



Educational Trips (Evolve) Policy

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1. **Context**

Educational visits are not treated separately from other aspects of health and safety. This policy is to ensure the safeguarding and promotion of the welfare, health and safety of pupils on activities outside the school and to promote good behaviour on these activities. 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 Malet Lambert 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 practising 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. Pupils 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. **Application**

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. The Local Authority's guidance links directly with National Guidance www.oepng.info.

All staff are required to plan and execute visits in line with the LA's policy. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

The rest of this policy explains how visit approval and planning takes place at Malet Lambert.

3. **Types of visit**

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

- staff using the local area to deliver lessons
- other single day visits within the UK excluding adventurous activities
- any visit involving adventure activities, involving travel abroad and/or an overnight stay

4. **Roles and responsibilities**

Visit leaders are responsible for the planning of visits but should involve both accompanying colleagues and the children in this process. Staff must make appropriate checks of any third-party providers. Staff are advised to obtain outline permission for a visit, from the Headteacher, before beginning to plan and certainly before making any commitments.

The EVC will support and challenge colleagues over visits and learning outside the classroom. They are the first point of call for advice on visit related matters. The EVC will check final visit plans on EVOLVE before submitting them to the Headteacher. The EVC sets up and manages the staff accounts on EVOLVE.

The Headteacher has delegated responsibility for monitoring and final approval of all visits to Finance Business Manager. The Finance Business Manager will give advice on anything related to residential or day trips and has more detailed information available for Party Leaders on planning, required procedures and example paperwork. The Hull City Council Local Authority is still heavily involved in managing risk in relation to school trips.

The EVOLVE **Governor** also has sight of the trip plan and can raise queries and provide an additional check on the procedures and information.

The Local Authority give final approval for overseas or residential trips. Queries or advice can also be provided by the Local Authority as and when required.

5. **Staff Competence**

We realise that staff competence is the single most important aspect of safe visit 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 deciding whether any member of staff is competent to be a visit leader, the Headteacher will take into account the following factors:

- Level of relevant experience
- 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

6. **Visit Planning and Approval**

No payments or firm bookings should be made until full permission has been given. If permission is granted, it is conditional on the submission of all the relevant documentation listed on the form.

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

- Local area visits
- Single day visits within the UK excluding adventure activities – these are put on EVOLVE and approved internally by the Headteacher. Visits should be submitted to the EVC via EVOLVE at least five days in advance
- Visits involving an overnight stay must be put on EVOLVE and submitted to the EVC at least 20 days in advance. The school is required to submit these for Local Authority Approval at least 15 days in advance
- Visits involving adventure activities must be put on EVOLVE and submitted to the EVC at least 15 days in advance. The school is required to submit these for Local Authority Approval at least 10 days in advance
- Visit leaders must check if an activity provider holds either an AALA licence (http://www.aals.org.uk/aals/provider_search.php) and/or an LOTC quality badge (<http://www.lotcqualitybadge.org.uk/search>). If they do not hold the LOTC Quality Badge then they must complete a Provider Questionnaire
- Visits abroad require detailed planning to commence well in advance and the Headteacher must be kept up to date with progress. Checks must be made on any third-party providers and permission from the Headteacher 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, which visit leaders should scrutinise. Governors to be made aware of planning for visits abroad
- The Headteacher will need to submit final plans to the Local Authority at least 10 days before the departure date

7. Emergency procedures

Ideally, the leader will have a first aid qualification; if not, this should be available within the staff of the group as a whole and a First Aid kit appropriate to the visit must be carried at all times, including on the journey. The School Nurse should be consulted about the contents of any First Aid kit.

The Party Leader should carry at least one emergency contact number from a member of Senior Leadership Team such as the Headteacher or Deputy Headteacher, as well as at least one for each of the pupils and member of staff on the trip. A mobile phone should be taken on every trip. A trip phone is provided by school.

Leaders in charge of pupils during a trip have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Leaders should not hesitate to act in an emergency and to take life-saving action in an extreme situation. The Party Leader would normally take charge in an emergency and would need to ensure that emergency procedures are in place. However, in certain situations, it may be more appropriate to have a more experienced member of staff on the trip take charge of the emergency and the Party Leader look after the rest of the group.

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

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 1). All staff on visits are familiar with this plan and it is tested at least 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.

8. The Visit Leaders job list

The visit leader will ensure all the following steps are completed for any type 2 or 3 visit:

- Gain outline approval from the Headteacher to begin planning the visit and agree funding mechanism / charging policy (see Appendix 2) proforma for approval
- Ensure the visit: (See Appendix 3 - Educational Visits Checklist)
 - has clear learning outcomes
 - has activities appropriate to the group
 - is planned to maximise benefits to the children while managing significant risks and complete Event Specific Notes (Appendix 4)
 - is appropriately staffed
 - complies with the school's Safeguarding Policy
- Involve children in the planning of the visit, and how it will be managed, wherever possible
- Ensure the LA procedures are followed and that the visit plan is recorded on EVOLVE
- Ensure all other staff, accompanying adults and children are:
 - fully briefed about their roles and responsibilities during the visit
 - know what to do in the event of an emergency
 - are given information they need about individual pupil needs
- Emergency procedures must include what would happen in the event of illness or injury affecting the party leader
- Ensure the base contact back at school is fully briefed and has copies of all relevant information

9. Parental Consent

Parents must be fully informed (in writing) about the proposed trip before they are asked for their consent. Parents should be reminded that pupils cannot be taken on a trip if their written permission is not received by the school beforehand, and give yourself lots of time to chase parents who forget to submit it to you.

Overall Group Leader must ensure that parents/carers are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved.

Parents/carers of each pupil are asked to complete a reply slip which confirms that they consent to their child attending the trip, they are also required to complete a Once Only Medical Consent form, this covers the whole time they are enrolled at the school. Where a parent/carer has not done this, they are required to complete a Specific Consent Form for each visit/activity.

Any special/medical needs of pupils are collated by SENCO and supervising staff are briefed and trained accordingly.

Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary.

10. Pupil Eligibility

All pupils should be given equal opportunity to attend school trips. However, ensuring that the Party Leader and where relevant accompanying staff are aware of any pre-existing issues is essential that:

- If spaces are limited:
 - Priority will be given to pupils if it is their last year at school
 - To book a place on a trip, it will be first come, first served basis
 - Forms for trips are to be collected from pupils within a strict deadline. They will then be numbered in order as they have been handed in
 - If there are more pupils wanting to go on the trip, where possible the trip leader will consider increasing the numbers allowed on the trip. On the condition there are enough staff to support the trip and if an external trip provider is being used, they can accommodate the increase
 - Parents will be informed if their child has a place on the trip
 - Parents will also be informed if their child is on a reserve list
- The Party Leader should send a list of pupil names to the Designated Safeguarding Lead, the Child Protection Officer and the Deputy Heads of House address seeking any relevant feedback on pupils before allowing them to fully sign up to the trip
- Any Safeguarding concerns should be discussed between the Party Leader and the Child Protection Officer and action taken appropriately
- A full CPOMS check should be done by the Party Leader and the Child Protection Officer in the final week before the trip and action taken appropriately
- A full check of behaviour points should be done using the schools Management Information System (MIS) and where appropriate, context should be sought. The Party Leader ultimately will make the final decision on whether to include a child on the trip. Parents disagreeing with decisions made should follow the usual school complaints policy

11. Inclusion

The Party Leader should make every effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group. Dependent on the nature of the activity this may not always be possible. Special needs of any kind will be taken into consideration in the risk assessments.

For further information, please refer to the Trust Equality and Diversity Policy.

12. Charging / funding for trips

The Visit Organiser should ensure that:

- each visit is accurately costed and budgeted for
- adequate allowances are made for additional unforeseen costs and changes in circumstances
- financial plans – especially for more complex and committing visits – are checked and agreed by the Headteacher before financial commitments are made
- for visits that involve substantial commitment financially (e.g. overseas expeditions), no firm bookings or financial commitments are made until the visit has been agreed and received “Outline Approval” by the relevant authorities
- the costs of the visit are made clear to all concerned (including parents), including how much will come from School funds, and how much each parent will be charged or asked to contribute. Trip Leaders must make every attempt to ensure the very best price and a clear, affordable step payment scheme to allow as many participants to take part as possible
- money collected for visits is kept in a separate school account, and secure systems are in place to ensure that money is accessed and accounted for correctly
- Refer to School's charging policy

13. Transport

As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any legal requirements are met.

Use of staff cars to transport pupils – Refer to the LA's guidance document. Any use of private vehicles will be subject to a specific risk assessment.

14. Insurance

Evidence of travel insurance must be provided. Insurance may also be provided by the travel company in the case of visits organised through companies e.g. Skiwise which provide a higher level of coverage especially for Medical expenses.

Appendix 1 Emergency procedure

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

- There is always a nominated emergency base contact for any visit (during school hours this is the office)
- 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
- The visit leadership team and the emergency base contact will both have relevant medical and emergency contact information on all the trip participants (including staff)
- 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
- The National Guidance role specific emergency action cards are carried by:
 - The visit leader
 - The first point of contact (e.g. the office receptionist)
 - The designated base contact senior manager
- This procedure is tested through both desk top exercises and periodic scenario calls from visit leaders

Appendix 2 Request Pro forma

MALET LAMBERT REQUEST FOR AN EDUCATIONAL VISIT FORM

This form should be submitted for approval to the Headteacher for all off-site activities before pupils are notified or any bookings made.

Party Leader:			
Department:			
Year Group:			
Number of pupils:		Adult / Pupil Ratio:	
Total number of accompanying employees including party leader:			
Names of ALL other accompanying persons:			
Date and time of visit:			
School Calendar Check:		Any other visits/events on the same date/s? Yes / No (Please circle)	If Yes, please detail:
Venue and purpose of visit:			
Details of visit, including travel arrangements, any remotely supervised time and any potentially higher risk / adventurous activities:			
Cost of Trip, to include a full breakdown of cost:			
Cost per pupil:			
Additional cost to School: (incl. paid cover)			
For residential visits: <ul style="list-style-type: none"> Type of accommodation Outline of any hazardous activities 			
Other relevant information: <ul style="list-style-type: none"> Name of organisations, e.g. coach company, travel firm. Awareness of site, e.g. previous visit 			
Cover arrangements / Diary Commitments			
Signed: Party Leader			
Date:			

Approval is given to proceed with arrangements for this visit as outlined above. If any changes are made to this form after it has been signed, it must be presented to the Headteacher again.

Signed: Approved by Headteacher or Governor and subject to EVOLVE	
Date:	

Appendix 3 Educational Visits Checklist

Malet Lambert Educational Visits Checklist

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

Note: This 'master' copy is in EVOLVE Resources. To reduce bureaucracy, EVCs are encouraged to adapt this to suit their particular circumstances, and then upload this to their establishment's own EVOLVE Resources section via the EVC Dashboard (orange 'cogs' icon on home page).

In advance of the visit:

1. Have the intended outcomes of the visit been clearly identified? (see Section 1) ☐ yes
2. Is the visit appropriate to the age, ability and aptitude of the group? ☐ yes
3. Has there been suitable progression/preparation for participants prior to the visit? ☐ yes
4. Does the visit comply with any guidelines specific to your Establishment? ☐ yes
5. Does the visit comply with any specific LA guidelines? (see relevant sections) ☐ yes
6. If a member of staff is going to lead an adventurous activity, have they been 'approved' by the LA? ☐ yes ☐ n/a
7. If using an external provider or tour operator, does the provider hold an LOTC Quality Badge (see www.lotcqualitybadge.org.uk) or have they satisfactorily completed and returned a 'Provider Form'? ☐ yes ☐ n/a
8. Are transport arrangements suitable and satisfactory? (see Section 13) ☐ yes ☐ n/a
9. If residential, have appropriate measures been taken to ensure the suitability of accommodation? ☐ yes ☐ n/a
10. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? ☐ yes ☐ n/a
11. Has a pre-visit taken place? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made? ☐ yes
12. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). ☐ yes
13. Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability? ☐ yes ☐ n/a
14. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? ☐ yes
15. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role? ☐ yes
16. Are all support staff aware of and comfortable with their roles? ☐ yes
17. Are all helpers aware of and comfortable with their roles? ☐ yes

18. If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? (see Appendix 4ESN Form) ☐ yes
19. Is insurance cover adequate? (see Section 14) ☐ yes
20. Does at least one member of staff know the participants that are being taken away, including any behavioural traits? ☐ yes
21. Have participants been advised in advance about expectations for their behaviour?
If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? ☐ yes
22. Are participants aware of the nature and purpose of the visit? ☐ yes
23. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section 9) ☐ yes
24. Have all relevant details been issued? (e.g. itinerary, kit lists, etc?) ☐ yes ☐ n/a
25. Are staff aware of any medical needs and/or other relevant details of participants? ☐ yes
26. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? ☐ yes ☐ n/a
27. Are staff aware of any relevant medical conditions of other staff/helpers within the group? ☐ yes ☐ n/a
28. Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? (see Section 7) ☐ yes
29. Is a first aid kit (appropriate to the visit) available? (see Section 7) ☐ yes
30. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. e.g. 'Plan B', and have these plans been risk assessed and parental consent been obtained? ☐ yes
31. For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts? ☐ yes ☐ n/a
32. Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)? ☐ yes
33. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section 7) ☐ yes
34. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? ☐ yes ☐ n/a
35. If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? ☐ yes ☐ n/a
36. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? ☐ yes ☐ n/a
37. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? ☐ yes ☐ n/a
38. Does any specialist equipment conform to the standards recommended by responsible agencies? ☐ yes ☐ n/a
39. Have all financial matters been dealt with appropriately? ☐ yes

40. Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? (see Section 4) ☐ yes
41. If residential, overseas or involving adventurous activities, has the visit been approved by the LA? (see Section 4) ☐ yes ☐ n/a

During the visit

42. Do all staff have a list of participants/groups and emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours? ☐ yes
43. Does the establishment office have a list of the names of all participants, including adults and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)? ☐ yes
44. Do staff have sufficient funds to allow for any contingencies? ☐ yes ☐ n/a
45. Do staff have any relevant literature, work sheets, clipboards, etc? ☐ yes ☐ n/a
46. Do staff have other items, e.g. first aid kit, sick bags, litter sack, etc., if needed? ☐ yes
47. Are participant numbers being checked at appropriate times? ☐ yes
48. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? ☐ yes ☐ n/a
49. Are participants aware of the procedure in areas where there is traffic (e.g. if walking, is it pairs, crocodile, groups, may participants run, are participants aware of the procedure at road crossings, etc.) ☐ yes ☐ n/a
50. Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively? ☐ yes ☐ n/a
51. If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet? ☐ yes ☐ n/a
52. Do participants know what action they should take if they become separated from the group? ☐ yes
53. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? ☐ yes

At the end of the visit

54. Are appropriate arrangements in force for the dismissal of participants? ☐ yes
55. Has the Visit Leader reported back to the Educational Visits Coordinator? ☐ yes ☐ n/a
56. Has the group been debriefed and any relevant follow-up work completed? ☐ yes ☐ n/a
57. Have all loose ends been tied up, e.g. paperwork, finance, thank you letters, etc? ☐ yes
58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? ☐ yes
59. Have all staff and helpers involved in the visit been thanked for their input? ☐ yes

Appendix 4 Event Specific Notes

EVENT SPECIFIC NOTES

What are the really important things we need to do to keep ourselves safe?

Visit details.....

Carried out by

Date

<div>ISSUE</div> <div>Consider STAGED: Staff, Timings, Activity, Group, Environment, Distance</div>	HOW TO MANAGE IT	WHO TO BE INFORMED		
		PARENTS	STAFF	PARTICIPANTS

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here