



Educational Visits Policy

Policy date:	December 2021
Date of next review:	September 2022
Owner:	Deputy Head (Co-Curricular)
SLT committee to review:	N/A
Intended audience:	All Staff
Location:	School Portal and Website

1. Introduction

- 1.1 Educational visits off site including day trips, residential trips, trips including adventurous activities and overseas trips are organised and run in support of the School's aims and academic and co-curricular objectives. Haileybury retains a duty of care for pupils and staff involved in all school trips and will ensure all reasonable precautions are taken to protect the safety and health of pupils and staff on school trips.
- 1.2 The School uses the management system "EVOLVE" to plan and authorise all educational visits, and to complete all relevant risk assessments.
- 1.3 This policy should be read in conjunction with the School's Emergency Plan.

2. Roles and Responsibilities

- 2.1 The key person coordinating and approving arrangements for all trips on behalf of the Master is the Deputy Head (Co-Curricular). Advice to staff regarding the approval, planning and conduct of trips is outlined below.
- 2.2 Every planned trip or visit will have a nominated trip leader who is responsible for risk assessing, planning, organising and running the event.
- 2.3 Trips are not permitted to take place if there is no suitable risk assessment (i.e. a Routine Trip Risk assessment for regular low risk trips or a specific detailed risk assessment for all other trips).
- 2.4 Alongside trip leaders, staff accompanying a trip are expected to be aware of the risk assessment contents, the potential risk to their own safety and arrangements for protecting pupil safety and health; staff must therefore read the trip details and documents on EVOLVE (day trips) and, when appropriate, attend a briefing by the trip leader and /or the external trip organising company.
- 2.5 Parental approval for pupils' participation in routine day trips (e.g. theatre trips and sports fixtures) is covered by a general consent form, which is signed on registration with the School. Specific parental approval is requested for trips involving 'adventurous activities' (unless covered elsewhere, e.g. by CCF or Duke of Edinburgh Award scheme consent forms), and for all overnight and overseas trips.
- 2.6 A standing instruction to staff arranging trips to UK adventure training providers and UK residential sites (e.g. Geography Field Trip centres) is to require copies of their site and activity risk assessments and Adventure Activities Licensing (2004) operating licences.
- 2.7 Where external providers do not hold a recognised UK licence (for example those operating overseas and / or those not holding a LOtC (Learning Outside the Classroom) quality badge), the trip leader must complete a risk assessment for the proposed activity and ensure the provider completes an 'external provider form' (available for download on EVOLVE).
- 2.8 Where trips are overseas, members of staff leading trips, in conjunction with the Deputy Head (Co-Curricular) and the organising companies (where applicable) take all reasonable precautions to check relevant licences for activities and the security and safety of accommodation.
- 2.9 Every effort is made to accommodate individual pupils' Special Educational Needs or Disabilities (SEND) on school trips, as far as is practicable and reasonable. Teachers organising and attending visits will be aware of relevant pupils' SEND needs where these might

reasonably impact on a trip. These needs are discussed amongst HMs, the Head of Learning Support and the Health Centre. SEND details are also held by the School on EVOLVE. Staff are expected to consider any SEND needs carefully and seek further details when arranging trips with pupils who are identified as having SEND needs.

- 2.10 For all trips, relevant pupil medical and dietary information is gathered via the Health Centre and is entrusted to trip staff on a need-to-know basis to safeguard the health of the pupils concerned. Details are recorded on iSams which links to EVOLVE to provide the details for the trip organiser.
- 2.11 During a trip, staff should keep in regular contact with the School and parents as appropriate e.g. ensuring parents are kept up to date with departure and return meeting points.

3. Major Trips – Details for Staff Planning Major Trips

- 3.1 Members of staff proposing to organise a major school trip in term time or the holidays should first consult the Deputy Head (Co-Curricular) in his capacity as Educational Visits Coordinator (EVC). The EVC will liaise with the Master and others as necessary to decide whether or not the trip should proceed. The School publishes twice a year a programme of major trips approved for the coming year in order to help balance different types of trips, to minimise calendar clashes and to assist families' budgetary planning. The working document showing the status of trip bids is accessible to all teachers and key support staff on the School's shared drive.
- 3.2 Once a major trip is approved in principle, the EVC should be kept updated of plans, including financing arrangements. Any financial complications should be discussed and approved by the Bursar or Head of Finance. The EVC will guide the trip organiser regarding staffing requirements, including ratios and the requirement for male and female staff. Due weight will be given to Local Authority guidelines in this regard.
- 3.3 As soon as pupil names are confirmed for a major trip, trip leaders must contact the Health Centre directly with any medical queries and for advice. One week before the trip departs pupil names should be confirmed with the Health Centre and advice sought on any current or ongoing medication or medical issues.
- 3.4 The School's external professional trips health and safety adviser will be consulted, as appropriate, including on the completion of the trip risk assessment. Any staff member arranging trips should be mindful of the requirements and limitations of the School's insurance policy. Details of the School's insurance can be obtained from the Head of Finance. Where a trip includes an adult who is not a school employee, appropriate arrangements must be made in liaison with the EVC.
- 3.5 When school trips use approved tour operators, the operator must provide a copy of their risk assessment which must be added to the EVOLVE form by the trip leader. It remains the trip leader's responsibility to complete a risk assessment to cover all arrangements, including any pastoral and medical requirements.
- 3.6 Key communications with parents about major trips, especially the initial letter, must be approved by the EVC.
- 3.7 Critical aspects of major trips are medical cover arrangements, insurance and specific parental approval for certain activities. The EVC will advise trip organisers to ensure all such details are handled properly. The School has a very comprehensive insurance policy covering trips; however, some parents may wish to supplement this with additional cover, especially regarding personal property and medical evacuation. Before a major trip departs, key information,

together with the trip Risk Assessment, must be provided to the EVC. This information will be stored on EVOLVE, available to staff who may need to access it.

- 3.8 Before major overseas trips, there will be at least one formal pre-trip briefing to which parents are invited. Notes on key points made in the pre-trip briefing are kept by the trip leader and sent to pupils, parents and appropriate staff.
- 3.9 Overseas trips, overnight trips, trips involving adventurous activities and any trip involving swimming in open water or boating must have specific Risk Assessments completed and submitted to the EVC via EVOLVE. Final approval for trips of this nature is given by the School's external trips health and safety adviser.
- 3.10 Risk Assessments added to EVOLVE for major overseas, adventurous and overnight trips must be completed using the approved Haileybury Risk Assessment template, which can be found on the homepage of EVOLVE. The exception is for CCF trips which require MOD approved risk assessments. For CCF trips, an EVOLVE trip form must also be completed and all MOD approved risk assessments uploaded.
- 3.11 If there are significant changes to a trip or planned activities staff will be required to undertake a dynamic risk assessment during the trip. In this case the Dynamic Risk Assessment Form (located on the EVOLVE homepage) should be used to record any changes to the agreed arrangements and decisions made. The completed form should be sent at the earliest convenience to the EVC and a member of SLT who is on campus.
- 3.12 Mobile telephone numbers of all staff attending residential (overnight) or overseas trips are included on the EVOLVE form.
- 3.13 Members of staff leading a trip should ensure that any mobile phones being used as the main point of contact work in the country being visited. Haileybury has a number of mobile phones available for staff to use on trips; these phones have been selected as the data and calls will be operational in all countries, enabling calls and messaging. Staff may use these phones whilst on trips to avoid incurring charges on their personal mobile phone.

4. Managing the Trips Approval Process

- 4.1 Trip organisers are responsible for ensuring that all paperwork is submitted to EVOLVE for approval a minimum of one week ahead of the trip taking place. It is important that members of staff organising and leading trips understand their responsibilities for protecting individuals' safety on the trip and prevent risks to the School by adhering to the trips approval process.
- 4.2 If forms are not completed by trip leaders one week ahead of the trip, they will receive an email from the EVC and the trip may be cancelled.

5. Sports Tours

- 5.1 Sports tours are slightly different in nature from other types of school trip and they involve a number of additional considerations. These must be reviewed by sports tour leaders, in consultation with the EVC. Staff organising sports tours should consider using tour companies that provide their own insurance cover in the event of sports-related injuries. In order that pupils are fit and in appropriate physical condition, especially for tours that take place in the school holidays, training programmes should be in place for pupils in the period leading up to the departure of the tour.
- 5.2 The trip leader may liaise with the Head of Strength and Conditioning in this regard. Pupils should be fitness tested and approved to play in tour fixtures upon arrival in the host country or

location of the tour. In the planning of the sports tour, the trip leader should ensure that there are appropriate facilities for training before tour fixtures and recovery time between games.

- 5.3 For specific sports tours consideration will be given to including a professional sports physiotherapist as a touring member of staff.

6. Managing Risks and Medical Requirements

- 6.1 As indicated above, educational trips must have appropriate risk assessments in place. The level of detail and risk control measures will be appropriate for the level of risk involved with the trip and associated activities. Complex risk assessments may be completed and provided by the organising companies. Staff should ensure that a risk assessment is also in place for pastoral arrangements to supplement any activities or a trip organised by an external company. Consideration should be given to arrangements for pupils who become unwell, for example, whilst resting at overnight accommodation, or who will care for unwell pupils if they cannot attend activities.
- 6.2 The EVOLVE system includes links to details of pupil medical and dietary requirements, these must be considered as part of the risk assessment.
- 6.3 The EVC and trip organiser should liaise with the Health Centre Manager as early as possible when considering educational trips to countries requiring specific vaccinations to enable these to be arranged in the weeks prior to departure if necessary.
- 6.4 Trip organisers should liaise with the Health Centre Manager to ensure that suitable arrangements are in place for the provision of medication to pupils during the trip. The Health Centre will provide a first aid/medical kit specific to each trip and pupil needs; this will also contain standard first aid supplies.

7. Safeguarding Pupils Off Site

- 7.1 Child protection and safeguarding extends beyond the Haileybury campus. Haileybury only works with appropriately vetted organisations and institutions. When a pupil is off site but in the care of Haileybury (e.g. whilst carrying out voluntary work) each situation will be risk assessed in line with most recent guidance. When a pupil is off site every effort is made to ensure that they are never left alone under the sole supervision of any adult who is not a member of Haileybury staff.
- 7.2 In particular, for language or sports exchanges where pupils may be staying with host families, pupils are matched as closely as possible for gender, age, special needs etc. and the host school is required to undertake all appropriate checks to safeguard Haileybury pupils. Where uncertainty may arise about checks undertaken, Haileybury liaises with the Hertfordshire Safeguarding Children Partnership to ensure due diligence has been carried out. Pupils staying with host families will have the means to contact staff and will have contact details of trip leaders 24 hours per day. Pupils are also supplied with an agreed emergency 'keyword', to be used when pupils need assistance but feel unable to speak freely in front of their host family.

8. Routine Trips – Details for Staff Planning Routine Trips

- 8.1 Staff wishing to take a group of pupils on a routine trip (e.g. to a theatre in London), must first submit a form on EVOLVE. The staff member must attach a copy of the School's Routine School Trips Risk Awareness Guidance to the EVOLVE form, confirming that they have read and understood this Guidance. A copy of this Guidance is also attached as Appendix 1 to this Policy. This Guidance serves as the standard risk assessment document covering all routine trips.

- 8.2 Once approval has been granted by the EVC, trip leaders will be notified via an (EVOLVE generated) email. Details of the timings expected for these processes to be completed, depending on trip type, are available in the [Trips Submission Protocol](#) document.
- 8.3 The member of staff should then enter a calendar request.
- 8.4 On induction, all new teachers are briefed on expectations and obligations regarding routine school trips, such as away matches and theatre trips. Every teacher is regularly asked to read and sign a copy of this Policy, including the attached Routine School Trips Risk Awareness Guidance.

9. Accounts – Accounting for Trips

- 9.1 Accounts for all trips must be operated through the Finance Department. This is to ensure professionalism, transparency and probity, and to protect academic staff from any suggestion of mishandling of funds.

10. All Trips – School Rules and Procedures in Case of Incidents or Illness

- 10.1 Normal school rules apply on trips. Pupils and parents will be clearly briefed on the standards of behaviour expected and possible sanctions in the event of misbehaviour.
- 10.2 In the case of a serious incident, medical or disciplinary, the nominated point of contact at School must be informed as soon as is practicable, and the Master and/or EVC will be informed as necessary. Any potential issues arising on the trip which could have posed concern but did not, should also be reported to the EVC who will log such incidents. All lessons learnt should be passed to the EVC for further action.
- 10.3 If a pupil has a minor accident or becomes ill, the trip organiser or another member of staff, will take him/her to the local hospital or clinic. If the trip is outside the UK, they will notify the Bursar or the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the School's medical insurers may arrange for the pupil, accompanied by a member of staff, to be repatriated to the UK. The trip leader will liaise with the EVC to ensure the parents are telephoned if their child has suffered an accident or injury that is serious enough to require medical treatment.

11. Review and Monitoring

- 11.1 For overseas trips, the trip leader is required to complete a Trip Evaluation Form on EVOLVE once pupils and staff have returned to school following a trip. The Trip Evaluation Form should be sent to the EVC to ensure key lessons learnt or messages are communicated to SLT as appropriate and incorporated into ongoing reviews and improvements.
- 11.2 The EVC will regularly monitor trips via EVOLVE to ensure trip organisers are following the correct procedure. The EVC will meet with trip organisers a few days before the trip departs to ensure all arrangements are in place and, where necessary, discuss last minute changes such as adverse weather forecasted and how this may affect the trip.
- 11.3 The Health and Safety Manager will undertake a formal review of the management of trips and implementation of procedures every six months, liaising with the EVC as part of the review process and providing a report to the Bursar.

12. References and Resources

- The Outdoor Education Advisors Panel (OEAP): <https://oeapng.info/>

- The HSE Guidance on School trips: <https://www.hse.gov.uk/services/education/school-trips.htm>
- The HSE Adventure Activities Licensing Regulations 2004: <https://www.hse.gov.uk/aala/public-information.htm#>

Appendix 1



Routine School Trips - Risk Awareness

INTRODUCTION

Haileybury has a duty of care to protect the health, safety and welfare of pupils, staff, visitors and volunteers. This responsibility extends to all activities and operations associated with the School.

Staff organising and taking part in school visits off site accept responsibility for the care and welfare of pupils, as they act in loco parentis. It is important staff also look after their own health and safety whilst on school trips.

Haileybury has an Educational Visits Policy in place to ensure a proportionate and sensible approach for planning and organising off-site activities. Staff should be aware of this policy and assist with adopting sensible precautions to manage risks.

The Health and Safety Executive (HSE) is keen to support all schools fully in arranging a wide range of out-of-school activities. The HSE has issued a [statement](#), giving a clear message to tackle the myths about bureaucracy and prosecution, available [HERE](#).

This document is to be read by all teaching staff. It is designed to ensure staff in charge of, or accompanying, routine school trips are aware of the low-risk activities that typically involve everyday risks, such as slips and trips. It also means separate written risk assessments are not then required for every such trip.

The sort of trips to which this arrangement applies are:

- School sports fixtures
- Theatre, cinema, museum and lecture trips
- Urban fieldwork trips
- Paintball and roller-skating trips (to reputable professional sites with their own risk assessments)

Higher-risk activities should be carefully planned and assessed and will require a separate risk assessment, such trips include:

- Overseas trips
- Overnight trips
- Expedition/adventure training Trips
- Any trip involving non-pool swimming or boating

RISKS, PRECAUTIONS AND STAFF RESPONSIBILITIES

Preparatory (trip leaders only):

- Ensure that all necessary permissions are obtained and the trip is registered on EVOLVE.
- Ensure that staff are aware of any participating pupils who have medical or dietary requirements (see iSAMS and/or EVOLVE for pupil details).
- Ensure that pupils identified as requiring special medical items with them have got them (e.g. asthma inhalers, allergy epipens), equipment/details are available from the Health Centre.
- Ensure that any refreshments/meals take into account allergen requirements for pupils.
- Ensure (where relevant) that only transport providers approved by the School's Transport Co-ordinator are used.
- Check (where relevant) that the destination venue has its own risk assessment and first aid available.
- Ensure a mobile phone and appropriate contact phone numbers at School are carried.
- Ensure appropriate supervision ratios are in place (the EVC will advise on ratios as required).
- Ensure that COVID-19 controls are in place on transport and at venues.
- Ensure that accompanying staff are aware of the above (where relevant).

Journey to/from destination:

- Ensure that pupils get on and off the bus / transport safely.
- Ensure that all pupils wear seatbelts (when provided) during the journey.
- Ensure that pupils know the report time and assembly point for the return journey.
- Ensure that pupils know what action to take should an incident occur, or should they be left behind (e.g. have school contact number).
- Phone ahead if likely to return to school significantly later than expected.

At the destination:

- Find out any non-obvious local risks and brief the pupils accordingly.
- Find out what first aid is available and from where, and brief the pupils accordingly.
- Where appropriate, arrange regular head-counts.
- Agree meeting times and locations, as appropriate.
- Brief pupils on what to do if separated/lost.

On Return:

- Inform the EVC of any incidents (including 'near misses') relating to health and safety or administration of the trip. This will require an accident/incident report form to be completed (available through the School Portal).
- Inform the Health Centre of any medical incidents arising on the trip.

By attaching this document to the EVOLVE form, teaching staff confirm that they have read, understood, and will comply with the above guidance and the Educational Visits Policy.

Version history		
Date	Reviewed by	Notes
May 2019	AJHH	
May 2020	AJHH/FR	
November 2021	AJHH/FR/CM	Reviewed and updated
December 2021	SLT	Reviewed and approved