destination and location
- modes of transport
- level of supervision
- clothing/equipment/money
- lunch arrangements/packed lunch requirements

Use of the School's Parental and Medical Consent Form

The medical consent form also allows for permission for emergency medical treatment to a child to be given if the parents cannot be contacted in time, although school staff must make every effort to do so. In this situation, the Trip Leader will be deemed to be acting 'in loco parentis' and will take the necessary decision while taking full account of the medical advice available. The school will exercise its right to refuse to take a child on an activity/trip if the parents/guardians do not sign the requisite consent form. Copies of any written communication with parents should be kept.

Planning Transport

When planning the travel for the group, the Trip Leader must take the following guidelines below into account. Private cars should not be used as a means for transporting the children. If unavoidable, then permission should be sought from the Headmistress. Groups will normally be expected to travel by the methods described below.

Travel by Coach

It is school policy that all buses and coaches used by the school for educational visits have seat belts fitted to all seats, irrespective of the type of journey, the distance travelled, and that these seat belts are worn. In order to comply with the latest risk assessment guidelines, when hiring a bus or coach the Trip Leader should verify the following points:

- that all bus/coach drivers employed by the company are legally and physically fit to drive buses/coaches and hold the correct level of drivers license
- that buses/coaches upon which children will travel are legally fit for public transport, taxed, insured and have passed an MOT test and other appropriate safety standards
- that all buses/coaches have seat belts fitted to all seats and in working order

Safety Procedures

The Trip Leader must carry a mobile telephone on all journeys outside the school. School mobiles are available on request from the school secretary.

Insurance

The School has insurance for educational visits, covering all children, adults and the Trip Leader for public liability, so long as the visit is an authorised school visit. A copy of the school's insurance policy summary is available in the school office.

Farm Visits

Farms can be dangerous places even for the people working on them. Risks to be addressed should include those arising from the misuse of farm machinery and the hazards associated with E-coli food poisoning and other infections. The farm should be well managed and have a good reputation for safety standards and animal welfare, and that it maintains good washing facilities and clean grounds and public spaces. Children should not:

- place their faces against the animals or put their hands in their mouths after feeding animals
- eat until they have washed their hands
- sample any animal foodstuffs
- drink from farm taps
- ride on tractors or other machines unsupervised
- play in the farm area unsupervised

Emergency Procedures - including contact details and permission for emergency medical treatment if parents cannot be contacted

If an accident happens, the priorities are:

- to assess the situation
- safeguard the uninjured members of the group
- attend to the casualty /casualties
- inform the emergency services
- inform school or the home contact

- ensure that a teacher accompanies any casualties to hospital if necessary and the rest of the group are supervised
- notify the police if necessary
- ascertain telephone numbers for any future calls
- write down accurately all relevant facts and witness details and preserve all vital evidence
- keep a written account of all events, times and contacts after the incident
- complete an accident report form as soon as possible
- no one in the group should speak to the media and no names should be provided
- no one in the group should discuss any legal liability with other parties
- be aware of the School's Emergency Management Policy
- contact and inform the Headmistress or if not possible another senior member of staff as soon as appropriate

Child Missing on an Educational Visit

The number of children is checked regularly through frequent head counts. Permission from parents/ guardians is obtained for each trip. Mobile telephones are taken on every visit and mobile contact numbers are left at school on the trip information form.

In the event of a member of staff fearing that a child has gone missing while off-site:

- the Trip Leader must ensure the safety of remaining children
- one or more adults should immediately start searching for the child
- the Trip Leader should contact school to alert them
- if the child is not found within around 10 minutes, the Trip Leader must contact police by telephoning 999
- the Trip Leader should alert school that the police have been contacted and the School will make arrangements to notify parents, after which the procedures described above will be followed
- the Trip Leader will remain with the police to comfort the child when found and maintain regular contact with the school
- the remaining staff will return to the school with the rest of the children, if off-site

COPIES OF ALL THE RELEVANT FORMS ARE AVAILABLE FROM THE SCHOOL OFFICE

Headmistress:	Eilish Sleator	Date:	1 st September 2025
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