



## **Educational Visits and Trips Policy**

At Wendover Online School we consider educational visits and trips to be a valuable part of the learning within our community, providing our students with the chance to meet up face to face. All out of school activities must serve an educational purpose, enhancing and enriching the learning experiences of the students. The learning may not always be academic but designed to supplement learning through developing social, emotional and cultural understanding.

In this policy, we aim to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all students and staff at all times. Within these limits, we seek to make our visits available to all students.

This policy applies to activities taking place both within and outside normal school hours, including weekends and outside of teaching weeks.

### **Aims and objectives**

The aims of our off-site visits are to:

- provide opportunities for students to meet face to face.
- enhance curricular and recreational opportunities for our students.
- provide a wider range of experiences for our students than could be provided within online lessons.
- promote the independence of our students as learners and enable them to grow.
- develop in new learning environments.

### **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 2023](#)

## **Links to other Wendover Online School Policies**

Health and Safety Policy

Safeguarding and Child Protection Policy

Behaviour for Learning Policy

Special Educational Needs Policy

Risk Assessment Policy

## **Roles and responsibilities**

### Principal

- Approving staff requests for educational visits as submitted using the relevant Visit Proposal Form (Appendix 1). (Any amendments to planning or changes to trip arrangements also need to be approved and signed off by the Principal in the additional boxes on the Visit Proposal Form).
- Ensuring that staff are competent and appropriately trained.
- Ensuring that training needs are identified and training providers are appropriate for the needs of the school and trip.
- Determining a suitable visit lead for each trip.
- Reviewing the proposed activities and providers.
- Review the visit feedback on completion to identify future improvements.

### Visit Lead

- Check the visit proposal with the Principal, providing links to websites as appropriate, all details to be included on the Visit Proposal Form (Appendix 1).
- Plan the visit using the Educational Visit Planning form (Appendix 2), considering the health and safety risks to students, staff and volunteers. Details to be included: cost breakdown of the visit, dates and timings, location and accommodation where applicable, travel arrangements as applicable, intended purpose and educational value, any disruption that may occur to the normal school day if the trip is in term time, health and safety considerations, staff / student ratios (no fewer than 2 members of staff regardless of numbers), risk assessments and First Aid provision, also checking safety standards and liability insurance of providing organisations.
- Notify the Principal of any changes in arrangements for the visit by using the visit amendment boxes on the Visit Proposal Form (Appendix 1).
- Ensure that needs of students with SEND are documented and carry out separate risk assessments where applicable.
- Complete risk assessments, providing details of travel arrangements, places to be visited and any current information available about the place to be visited. (Appendix 5)

- To take a copy of the risk assessment on the trip/visit.
- Allocate staff and volunteers as necessitated.
- Ensure the needs of all attendees are considered, including additional support staffing where required.
- Provide parents and carers with accurate details of the visit, location, costs, equipment required via letter. (Appendix 2)
- Complete Educational Visit Planning Form (Appendix 3), detailing students, parental / carer contacts, staff, travel arrangements and location to be visited and location contact details. This form is to be submitted in advance of the trip for scrutiny by the Principal and safe storage by Wendover admin team.
- Ensure all staff are informed of and understand their responsibilities and role at all times whilst on the visit and supervising students.
- Brief students and staff attending the trip on expectations regarding behaviour and attire as well as any equipment that may be required.
- Maintain open mobile contact with Wendover Online School and ensure that a daily report is made back to head office.

#### Staff

- Staff may be accompanying a visit arranged by another lead or may wish to propose a trip / visit of their own, in which case they should review the responsibilities pertaining to a trip lead.
- All staff accompanying a trip or visit have a responsibility to ensure that all pupils and staff are kept safe. Staff should ensure that students are prepared for the visit and that they understand their mutual responsibilities to one another too.
- Staff should work with the trip lead to carry out required risk assessments and to understand their responsibilities in this regard.
- Staff should ensure that the health and safety of students and any adults are paramount.
- Staff are to actively manage student behaviour and discipline as required when on a visit.
- Staff are to notify the Visit Lead should there be any concerns that arise.
- In the event of the Visit Lead being unable to carry out the visit, staff should be prepared to step up in order to make sure that students' health and safety is maintained at all times.

#### Volunteers

All volunteers attending visits with Wendover Online School agree to:

- Follow instructions from Wendover staff and to act accordingly.
- Not be alone in the company of students.
- Ensure that any students in their supervision are behaving in a safe and appropriate manner.

- Report any concerns to the visit / trip lead or other staff as soon as possible.

### Students

- When attending a visit students agree to be bound by the Behaviour for Learning Policy as they would be when attending classes at Wendover Online School.
- Students are expected to follow all instructions whilst on the visit.
- Students should dress appropriately, as they have been advised by the Trip Lead prior to the visit.
- Students are expected to carry equipment as notified by the Trip Lead prior to the visit.
- Parents and Carers
- Are to give their permission for a student to attend the trip / visit
- Are to provide up to date health information to support staff in supervising students.

### Parents and Carers

Agree that they will:

- Provide up-to-date health, dietary and welfare information along with emergency contact details on the consent form provided. (Appendix 2)
- Sign and return consent forms and all other necessary documentation as required.
- Ensure that their child agrees to joining the trip and that they will abide by the school's behaviour requirements.

### Inclusion

At Wendover we believe that all students should have the opportunity to attend trips or visits that are arranged for their cohort. As such, we will endeavour to make considerations in terms of accessibility of location, cost of the trip and will make adjustments as required to enable students to attend. Additional risk assessments will be carried out as required.

### Risk Assessments

Risk assessments will be carried out by the trip lead and submitted for scrutiny and sign off by the Principal 2 weeks in advance of the start of the trip.

Any subsequent changes to the risk assessment must also be signed off by the Principal prior to the trip taking place.

Risk assessments provided by the location to be visited may be provided in support of the risk assessment made by the trip lead.

Risk assessments will include details regarding travel, activities, location as well as specifics regarding medical or health needs of students or staff in attendance. Any adults attending who do not have a DBS check will not be left alone with students at any time.

It may be pertinent for a preliminary visit to take place in order to inform the risk assessment, however, this is not mandatory.

Trip / Visit leads will raise any concerns regarding potential risks with the principal, including any pertaining to the trip provision.

A copy of the risk assessment is to be signed off by the Principal and stored securely by Wendover Admin and a further copy is to be taken on the trip / visit by the Trip / Visit Lead.

### **Staff numbers vs student (staff ratios)**

Staff numbers for each trip or visit will be detailed on the risk assessment and will be signed off by the Principal.

For each trip / visit:

At least two members of staff will be in attendance (for mixed groups this will be one female and one male member of staff).

At least one member of the trip / visit staff will be trained in First Aid and will take appropriate First Aid equipment on all trips.

### **Transport**

On most occasions it will be appropriate for parents / carers to make travel arrangements for their child. In the rare event that students travel with a member of staff as a cohort, details will be recorded on the risk assessment for the Principal's scrutiny and any Wendover staff travelling with students will ensure that staff / student ratios are adhered to as well as that First Aid provisions are met.

The trip / visit lead will take regular registers and head counts.

### **Process for notifying parents / carers of visits**

Parents will be notified by email of trip / visit proposals. They will be provided with dates, travel / arrival times and details, location of the trip, purpose of the visit, cost and payment plans, clothing and equipment requirements, staff who will be leading and supporting the trip / visit and details of expectations regarding behaviour.

Parents / carers are expected to provide written consent for trips / visits by signing and dating a form to be returned to Wendover Online School. Signatures may be given in digital format, there is no requirement for a wet signature.

There will always be an opportunity to withdraw a student but this may incur a cost depending on the notice that is given where a student was previously allocated a place on the trip / visit.

### **Emergency Procedures**

Where events occur that are unforeseen and need to be responded to with immediacy, emergency procedures will be carried out as follows:

In the event of a student requiring medical treatment, 1 member of Wendover staff will always remain with the student.

Should a student go missing or be unaccounted for, the trip / visit leader will search while another member of staff remains to supervise other students. Where students are travelling to a meeting location independently, the trip leader will contact the student directly via their mobile (having sought permission from parents / carers first). Should a missing student not be located after 30 minutes, the trip leader will contact the local police, providing them with all relevant details. The trip / visit leader will stay with the student when they are found to comfort them. Other staff will remain with all other students at the predetermined meeting point.

Any emergency incidents must be notified to the Principal of Wendover Online School as soon as possible and similarly resolution to any occurrences. Any incidents or accidents will be recorded in line with our Health and Safety Policy. All incidents, including smaller incidents, accidents or near misses are to be recorded on the evaluation form on return from the trip / visit and submitted to the Principal within 5 days of return. Procedures and planning will be reviewed and evaluated on return from the trip. (Appendix 4)

### **Policy review**

This policy is designed to set good practice standards. However, the school recognises that best practice develops over time and, as such, will update it regularly in light of experience and as a result of changes in legislation or its own internal organisation and policies. As with all Wendover policies, this policy will be reviewed according to our comprehensive policy review calendar.

Date policy reviewed: August 2024

Date of next review: September 2025

**Appendix 1: Visit Proposal Form** – to be completed in the half term prior to the proposed visit. When complete, send to Principal for approval.

Visit / Trip Lead			
Proposed Visit / Trip			
Proposed Date(s) of Visit			
Purpose of the proposed visit / trip			
Classes / students due to attend			
Number of staff required			
Travel arrangements			
Links to outside provision where used			
Expected costs to the school and to students' families.			
Reviewed and approved by			
Subsequent amendments to the proposal are to be noted below and signed off by the Principal			
Date	Details of amendment to proposal	Reviewed and signed off by Principal	Date



## Appendix 2: Educational Visit – Parent Carer Letter of notification

Educational visits give our pupils valuable experiences which enhance and support their learning at school. These visits provide a variety of ‘real-life’ opportunities for our children and enable them to achieve a fuller understanding of the world around them through direct experience. All children should attend as educational visits are an essential part of the curriculum.

The following educational visit has been arranged for your child’s class:	
Description of visit	
Date of visit	
Departure time	
Return time	
Means of transport	
Cost	
Clothing/equipment	
Packed lunch required Yes / No	
Teacher in charge	

Please detach and return the form below to the school by \_\_\_\_/\_\_\_\_/\_\_\_\_

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Name of child		Class	
I give permission for my child to go on the educational visit on...			
Please detail any medical/health/wellbeing concerns that need to be considered:			
Signature/print name			
Emergency contact			

**Appendix 3: EDUCATIONAL VISIT PLANNING FORM** - To be completed by the Visit Leader

<b>Visit Leader</b> Teacher with designated responsibility and authority	
Residential (e.g. overnight stay) or Educational Visit?	
Venue/Destination	
Contact details at venue and/or company/agent handling the residential/visit	
Date(s) of residential/educational visit:	
Total Cost of residential/educational visit (include all costs including emergency fund, staff travel/accommodation costs, and 20% contingency for residential)	Total: Per child: Please attach breakdown of costs
School(s) taking part	
Class/es involved:	
Number of students who will be participating	Boys Girls Total:
Focus of residential/educational visit (include curriculum links):	
Name(s) other staff accompanying residential/educational visit:	
Principal consulted to ensure compliance with Health and Safety and Safeguarding Policies	Y/N

Risk assessment	Date completed		
Emergency procedures	Emergency services phone number in country of residential/educational visit		
Contact Phone Numbers	Visit Leader: Others:		
Residential/educational visit advertised to students and parents	Date:		
Presentation to Parents and Students (residential only)	Date:		
Letter to Parents (Deadlines) For educational visits use the generic 'Educational Visit' letter	Written: Authorised: Sent: To be Returned:		
Parents advised that they are required to have own insurance/medical cover for their child	Y/N		
Staff cover arrangements required (classes to be covered, clubs) for all staff taking part. Provide Staff name / class and lesson day and time			
If additional adults (non-staff) are required to accompany the visit? Names of additional adults:	Reason for accompanying the visit?	DBS	Notes
	1	Yes / No	
	2	Yes / No	
	3	Yes / No	
Transport Arrangements – detail all e.g. train, bus, underground, walking			
Times: Pickup from school:			
Arrival at destination:			
Pick-up at destination:			
Arrival at school:			
Lunch / Snack requirements	Packed lunch required: Y/N		

Detail meals that students need to provide Any dietary requirements? Details students / staff and their needs.	Snack required: Y/N
Any special arrangements e.g. extra support staff and reason.	Please detail:
The Visit Leader and accompanying staff have read the Educational Visits and Trips Policy	Yes / No
Each staff member accompanying the visit has been given clear guidance by the Visit Leader on his/her role and responsibilities.	Yes / No
Additional information	

Signed:

Visit Leader:

Principal:

Date:

Copy to Admin (Admin to confirm receipt).

Admin to book and pay for residentials, transport, entrance fees (if not included) and  
other related

Costs

#### Appendix 4: Evaluation Form – Residential and Educational Visit

To be completed by the Visit Leader within 5 working days of return

Year group:			
Visit leader:			
Number in group:	Boys:	Girls:	Supervisors:
Date(s) of visit:			
Purpose(s) of visit:			
Venue:			
Commercial organisation (if applicable):			

Please comment on the following features 1-10 (e.g. 1- unsatisfactory, 5 – Satisfactory, 10- Outstanding):

Complete where applicable	Rating out of 10	Comment
1. Pre-visit organisation (In-house and external providers):		
2. Travel arrangements:		
3. Content of education programme provided:		
4. Health and Safety:		
5. Equipment:		
6. Suitability of environment:		
7. Accommodation:		
8. Food:		
9. Activities:		
10. Any other comments and evaluation:		

Signed:

Date:

To be completed after all residential and educational visits and a copy forwarded to Principal of Wendover Online School

**Appendix 5: Risk Assessment Form** – to be completed by the Visit / Trip Lead two weeks prior to the date of the activity. On completion the form is to be given to the Principal for review.

Activity or Event including proposed date	
Risk Assessment Date	
Assessed by	
Review date	
Reviewed by	
Please remember help is available from SLT when completing this Risk Assessment	

### Risk Scoring Matrix

Severity of Injury		Likelihood of occurrence		Severity x Likelihood	
Catastrophic	5	Rare	1	1-5	No additional controls are required, monitoring of the tasks is required to ensure that controls are maintained.
Major	4	Unlikely	2	6-10	Monitoring is required to ensure that controls are maintained. Consideration may be given to any further control measures that are cost effective or no additional cost burden.
Moderate	3	Possible	3	11-15	Efforts should be made to reduce the risk rating to as low as is reasonably practicable. However, the costs of prevention should be carefully measured and justified.
Minor	2	Very likely	4	16-20	Work should not be started or continued until the risk has been reduced to a level that is as low as is reasonably practicable.
Insignificant	1	Almost certain	5	20-25	Work should not be started or continued until the risk has been reduced.

Hazard	Who is at risk?	Existing safety	Severity x likelihood	Risk Rating	Additional safety control	Severity x likelihood	Risk rating
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		<b>control measures</b>			<b>measures required</b>		