



This policy now forms part of the Health and Safety Manual

Applicable to: All teaching staff, support staff and volunteer helpers. Also, where relevant, to the parents/guardians of pupils of Redmaids' High Junior School who are participating on a school visit.

A school visit or trip is defined as any activity organised by a member of the teaching staff of Redmaids' High Junior School which involves taking pupils of the school off the school site. This policy is applicable to all such visits, whether the visit is for an hour, a day, an evening or a longer period of time. It also is applicable for visits which are regularly undertaken off the school site (e.g. swimming) although a modified procedure will then apply.

The precise procedure to be followed in each case is clearly stated on the Staff drive. This includes the School's Preparation for and Running a Successful Trip document, plus the documents for Planning a trip - (1) Planning a school visit lasting one day and (2) Planning a residential visit

The School's Visits Procedure documents are written having regard to the guidelines set out in the Gov.UK Guidance '[Health and Safety on Educational Visits](#)' and include specific guidance, as applicable, on:-

- responsibilities for visits, including pupils' behaviour;
- planning visits, including risk assessments and first aid;
- supervision, including ratios and vetting checks (for example, DBS checks for volunteers on overnight stays);
- preparing pupils, including special and medical needs;
- communicating with parents/guardians;
- planning transport;
- insurance;
- types of visit;
- visits abroad;
- emergency procedures, including contact details and permission for emergency medical treatment if the parents/guardians cannot be contacted.

National Guidance and Good Practice can also be found on the Outdoor Education Advisers' Panel website at <https://oeapng.info> which is recognised in the Gov.UK document.

Aims

- To enable all pupils at Redmaids' High to gain maximum benefit from taking part in school visits, as appropriate.
- To ensure that pupils, staff and volunteer helpers stay safe and healthy on school visits.
- To meet the regulatory standards and requirements concerning Safeguarding, Child Protection and Health and Safety.

Objectives

- To enable members of the teaching staff to organise and plan their visit confidently, in the knowledge that they are doing everything possible to ensure that a visit will be incident free.
- Should incidents occur on a school visit, to have in place contingency plans and safety measures to minimise any possible problems.
- To ensure that all participating pupils are fully aware of the nature of the proposed visit and what will be required of them, both in terms of participation and behaviour throughout the entire visit.
- To give parents/guardians of the participating pupils all necessary information about the proposed visit and, in turn, require of them specific information about their daughters, to ensure the success of the visit.
- To schedule such visits within each school year in such a way that they minimise disruption to the school curriculum, the school community and the families concerned.

Implementation

- The Headteacher takes the role of the Educational Visits Co-ordinator (EVC).
- Training will be provided by the EVC to ensure that all members of the teaching staff are aware of best practice in running a school visit and staff running their first trip will be mentored through the process.
- This will be reinforced by the production of a school document "Preparing for and Running a Successful School Visit" which will be reviewed by the EVC on a regular basis.
- Members of staff who have run successful school visits will be available for advice and support for any member of staff undertaking their first venture.
- All proposals for a school visit should be addressed to the Headteacher in the first instance and should be submitted within the agreed limits of notice (see document), which will vary according to the nature of the visit. Proposals for visits abroad will need to be submitted at least twelve months but preferably eighteen months in advance. This will ensure that Group Leaders have sufficient time to organise the visit properly and also allow both other departments and the parents/guardians of pupils to make their plans accordingly.
- It may not be possible to give permission for visits that have not been notified within the established time limits.

- The educational purpose of the visit should be clearly defined and where lessons are missed there should be a clear curricular objective. The Headteacher should monitor the number of visits staff propose to take out each year and prioritise where necessary.
- Once initial permission has been granted by the Headteacher, the Group Leader should liaise with the Headteacher who is in charge of the school calendar. A suitable date for the visit is then agreed upon
- If there are no major objections to the proposed visit, it will then be entered formally into the school calendar and detailed planning can begin. No school visit should take place, for however short a period of time, without the above procedures being adhered to.
- When planning a school visit, Group Leaders must take into account the school's Health and Safety, Safeguarding and Child Protection and risk management policies and ensure that all proposed activities fall within the required limits, as set out in these policies.
- When planning an activity involving caving, climbing, trekking, skiing or watersports, the Group Leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England and Wales). Licences can be checked at: <https://aala.hse.gov.uk/aala/>
- Group Leaders must check that external activity providers have appropriate safety standards and liability insurance. The LOTC badge can be checked at: <https://lotcqualitybadge.org.uk/search>. If the organisation does not have The Council for Learning Outside the Classroom (LOtC) badge then leaders must check:
 - Their insurance
 - They meet legal requirements
 - Their H&S and emergency policies
 - Risk assessments
 - Use of vehicles
 - Staff competence and training
 - Safeguarding
 - Accommodation
 - Any sub-contracting arrangements
 - Appropriate licences
- Group Leaders should also be aware that any volunteer helpers on school visits i.e. not current members of the staff of Redmaids' High School, will need to be DBS checked for overnight stays and otherwise accompanied by a member of staff at all times and will need to undertake to follow the direction of the Group Leader in all matters. They will be covered under the School insurance.
- The leader of any trip must ensure that the risk assessment is circulated to all staff going on the visit and must make sure they have read and understood the risk assessment.

- Every trip must be evaluated and the evaluation form sent to the Headteacher.
- Where a trip involves use of a school minibus the leader of the trip must follow the school guidelines (Health and Safety Manual). Minibus use is also covered in the Trip risk assessment.

Please refer to the school booklet “Preparing and Running a Successful School Visit” for the detailed procedures to be followed when planning a visit. This booklet is available i on the Staff Drive, Juniors, under School Trips.

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