

**BROCKWOOD PARK SCHOOL & INWOODS SMALL SCHOOL including EYFS  
EDUCATIONAL VISITS POLICY**

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## Introduction

Students can derive a good deal of educational benefit from taking part in educational visits. Educational visits play a major role in the education and development of young people. They contribute significantly to the development of cross curricular links and to personal and social education through encouraging responsibility, self-confidence and self-reliance. This policy is designed to ensure that teachers and students stay safe while on educational visits and that the visit is a valuable and effective experience for all involved. This policy should be used in conjunction with the School Trip Checklist which is available on the school server and in the Trips folder on the school Google Drive.

***All trips, other than routine visits, must be approved by the Brockwood Park School Management Committee (SMC).***

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area

- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

## Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2024](#)
- Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

## Roles and responsibilities

### Headteacher

The School Management Committee (SMC) is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits coordinator, have received any necessary training
- Working with the board of trustees to approve residential trips that last for significant lengths of time
- In relation to Inwoods Small School, Kate, the member of the SMC who Coordinates Inwoods, will manage and approve trips specific to the primary school.

### The educational visits coordinator (EVC)

Tom Power, Curriculum Coordinator is the appointed EVC at Brockwood and Kate is appointed EVC at Inwoods. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the SMC and board of trustees when they're approving trips

- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

## Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including coordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

## Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the SMC
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

## Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable

- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

## Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

## Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

[Behaviour of Students Policy 2024-2025 - Brockwood \(SMC - Thomas and Mina\) 08-...](#)

## Planning Educational Visits

### Routine Visits

We differentiate between routine visits and educational visits/school trips. For all activities classified as a routine visit, the school trip process may not be necessary the differences between the 2 are:

#### 1. Routine Visit

- Risk Level: Involves everyday levels of risk, such as slips and trips.
- Planning: Requires minimal extra planning beyond the educational aspect.

- Examples: Local library visits, nearby park excursions, or trips to a local cafe in SA groups.
- Consent: Generally covered by the school's existing policies and procedures.

## 2. School Trip

- Risk Level: May involve higher levels of risk and require detailed risk assessments.
- Planning: Needs extra planning, including risk assessments and the approval of the SMC.
- Examples: Overnight stays, trips involving outdoor adventure activities, or visits to locations far from the school.
- Consent: Often requires written consent from parents or carers, especially if the trip is outside normal school hours or involves higher risks

**When planning a trip all staff must first contact the relevant EVC by emailing [curriculum@brockwood.org.uk](mailto:curriculum@brockwood.org.uk) or [info@inwoods.org.uk](mailto:info@inwoods.org.uk) with the proposed date.**

For Brockwood, assuming this fits with the school program, the curriculum team will build a Trips Folder for the trip including a Trips and Outings form, Risk Assessment Template and Trips Checklist. At this point the decision will be made by the competent health and safety representative (the Estate and Facilities Manager (EFM) as to whether the trip will require further evaluation. For Inwoods, the Trips and Outings forms for all annual trips are all held in 1 folder. In both cases, the staff member completing the Trips and Outings form will need to refer to a copy of this Educational Visits Policy.

The decision on whether or not a visit will take place will be made by the SMC, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available

- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

The SMC will keep the board of trustees informed in cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas.

Once the risk assessment has been approved by the SMC, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

### Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

### Financial Need

If students are on a bursary and their financial situation would otherwise preclude them from attending a school trip, discretionary funds can be made available on a case-by-case basis by the bursar.

### SEND

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

### Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

## Risk assessment

We will carry out a full risk assessment before the start of all trips.

This will be completed using the school's [risk assessment template](#) and approved by the SMC. [Existing risk assessments](#) or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the SMC, and a copy taken on the visit and another copy left with the EVC.

All risk assessments must be visit specific and must cover the full itinerary. Risk assessments should be reviewed and, if necessary, updated, even for visits/expeditions that occur regularly.

If a licensed provider is responsible for a visit/activity, you are advised to ask for a copy of their own risk assessment and to refer to and include it as part of your own.

There must be an on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require. Students must not be made to undertake or continue with an activity if they are expressing serious concerns about their health, well-being and overall safety.

***Any questions relating to health and safety should be discussed with the Estate and Facilities Manager***



## Staffing

As with all visits, the staffing ratios and requirements must be visit-specific according to the number, composition, age-range and appropriate to the venue and activities planned for the visit.

As a general rule, the following applies:

- Groups on visits must have at least two members of staff. (In certain circumstances one staff member may be sufficient e.g. older students attending a lecture in London)
- If there is a mixed group of girls and boys, at least one female and one male member of staff must accompany the group on the visit. (In certain circumstances one member of staff, male or female may be sufficient e.g. as above)
- Normally a staff ratio to students of 1 member of staff to 10 students should be followed.
- Ratios on residential trips should be 1 member of staff to 8 students.
- All groups on visits must have a nominated group leader and nominated deputy leader (except on visits led by one person)

For Inwoods Small School the ratios recommended by [RoSPA](#) are as follows:

1:15 for all visits where the element of risk is similar to the risks encountered in daily life.

1:10 for all trips abroad.

1:6 for children under eight and/or where the children have special needs.

1:5 or less for younger children and high risk activities.

In consideration of EYFS, [The Early Years and Foundation Stage Statutory Framework](#) sets out specific legal requirements for minimum ratios in this age group, which apply on outings.

In summary, they require a minimum of two adults with a group, including at least one person who has a current paediatric first aid certificate, with the requirements for ratios to be followed, as in the classroom environment.

## Tour Companies and External Providers

Only licensed providers (e.g. Adventurous Activities Licensing Authority AALA) may be used. It is also advisable to obtain recommendations from other schools that have used the provider if the company is otherwise unknown to you.

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## Remote supervision

At all times group leaders and staff are responsible for students. Any period of remote supervision must be covered by the drawing of clear boundaries for students and emergency procedures on how contact with staff can be made. It is often good practice to issue students with an [emergency card](#) giving mobile phone contact numbers of staff involved and the address and contact numbers of the place of residence if an overnight stay is involved. The associated hazards should be addressed in the overall risk assessment. On the trip students should normally be in groups of at least three and be briefed on how to respond to an emergency.

## Minibus Use and Travel

If you are using the school minibus you must be on the list of approved drivers. For visits involving travel over some distance, the driving should be shared and therefore the party should include at least two approved drivers per vehicle.

If you are using your own private vehicle on necessary school business to transport students you must have a valid driving licence, with no penalty points. While the school's comprehensive insurance policy gives cover for such use of your vehicle, you must check your own insurance policy and how this is viewed by your insurance.

Students must be required to wear safety belts in all vehicles. It is the group leaders and staff who are responsible for ensuring that this requirement is enforced on all journeys.

If driving abroad it is likely that you will need to obtain an international driving licence.

All drivers are given a driving assessment and are made aware of the health & safety/breakdown/accident information held in the glovebox of all minibuses. All minibuses undergo a safety inspection every 3 months, carried out by a professional mechanic.

## Other travel arrangements

For train travel and underground, particular care needs to be given to the risk of students being separated from the rest of the groups and this must be set out in the risk assessment.

When travelling abroad students need to be briefed on matters such as securing passports and visas, baggage security and airport security checks. It is good practice that on arrival at the destination (or once all passport checks have been completed), the group leader collects all passports and stores them in a safe place, taking advantage of lockable facilities where possible.

When travelling on ferries it is good practice to establish a rendezvous point for the duration of the trip, enabling students to find a member of staff if needed. Advice on staying in small groups (age dependent) and clear instructions on meeting times should always be given.

## First Aid

One member of staff must be nominated as being in charge of First Aid. It is a requirement that all residential trips have a qualified First Aider on their staff team. The need for a First Aider on day trips will be assessed as part of the risk assessment process. EYFS children on trips should have at least one member of staff in their care with a current paediatric first aid certificate. The First Aider will be:

- Responsible for the first aid bag. This should be taken on visits as appropriate.
- Liaise with the Infirmary before the trip to ensure any specific information or equipment/first aid kit is needed for the planned trip.
- Administer basic first aid, though the person responsible must be careful to avoid administering medical treatment beyond their training, skill and knowledge.
- Remain with the casualty while emergency help is summoned and, if needed, accompany the casualty to hospital.

## Accommodation and Residential Visits

Where overnight accommodation is involved, fire exits and emergency evacuation procedures should be checked by the group leaders on arrival. The groups should then be given a briefing/fire drill.

Students should know where the staff rooms are located and these should be in the vicinity of student accommodation. Group accommodation should be located in one area rather than scattered in different parts of a residential complex. As far as is reasonably possible, ground floor accommodation should be avoided for female students and there should be a clear

divide (a staff room/accommodation is acceptable) between female and male accommodation. Wherever possible, male staff should not occupy a room on a corridor with female students. It is important to have proper details of the accommodation that is being provided before the visit, even if a pre-visit is not possible. The group leaders should have a room list. Clear expectations about behaviour should be set and a reminder that the agreements still apply; no girls in boys' accommodation and vice-versa.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

## Passports and VISAs

Trip leaders should make a copy of all passports, visas and EHICs, and retain a copy throughout the visit. A second copy should be given to the SMC with the risk assessment before departure.

## Charging Consent and Insurance

### Costs and Consent

School trips are charged to parents. Consent for all trips under £40 is gathered during the enrollment process for Brockwood. Any trip costing more than £40 requires additional consent from parents/carers and time should be allocated to gather before the trip is approved and paid for. If students are on a bursary and their financial situation would otherwise preclude them from attending a school trip, discretionary funds can be made available on a case-by-case basis by the bursar.

Although all trips under £40 are already pre-consented, it is good practice to contact the parents of the students on the trip with details about the trip including:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Rationale for running the trip and how it links to the ethos of the school

A template consent form containing all the essential information will be provided by the EVC for each relevant trip to support trip leads.

### Insurance

The DCSF Guidance “The Health and Safety of Pupils on Educational Visits: A Good Practice Guide,” ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)), should be read by all Trip Leads. It explains that their responsibility is to “**act as any reasonable parent would do in the same circumstances.**” Staff members who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However they can be assured that Brockwood Park and Inwoods Small School, as their employer, is committed to supporting them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school’s guidelines.

Brockwood Park and Inwoods Small School have Employers’ Liability Insurance and Public Liability Insurance as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, but does not cover all adventurous activities, such as climbing, sand boarding or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the facilities, whether or not the activity is covered by the school’s policy and a risk assessment is needed and to be requested. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the school’s travel insurance with him/her when appropriate.

## Emergencies

### Medical Emergency/Accident Protocol

Below is a quick guide to support staff in the event of a medical emergency or accident. All school trip risk assessments should contain an emergency procedure:

1. Take steps to prevent injury to others in your charge or in the vicinity. Enlist others to help you and give first aid.
2. Contact the emergency services and tour operator.
3. Arrange documentation required – EHIC, Insurance, Student medical details.
4. Arrange transport and staff supervision.
5. Contact School base-contact – who will inform parents.
6. Notify the British Embassy/Consulate if an emergency occurs abroad.
7. Manage communication by the rest of the group; explain why you will not allow students to phone home. Do not name the casualty or give other than brief factual information to local media after liaising with the base contact.
8. Record in writing – nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom).
9. No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the School.

### Missing Person

1. Make a plan with all supervising staff – have specific times to meet and review. Do not rely on mobile phones.
2. Manage and brief the rest of the group.
3. Ensure a system for communication between staff and base.
4. Contact local emergency services and tour operators; notify the British Embassy/Consulate if an emergency occurs abroad.
5. Contact the Co-chairs – who will inform parents.

6. Manage communication by the rest of the group; explain why you will not allow students to phone home. Do not name the missing person or give other than brief factual information to local media after liaising with the base contact.
7. Record in writing – nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom).
8. No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the SMC who will liaise as necessary with the board of trustees.

## After the Educational Visit

### Reporting incidents/near misses

Accidents to children, leaders and volunteers should be recorded or reported in accordance with the established procedures. In the case of a serious injury, the parents and the SMC must be informed as soon as possible.

### Report on visit

You are asked to give some feedback to the School Management Committee on your visit (particularly longer visits, expeditions, and overseas visits). A brief summary of the trip and any causes for concern should take place within 1 week of the trip returning – please complete the Trip Feedback Box on the Trips and Outings Form in your trips folder.