



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 students of Redmaids' High School who are participating on a school visit.

A school visit or trip is defined as any activity organised by a member of staff of Redmaids' High School which involves taking students 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 is also applicable for visits which are regularly undertaken off the school site (e.g. swimming). For visits such as swimming and other instances of regular and/or local visits within the school day, a modified procedure will apply.

The precise procedure to be followed in each case is clearly stated on the Policies and Codes of Practice SharePoint under Senior codes of practice. This includes the School's Preparing for and Successfully Running a School Trip document, separate guidance on Day Trips and Residential Trips, plus specific steps to take and appropriate forms.

The School's Visits Procedure documents are written having regard to the guidelines set out in the Gov.UK 'Health and Safety on Educational Visits' – Nov 2018, and include specific guidance, as applicable, on:

1. responsibilities for visits, including students' behaviour;
2. planning visits, including risk assessments and first aid;
3. supervision, including ratios and vetting checks (for example, DBS checks for volunteers on overnight stays);
4. preparing students, including SEND and medical needs;
5. communicating with parents/guardians;
6. planning transport;
7. insurance;
8. types of visit;
9. visits abroad;
10. 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 students at Redmaids' High School to gain maximum benefit from taking part in school visits as appropriate.
- To ensure that students, 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 all that is reasonably practicable 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 students 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 students all necessary information about the proposed visit and, in turn, require of them specific information about their children, 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

- Alice England is the Educational Visits Co-ordinator (EVC). Nic Hartley and Lisa Jephcote are also EVC trained)
- Training video tutorials are available on the Hub or training is delivered through meetings with the EVC, to ensure that all members of the teaching staff are aware of best practice in running a school visit.
- This training is reinforced by the school documents relating to visits which are reviewed on a regular basis.
- Named 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 initiated by completing the 'Trip/School Activity Request Form' on Operoo. This will be directed to the Assistant Head (Learning and Enrichment) in the first instance. (see "Preparing for and Successfully Running a School Trip" document in the Senior codes of practice folder in the Policies and Codes of Practice SharePoint), 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 students 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. HoDs should monitor the number of visits their department propose to take out each year and prioritise where necessary.
- 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. (See “Preparing for and Successfully Running a School Trip” document for the details/timings to be followed).
- 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.
- 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 all staff must make sure they have read and understood it.
- When planning an activity involving caving, climbing, trekking, skiing or watersports the leader of the trip must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland 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. LOTC badges can be checked at: <https://www.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
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- A list is kept of all external activity providers by the Secretary to SMT and their associated licences and standards
 - Trips are evaluated and the evaluation form sent to the Assistant Head (Learning and Enrichment) who then passes the information to the Head. Evaluation forms can be found on Operoo. 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 documents relating to the planning and running of trips for the detailed procedures to be followed when planning a visit. These are available in the Staff drive and on the Hub in the Staff, Trips section.

Alice England/Liz Clarson Reviewed Autumn term 2023

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