

EDUCATIONAL VISITS POLICY

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Lead for review:	Assistant Headteacher (AHPP)

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Preface

At Guildhouse School London we believe that student and staff involvement in residential and non-residential trips and visits adds significant value to school life and enhances our core values and ethos. First-hand experience adds breadth and depth to the curriculum and enhances social, moral, spiritual and cultural development.

Guildhouse School London was founded to encourage all students to realise their potential, by fostering independence and maturity, in order to prepare them for their future as global citizens. We therefore aim to provide a broad programme of trips and visits, accessible to all students, that promotes a sense of community, social responsibility, initiative, resourcefulness and self-reliance.

Staff Training

The school subscribes to iHasco training and there is a 45-minute training course suitable for any staff intending to take a school trip.

Visit Leaders for residential or specialist trips should also consult the EVC for relevant advice from local authority guidance on visits.

In any case, the EVC is on hand to advise and support staff in the organisation and successful execution of a trip or visit.

Educational Visits

Routine visits – Category 1

DfE Guidance [Health and safety on educational visits - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-and-safety-on-educational-visits) describes these visits as involving no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom. It is likely that template procedures and standard risk assessments covering travel and transport to these "different classrooms" will mean there is no requirement for additional risk assessment.

Trips that need a risk assessment and extra planning – Category 2

DfE Guidance describes these as trips not covered by current policies. This could be due to matters such as the distance from school, the type of activity, the location or needing staff with specialist skills.

Sometimes it will be sufficient to review current plans or arrangements that were successful on previous trips.

Some trips will need risk assessments, detailed planning, and informed approval by the Headteacher. The EVC (Educational Visits Coordinator) should have the skills, status and competence needed for the job, understand the risks involved and be familiar with the activity.

DfE Guidance emphasises that plans should be proportionate and sensible, focusing on how to manage genuine risks.

Higher risk activities – Category 3

CGS identify adventure activities, overnight visits, and overseas visits as higher risk activities. DfE guidance [Health and safety on educational visits - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-and-safety-on-educational-visits) has specific advice about these activities (see later in this document). Activities that incur significant cost are also in category 3.

Process

The following forms are to be used for all Educational Visits and must be fully completed:

- Appendix 1 – Application for Approval of Educational Visit, which includes Risk Assessment
- Appendix 2 – Financial Information Form (if required)
- Appendix 3 – Evaluation of an Educational visit

The Procedure

The Visit Leader must be clearly identified from the outset and must complete Appendix 1. This must be passed to the Educational Visits Coordinator (EVC) for outline approval.

A risk assessment must be completed for all visits and the activity must be fully costed. It may be possible to use a template risk assessment (or modify a previous specific one). Appendix 1 provides outline guidance and can be completed in consultation with the EVC.

The Visit Leader must allow sufficient time when planning visits to allow the EVC time to undertake any checks that may be required. The relevant timescales are:

- Category 1 visits: 10 working days' notice.
- Category 2 visits: 20 working days' notice.
- Category 3 visits: minimum 3 months' notice.

If these notice periods are not observed, permission may not be granted for the visit to proceed.

The Visit Leader accepts the full duty of care for students including staff:student ratios, gender balance and special requirements.

Visit Leaders must ensure they have up-to-date medical information on each student who is planning to take part in the visit and should consult in advance with the school nurse about any individual student needs.

If a visit is classed as compulsory, the school will usually bear the cost and Visit Leaders must gain prior permission from the budget holder before making a booking. Most visits, however, will be

classified as voluntary and are expected to be funded wholly by parents. Please use Appendix 2 – Financial Information Form.

Only reputable companies should be used. Particular care is needed to check this for overseas and residential trips. External activity providers and organisers are to be checked to have appropriate safety standards and liability insurance. If there are plans to organise an activity involving caving, climbing, trekking, skiing or water sports, there must be checks made to ensure the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

For Category 3 trips, once a proposed visit has been approved in principle by the EVC, Visit Leaders must seek parental consent for students to participate in visits. Category 3 CGS trips are reviewed by Long Town Outdoor Learning. Visits should not take place until the EVC Coordinator has been notified that the visit has been approved.

For all trips and visits, Visit Leaders should:

- Notify colleagues of the intended visit, the date and time, and which students will be attending.
- Provide itinerary, emergency plan and contact numbers and lists of names of students and staff to Reception and the Attendance team at least three working days before the visit departs. Where relevant they should also inform Boarding staff.
- Nominate a member of staff remaining in School/London to act in an emergency.

Ultimate responsibility for the safety of students and staff on a school trip or visit resides with the Headteacher.

Pre-departure checks

As previously detailed, the trip will have been approved and had its risk assessment checked by the EVC; lists of names of those taking part will have been passed to the Attendance Officer and circulated to appropriate parties. Planning documents contain all the relevant contact details for suppliers, the venue, etc.

The Visit Leader will have obtained a school mobile from IT Support. The Visit Leader will have briefed students explaining:

- Planned itinerary for the visit
- Behaviour and conduct standards
- Health and safety routines
- Contact numbers/procedures (e.g., Teams calls)

On the trip

Whilst on the trip, there are many procedures staff and students can follow to ensure they remain safe. Advice to staff includes:

- Spreading staff out. How best to do this depends on the staff: student ratio. You can have one at the front and the other at the back OR split students into smaller groups and assign a member of staff to each group.
- Head counting. There can never be too many head counts; ensure that you do this frequently, especially when getting on and off transport.
- During free time, ensure that a designated meeting point is assigned, with a set time to meet. The area should always be supervised.

‘Lost’ student procedure

In the event of a student(s) going missing, staff should follow some or all of these steps, as appropriate. It is also important, where possible, to document events as they happen, particularly the times of incidents:

- Stop as soon as you realise the student is missing.
- Keep the rest of the group together in a safe environment.
- Take a register, to identify which student(s) is missing.
- Call the student's mobile. If they answer, ask them to describe where they are and tell them to stay there. Keep on the phone until you reach them.
- If they do not answer; ask other students when they last saw them.
- If no contact has been made after fifteen minutes, contact the school emergency phone and inform them of the incident.
- A member of staff along with two students should go back and look for them; however a member of staff must stay with the remaining students. If possible, allow them to carry on with the programme.
- If the student is under 16 you must contact the Police after the student has been missing for more than 30 minutes. Please provide as much information about the student as possible: name, age, description, language ability and details of the scheduled itinerary.
- Make sure that you keep in contact with other members of staff, the school, and the Police.
- If the rest of the group have to go back to school, ensure you stay at the location until you are instructed otherwise.
- Once the student has been found, ensure that they are well. Contact the school to inform them the situation has been resolved.

Monitoring and Evaluation

After the visit, the Visit Leader must complete an evaluation form and return it to the EVC. Please use Appendix 3 – Visit Evaluation Form. The EVC will monitor all trips and visits and provide evaluations for the Senior Leadership Team as required. A record is also kept of any incidents, accidents and near misses as part of the evaluation process.

Appendix 1 (pt1)

The Visit Organiser and all named staff must have undertaken training with the school EVC. They must have read and understood the Guildhouse School London EDUCATIONAL VISITS POLICY and adhere to all instructions and information.

EDUCATIONAL VISIT APPLICATION FORM		
General visit information:		
Visit organiser name:		
Name of visit:		
Visit date:		
Visit category:	<input type="checkbox"/> Co-curricular	<input type="checkbox"/> Extra-curricular
Approximate cost (including travel) *	£	
<i>*Please fill out Appendix 2 after approval</i>		
Visit description:		
Visit purpose and itinerary:		

For residential trips only		
Visit date:	From:	To:
Travelling outside UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Venue Information:		
Venue address:		
Does the organiser have the venue's appropriate emergency procedure?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the venue have LOTC badge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the organiser have the Risk Assessment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the venue have Public Liability Insurance over £5M?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact number of venue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Checklist and signatures:		
Financial consent required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parental consent required? *	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>*Hazardous/Field trip/overnight</i>		
Signature of Curriculum Director:		Date:
Signature of EVC:		Date:
Signature of Headteacher:		Date:

Appendix 1 (pt 2)

This form should be attached with Appendix 1 (pt 1)

General visit information	
Visitor organiser name:	
Name of visit:	
Visit date:	

Travel details				
<input type="checkbox"/> Coach	<input type="checkbox"/> Taxi	<input type="checkbox"/> Public Transport	<input type="checkbox"/> Walk	<input type="checkbox"/> Flight
Company name:				
Other travel details.:				
Timings				
Depart from school:				
Arrival at venue:				
Depart from venue:				
Return to school:				

Emergency contact – STAFF DETAILS		
Name:	Contact number:	First Aid:

Continue on the next page.

VISIT REGISTER

Name	CEG	Contact Number	Age	Medical Details

Number of Staff:		Number of Students:		Total CSA:		Total Over 18:	
Staff to student ratio:							

Notes (Medical/Dietary Req/Extra Supervision/Other)

Authorised by:		Date:	
EVC:		Date:	

Please complete the Visit Leader checklist.

Appendix 2

FINANCIAL INFORMATION FORM

(Lead Staff to gain prior permission from Budget Holder. To be forwarded to and signed by the Budget holder)

- ☐ Appendix 1 has been signed off.
☐ Appendix 1 is attached to this document.

General visit information:	
Visitor organiser name:	
Name of visit:	
Visit date:	
Details of visit:	

Type of visit/trip:	<input type="checkbox"/> Voluntary	<input type="checkbox"/> Compulsory
Cost of visit/trip:	£	
Budget code:		
Funding approved by CD:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Number of places available:	
Date deposit due (where appropriate)	
Amount deposit*:	
Date balance due:	

**NB If students are Under 18, deposits can only be taken once parental permission has been received*

Visit organiser full name:	Date:
Signature of visitor organiser:	Date:
Budget holder full name:	Date:
Signature of budget holder:	

Appendix 3- Evaluation, Risk Assessments and Visit Checklist

EVALUATION OF AN EDUCATIONAL VISIT

To be completed by the Visit Organise for future reference by means of completing the relevant *Microsoft Form*

[Trip Evaluation Form \(office.com\)](#)

- ☐ Appendix 1 is attached to this document.
- ☐ Appendix 3 is attached to this document.
- ☐ Trip is complete. Thank you!

General visit information:	
Visitor organiser name:	
Name of visit:	
Visit date:	

Please comment on the following features

	Rating out of 10	Comment
Centre's pre-visit organisation		
Travel arrangements		
Content of education provided		
Instruction		
Equipment		
Suitability of environment		
Residential trip only		
Accommodation		
Food		
Evening activities		
Representative		
Other comments: (Anything useful to learn for future visits?)		

Signed:	Date:
Visit organiser's full name	
<i>To be completed as soon as possible and no later than 14 days after end of visit for EVC Coordinator review</i>	

RISK ASSESSMENT

The risk assessment must include clear contingency plans to cover unforeseen problems (e.g., emergency; adverse weather; cancellations; etc.) as well as arrangements for students 'down time' during the visit. The Risk Assessment Form and evidence of parental consent, if needed, must be passed to the EVC for approval. The organiser must comply with any request from the EVC to improve the content of the risk assessment (e.g., to provide more detail).

Potential Hazard - Visit Organiser to add detail in each section	Likelihood + Severity	Risk Ranking before	Safeguards/Actions /Recommendations	Proposed Control Measures	Likelihood + Severity	Risk Ranking after
Potential Hazards of Venue/ Activity	4+4	V	Ensure thorough research of Venue and activity.	Research and request Venue and activity risk assessments are requested and understood	1+1	L
Student getting lost without correct briefing	3+1	L	Head counts. Students keeping an eye out for each other. Staff contact student on mobile.	Safety briefing prior to departure. Ensure contact numbers are available.	2+1	L
Injury through distraction when travelling to venue; crossing roads; using public transport.	3+4	V	Vigilance and avoid distraction.	Brief students on vigilance and self-preservation	2+3	M
Minor injuries from slips, trips and falls	2+2	L	Brief students and being vigilant	Leader to carry first aid kit. Leader to be aware of procedures	2+2	L
Medical conditions of individual student(s)	4+3	H	Students will be reminded to bring personal medication. Visit Organiser will carry information regarding medical conditions and relevant medication carried.	Ensure medical details are listed and student has medication for the duration of the visit	1+1	L
Following COVID19 Guidance on Hygiene	2+1	L	Visit Organiser will support students	Sanitizer and masks available for all students	1+1	L

Ranking

V = Very High

H = High

M = Medium

L = Low

Severity

Likelihood	Severity				
	5	4	3	2	1
	V	V	V	H	H
	V	V	H	H	M
	V	V	H	M	L

Risk = likelihood x Severity	
(A) Likelihood	(B) Severity
5 – Very likely	5 – Loss of life
4 – Likely	4 – Major injury
3 – Quite possible	3 – Minor injury
2 – Possible	2 – Slight injury
1 – Unlikely	1 – No injury

2	V	H	M	L	L
1	H	H	M	L	L

Visit Leader Checklist (before/during/after) – Add as appropriate speak to EVC			
Action	Notes	In Progress	Completed or N/A
BEFORE			
Financial Permission-Appendix 2 complete and signed off			
Appendix 1 complete and signed off			
Appendix 3 complete and signed off			
Intent of visit is clear and relevant to curriculum/programme			
Venue has suitable liability insurance (£5m+)			
Detailed itinerary produced;			
Risks identified; Risk Assessment undertaken and attached			
Parental/Guardian consent completed (if required)			
Alert all Staff: Liaise with EVC who will inform staff via weekly Bulletin			
Contact College nurse to check any medical issues/authorisation/training			
Tickets for Activity arranged			
Travel arranged and booked			
Venue notified of size/age of group			
Students notified of trip & specific information (clothing/timings/logistics)			
Visit Leaders understand their duties and aware of emergency procedures			
DURING			
First Aid kit and supplies			
Trip mobile phone charged			
Tickets (Venue/Travel)			
Emergency telephone numbers (including contact number for each student)			
Students have contact number for staff			
Briefed staff on itinerary			
Head count of students (when leaving/arriving at new locations)			
Hard copy of Journey to Venue (see appendices)			
AFTER			
Feedback via Evaluation form (Speak to EVC)			
Hand in travel Tickets/Oyster Cards			
Hand in equipment/Phones/First Aid			