

Educational Visits Policy



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Section 1: Policy Outlines & Aims

Provision of Employer Guidance

The Grange School has formally adopted “*National Guidance*” as “The Grange School Educational Visits Guidance”. Further details of this Educational Visits guidance can be found on the following web site: www.oeapng.info The School also adheres to the DfE Guidance for Health and Safety in Schools which can be found here: www.gov.uk/government/publications/health-and-safety-advice-for-schools

It is a legal expectation that Grange School employees must work within the requirements of The Grange School employer’s guidance and National Guidance (NG) recommendations.

Where there is any variance of policy between the national guidance and Grange School policy the Grange School policy requirements take precedence over any guidance.

Where a Grange School employee proposes to conduct a Learning Outside the Classroom (LOtC) activity, they must ensure that they have adopted The Grange School/National Guidance.

Policy Statement

This is the policy of The Grange School regarding all educational visits from The Grange School.

There is a specific policy relating to Educational Visits for EYFS, updated by EYFS leader.

This policy is intended to act as a guide and an encouragement for all teachers, parents and pupils. Educational visits have long been part of school life and are a fantastic opportunity for all involved to expand on and complement the work that is undertaken in School. The educational and social benefit to our pupils and the wider school community is at the heart of each educational visit.

This is a general guide for teachers, parents and pupils. There is separate guidance for teachers about the practicalities of administering an educational visit (see Educational Visits Policy: Guidance for Staff) in addition to risk assessment documents and associated training for teachers who wish to carry out educational visits.

Aims of the Policy

The aims of this policy are:

- To provide and maintain a safe, secure and financially sound framework for all educational visit in line with National Guidance (NG) and the DfE advice on Health and Safety.
- To outline the roles and responsibilities of the different people throughout the school community.
- To ensure, as far as possible, that every pupil in the school is able to benefit from- and



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make their full contribution to- the life of the school, consistent always with the needs of the school community.

- To ensure that visits are well planned and significant risks are identified and managed.
- To ensure that there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.
- To ensure that those in charge of visits have the necessary competence to manage situations appropriately.
- With regards to EYFS to ensure that the specific requirements for this age group are met.

Other Relevant Policies

In reading this policy you must also consider and consult the following policies:

- First Aid and Medicines Policy
- Health and Safety Policy
- Disability Inclusion, Special Educational Needs and Learning Support Policy
- Expenses Policy
- Missing Child Policy
- Educational Visits Policy – Guidance for Staff
- EYFS Educational Visits Policy
- Review Dates and Approval

To ensure the effectiveness of the policy, it will be closely monitored and will be formally reviewed and revised in light of any legislative or organisational changes.

This policy is reviewed and approved by the Head and Senior Leadership Team.

Last reviewed: Autumn Term 2026

Next review: Autumn Term 2028

Person responsible for review: EVC/ Deputy Headteacher Pastoral

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Section 2: Visit & Visit Principles

Scope and Remit

This policy applies to employees whose work involves any one of the following:

- Direct supervision of young people undertaking experiences beyond the boundary of their normal operational base
- Direct supervision of young people undertaking experiences that fall within the remit of educational visits and Learning Outside the Classroom (LOtC);
- Facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

Purpose of Educational Visits

The Grange School believes that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. The rationale is that such learning often makes “the most memorable learning experiences”.

Visits and visits include the following (non-exhaustive list):

- Day visits to historic sites, museums, galleries, natural features, farms, drama productions
- Language exchanges abroad
- Field visits, e.g., Geography, Biology
- Adventure activities - please see Appendix A for further details
- Music concert tours, Sports teams and ski visits
- Duke of Edinburgh’s Award programme
- Learning outside the Classroom (LOtC)

Roles and Responsibilities

The National Employer Guidance also sets out clear and detailed responsibilities and functions of further specific roles that relate to Educational Visits:

- Governors
- Head of The Grange School
- Educational Visits Coordinator
- Visit Lead
- Assistant Visit Lead
- Helper

The role descriptions for the roles listed above are contained in **APPENDIX B** of this policy document. The EVC is responsible for ensuring that these operate effectively at The Grange.

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Pupil Responsibilities and Code of Conduct

All pupils taking part in Educational Visit activities are expected to adhere to a code of conduct (Appendix C). This is to ensure group safety and protect the school's image at all times. The Code of Conduct is referenced in the terms of the letter sent out to parents.

All Grange School staff reference the principles of this Code of Conduct in communication with students and parents. In the case of international visits, information evenings are held at the school for parents to attend to find out more and this is referred to then.

More detail can be found in **APPENDIX C – The School Code of Conduct.**

Parents

Parents should be able to make an informed choice on whether their child should go on the visit. The Visit Leader will ensure that parents are given sufficient information in writing and are invited to any briefing sessions. The Visit Leader will always tell parents how they can help prepare for the visit by, for example, reinforcing the school's values.

Parents will need to:

- Provide the group leader with valid emergency contact number/s;
- Sign the necessary documentation;
- Give the Visit Lead information about their child's emotional, psychological and physical health, which may be relevant to the visit.
- Employee Training

Staff Standards and Training

Visit Leaders

It is an expectation of The Grange School that all leaders and assistants have been assessed as competent to undertake such responsibilities as they have been assigned in line with national guidance.

Evolve keeps a record of the involvement of all staff in off-site activities. Based upon this and their experience, the EVC decides which of four levels the member of staff can operate at:

1. **Assistant**
2. **Visit Lead (day)**
3. **Visit Lead (residential)**
4. **Visit Lead (residential overseas)**

Where a Volunteer Helper is a parent (or otherwise in a close relationship with the family of a young person taking part in the visit) they must be made aware of the potential for their relationship to compromise the Visit Lead's plans for group management.

The Visit Lead will directly address this issue as part of the Risk Assessment.

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The competence of the Visit Lead is the key component in ensuring the safety of the participants. Assessment, training and support of Visit Leaders is a priority of the EVC.

Visit Leaders will also refer to Appendix E: Minimum Operational Requirements, which outlines clearly all aspects that must be considered in both the planning and running of any school visit.

Section 3: Visit Planning and Procedures

Planning Educational Visits

The planning of Educational Visits will reflect legal and good practice requirements, ensuring:

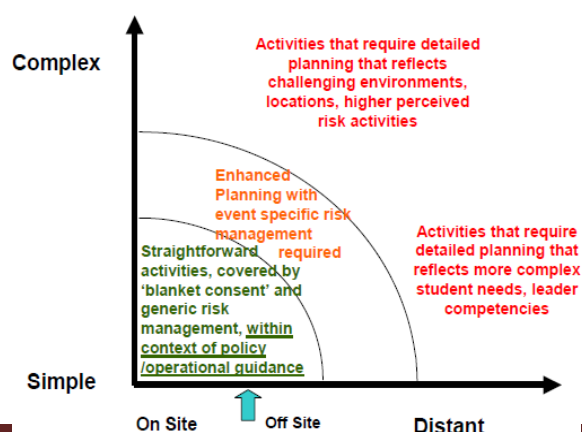
- The plan is based on Grange School procedures and employer guidance.
- All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process.
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained.
- Proportionate assurances have been obtained from any providers (making full use of national schemes that accredit those assurances have already been obtained by credible inspection regimes).
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required (usually a member of the SLT). All details of the activity provision are accessible to the emergency contact throughout the period of the activity.
- At a very early stage of the planning process, the provisional staffing team will identify the benefits and learning outcomes that the activity (or range of activities) might achieve.

Learning/development outcomes will be prioritised, targeted and recorded and will form part of future planning and risk assessments in the form of a “Risk Benefit Analysis”.

This enables the school to develop activity-specific policies for regular or routine activities whilst ensuring we meet all necessary recommendations and requirements, in addition to assuring educational quality.

As part of the planning process for any educational visit the following points, as a minimum, will be assessed:

Staffing requirements – trained? experienced?
competent? ratios?
Transport – which forms of transport? Public?
Walking?
Activity characteristics – specialist? insurance
issues? licensable?
Group characteristics – prior experience?
ability? behaviour? special and medical needs?
Environmental conditions – like last time?
impact of weather? water levels?
Distance from support mechanisms in place at
the home base – transport? residential?



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See also **APPENDIX E** and **APPENDIX G** for further guidance around activities, visits and planning.

Budgeting for Educational Visits

Each educational visit must:

- Be self-funding (*see Expenses Policy*).
- Keep costs to a minimum without compromising safety of pupils and staff.
- Split costs equally between the pupils on the visit.

The reasonable costs for the teachers and supervising adults on the visit will be costed as part of the cost of the visit with the school ensuring that this cost is kept to an appropriate level (both in terms of the number of teachers and supervising adults on the visit and the costs that they incur during the visit).

The cost of insurance and most transport will be included within the visit as part of our standard insurance policy for visits and visits. Any surplus at the end of a visit then this will be split and refunded via Parent Pay once the visit has returned and any additional costs are accounted for.

For any visit, approval must be submitted and agreed by SLT before any visit can take place.

Approval and Notification of Activities and Visits

The Grange School uses an internal system for notification and approval. Requests for visits must be made by completing the relevant forms and guidance on school systems, which can be obtained from the EVC. The outline of the policy is as follows:

1. Visits are requested on the relevant portal.
2. EVC checks visits against the central school calendar by the EVC and approved by the Head.
3. The EVC will always liaise with the Visit Lead in the case of clashes of calendar.
4. Visit Leads will liaise with the Finance Bursar to create a visit costing outline for approval.
5. All documents and forms are held centrally for future reference.

In the Junior School:

- Day Visit requests for visits must be made by completing the relevant forms (Staff Share: School Visits) and submitting them to the Junior School Head.
- Residential visits follow the same pathway as for the Senior School but are managed by the Head (also EVC).
- All visits are approved at Senior or Junior School Head and EVC Level. Visits abroad are approved at Executive Head level.

Sport fixtures and visits as part of the weekday enrichment activities programme are approved by the **Director of Sport & Development** and do not undertake formal risk assessments. The Director of Sport & Development maintains up-to-date risk assessments for all sporting



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events as part of the Sports Department Handbook.

The school calendar will list the visits and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures. In addition, the school will regularly share with parents the long-term outline for visits and visits over the coming years to allow for greater planning

Timings of visits

The EVC has to ensure that there is a wide range of trips running throughout the year that do not adversely impact on the timetable within the school; either through the absence of teachers or the absence of pupils/year groups.

School trips must be organised in order to have minimal impact on teaching and learning and, therefore, **if at all possible, should take place outside of the school day.**

When you are planning a residential trip, staff will consult the following guidance:

Category	Rule/Principle	Examples of current trips in that category
Trips that are necessitated by external examination board requirements	To use a minimum of one weekend day, plus the rest of days in term time	Biology and Geography field trips
Trips that enhance the academic programme	To use weekends where possible. Examination groups: for UVI, LVI, GCSE if a day is taken in term time it is in lieu of the 'one day trip per department' rule*	Politics & Graphics trips
Trips where the timing is dictated externally	The trip leader must gain permission from the Head before any paperwork is completed. This will be granted on a case by case basis and on-going permission cannot be assumed for a trip that has previously taken place.	e.g. MUN (Model United Nations)
Trips that are not specifically related to the academic programme	To take place during the school holidays unless there is a good reason (other than cost). Permission to be given by SLT before any dates communicated to parents or bookings are made.	e.g. California, Japan, Thailand, USA (History), Ski Trip, The Gambia.

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Parent Communication Standards

All communication with parents regarding educational visits must be clear, timely and proportionate to the nature of the visit.

Parents will be notified in advance of:

- Selection of a child for a sports team via the school calendar (see Parent Communication Standards, P12).
- A child attending a day out on a visit, including details of any extra charge and details of visit duration
- Planned visits and visits for year groups.
- Parents of pupils opting for residential visits abroad would be invited and normally attend the school for a full briefing

In addition, information for parents about an upcoming visit must also be shared via the **Grange Senior Newsletter** at least two weeks prior to any visit.

See also **APPENDIX E** for a list of expectations around communications.

Consent

When an activity is part of a planned curriculum in normal curriculum time and no Parental contributions are requested, then additional formal consent is not necessary and medical information required is obtained from our iSAMS system. Parents are advised to refer to the contractual terms in the parent/school contract which outlines financial obligations in relation to Educational Visits. Parents will, however, be notified when off-site day visits are planned.

For non-residential visits outside the school day, we will have obtained consent as part of the Joining Agreement.

Individual consent will be obtained where pupils are taken on a visit or visit that:

- Involves an overnight stay;
- Collection from a different venue;
- Overseas visit
- extra cost to a parent

The briefing letter will ask parents to inform us of any changes to contact details (in the event of an emergency). The completed consent is obtained via Firefly or Parent Pay. In usual circumstances, consent must be granted at least three days before the start of the visit. Any exceptions are at the discretion of the EVC.

For EYFS individual written consent will be obtained where pupils are taken on a visit or visits off site which last more than one hour and/or where transportation is required. For further details for EYFS pupils, please consult the EYFS Educational Visits Policy.

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Charges for Off-site Activities and Visits

The Grange School has the following 'code' for charging for visits:

- In some cases, if the visit takes place in compulsory School time and is required for the scheme of work then the school may cover the cost or provides a significant subsidy.
- Where this is not the case and parents will incur additional charges, they will be advised in advance.
- If the visit is optional or out of curriculum time then the cost of the visit is passed on to parents.
- At the Senior School, each proposal is judged on its merits by the Director of Enrichment and Outreach/EVC in conjunction with Senior Staff.
- At the Junior School each proposal is judged on its merits by the Junior School Head.

Section 4: Risk Assessments

Risk Management

The Grange School has a legal duty to ensure that risks are managed to an “**acceptable**” or “**tolerable**” level. As such proportional (suitable and sufficient) risk management systems are in place, providing support, training and resources to School employees as required to implement this, the overall policy.

The risk management of an activity must be informed by the benefits to be gained from participating. The Grange School promotes a “Risk-Benefit Assessment” approach, whereby the starting point for any risk assessment will be a consideration of the targeted benefits and learning outcomes.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e., the risk remaining after control measures have been put in place) is “acceptable”.

HSE endorse this approach and acknowledge that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves. Further information can be found on the DfE website.

The Grange School risk management plans exist for a wide range of visits and components of visits that are stored centrally. See also **APPENDICES A, E and G**.

Preliminary Visits and Provider Assurances

All visits will be thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. The EVC is required to formally sign off any inspection visit and will advise on this in each specific



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case. A pre-visit is usually required for visits where there is a high complexity factor and the visit has not happened previously, or when the visit is adventurous and led by The Grange School staff.

Residentials, visits abroad, exchange visits, adventurous visits led by school staff all have aspects of complexity. If the visit is led and managed by a provider, then this may reduce the need to pre-visit.

The Grange School, where appropriate, will make use of nationally accredited provider assurance schemes. In such cases the school will take the view that where a provider holds such one of these nationally recognised accreditations there is no requirement to seek further assurances.

Section 5: Critical Planning and Key Groups

Effective Supervision

In general terms, the Law requires that the level of supervision and group management is

“effective”. Effective supervision must be determined by proper consideration of:

- Staff Competence (as above);
- Activity - nature and location of the activity (including the type of activity, duration, skill levels involved).
- Group - age (including the developmental age) of the group; ability of the group (including specific additional learning needs, behavioural, medical, vulnerability characteristics etc);
- Environment - nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions,
- Distance away from the base

The Grange School will adopt the following minimum supervision ratios:

- 1:8 for Reception to Year 3 inclusive
- 1:13 for years 4-6
- 1:20 for Years 7 upwards (with a larger ratio permitted for low risk, direct supervision or over 16's). The EVC has overall responsibility for judging the most appropriate ratio based upon the visit's itinerary and requirements.
- 1:10 for all visits abroad

Minibuses

The Grange School adheres to Part III of the Road Traffic Act 1988 and Motor Vehicles (Driving Licences) Regulations 1999. Further information can be found in relevant documents on Staff Share (School Visits). It is a requirement of The Grange School that any staff driving a minibus must hold category D1 entitlement on their driving licence (for licences issued earlier than 1997).

For drivers with licenses issued after this date they will need to demonstrate that they hold a supplementary qualification. Any hired coaches/buses must be hired from a Grange School approved company.

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The level of supervision necessary will be considered as part of the risk management process when planning the journey. Where a school minibus is used, the driver must have the appropriate qualifications. Other than for short journeys (e.g., under 60 minutes duration) a second qualified driver must be present wherever possible. If this is not possible the driver must take regular breaks.

Transporting young people in private cars requires careful consideration and the relevant insurances, recorded on file with the HR team. Staff cars must only be used to transport students in 'unplanned' or 'emergency' situations. Please consult the Educational Visits EYFS policy for pupils in that age group.

Emergency Planning and Critical Incident Support

A critical incident is an incident where any member of a group undertaking an off-site activity has:

- either suffered a life-threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

As an employer, The Grange School is committed to providing emergency planning procedures to support establishments in the event of a critical incident. Please refer to The Grange School Disaster Recovery Handbook for more information.

All residential visits have a nominated Critical Incident base contact who is a member of SLT, has visit details and is 'on call' at all times.

Emergency Procedures

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Visit Lead's first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff must accompany the injured pupil(s) to hospital. In such instances a designated member of staff on standby will be flown out to offer additional supervisory support.

After ensuring that the rest of the group are safe and looked after, the Group Leader will:

- Consult Critical Incident Checklist- carried by all staff on a visit
- Inform the Head Teacher or on-call member of the SLT of what has occurred (they will in turn contact the School Legal Provider).
- Where the full facts have not yet emerged, they will confirm this and ensure that follow-up communications with the Head are maintained.
- Arrange for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas.
- Maintain a full record of the incident, the injuries and of the actions taken.
- Where appropriate the **Disaster Recovery Plan** will be implemented – staff must refer to **APPENDIX A** for the policy around critical incidents on a given visit.



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Where possible, communication with the media must be left to the Head; the Group Leader will refer the media to the school.

If comment is unavoidable, it must be factual, calm and no attempt be made to cover gaps in knowledge. Pupils are not be allowed to talk to the media in these circumstances.

For detailed Emergency Procedures see Appendix D.

Adventurous Activities (see **APPENDIX A** for an expanded list)

The Grange School acknowledges the immense educational benefits that adventurous activities can potentially bring to young people, and fully supports and encourages adventurous activities that are correctly planned, managed, and conducted. Competences to lead outdoor activities must be demonstrated by holding the relevant National Governing Body (NGB) award where it exists.

Where there are queries regarding the competencies/experience required the EVC will contact outdoor professionals for advice. All centres and providers used by the school for the provision of adventure activities will hold a current AALA licence.

Welfare and Safeguarding

The Grange school employees, volunteers and contractors who are engaged in a 'regulated activity' will undergo an enhanced DBS certificate (which includes barred list information) as part of the recruitment process.

In summary, a person will be considered to be engaging in regulated activity if they are working with children without supervision or on a regular basis. The school will ensure that checks have been carried out, as appropriate, with any third-party providers whose employees will come into regular contact with our pupils.

Safeguarding During Educational Visits

All educational visits remain subject to the school's safeguarding and child protection procedures at all times. Staff must recognise that pupils may be more vulnerable during off-site visits due to unfamiliar environments, altered routines, overnight accommodation, increased independence and use of digital communication.

Safeguarding Concerns and Disclosures

Any safeguarding concern, allegation, disclosure or low-level concern arising during a visit must be treated in accordance with the School's Safeguarding and Child Protection Policy.

The Visit Lead must:

- Ensure the immediate safety and welfare of the pupil(s) concerned;
- Contact the Designated Safeguarding Lead (DSL) or on-call Senior Leadership Team contact as soon as reasonably practicable;
- Maintain a factual written record of the concern or incident;



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- Preserve evidence where appropriate;
- Ensure appropriate supervision arrangements are put in place pending further advice.
- No member of staff will promise confidentiality to a pupil regarding any incident that takes place during any off-site visits.

Missing Pupils

Visit Leads must ensure that all staff are familiar with procedures relating to missing or separated pupils. Any pupil unaccounted for during a visit must be treated as a safeguarding concern and responded to immediately in accordance with the School's Missing Child procedures and local emergency procedures where appropriate.

Residential Visits

For residential visits:

- Staff sleeping accommodation, wherever possible, will be separate from pupil accommodation;
- Staff must avoid one-to-one situations with pupils unless unavoidable for safeguarding, welfare or medical reasons
- Pupils must not enter staff bedrooms unless in an emergency;
- Staff entering pupil rooms must do so in pairs wherever practicable;
- Clear supervision arrangements, curfews and rooming expectations must be communicated to pupils in advance;
- Appropriate consideration must be given to safeguarding in relation to changing facilities, bathrooms and overnight supervision.

Where a visit includes an overnight stay, overseas travel or a higher-risk activity, safeguarding considerations will form part of the planning and risk assessment process and must be reviewed before final approval can be given.

Online Safety and Mobile Devices

The school's expectations regarding online safety and acceptable use remain in force throughout all visits. Visit Leads will ensure that:

- Standard practise is that a trip phone will be automatically allocated by the EVC for any trip or visit – this takes place automatically and can be tracked via Evolve.
- Staff maintain professional boundaries when communicating electronically with pupils;
- If staff require a mobile number to be shared with pupils, this must only be a school-approved device (usually a Grange 'Trip Phone', provided centrally before the visit and allocated by the EVC on Evolve);
- Pupils will understand expectations relating to mobile phones, social media and image sharing;
- Appropriate action is taken in response to cyberbullying, inappropriate content sharing or misuse of devices.

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Insurance for Off-site Activities and Visits

Employer's Liability Insurance is a statutory requirement and The Grange School have arranged a policy that will respond and, if appropriate, indemnify against all claims for compensation for bodily injury suffered by any person with a contract of employment. This cover also extends to those persons who are acting in an authorised voluntary capacity.

The Grange School also holds Public Liability insurance, which will indemnify the school against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, third party property where The Grange School are deemed to have been negligent.

The school also holds comprehensive travel insurance for staff and pupils; details of the Policy are available to Visit Leaders and sent to parents as part of pre-visit administration.

The school has comprehensive and adequate Employers and Public Liability Insurance provisions in place. It also has a group travel policy that covers most visits in the UK and overseas, but does not cover adventurous / hazardous activities such as climbing or scuba diving.

Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the schools "occasional business use" motor policy and permission must be sought from the EVC.

For most trips the school's insurance provides adequate cover but extra cover may be needed for more expensive trips or if there are adventurous activities. On the school's insurance policy, the maximum recoverable per person per trip for cancellation or curtailment is £3000. In such cases trip leaders will need to organise extra cover.

Inclusion – Equal Opportunities

Every effort will be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort must be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

The Grange School will take all *reasonably practicable* measures to include all young people. The principles of inclusion will be promoted and addressed for all visits ensure an aspiration towards:

- an entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers



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Eligibility to Participate in Educational Visits

Educational visits are organised and operated as activities for pupils who are on roll at The Grange School at the time the visit takes place.

Where a pupil leaves the school before the commencement of a visit, their place on the visit will normally be withdrawn and they will not be permitted to participate.

This reflects the school's safeguarding responsibilities, duty of care arrangements, emergency planning procedures and insurance provisions, all of which are based upon the individual being a registered pupil of the School.

Any exceptional circumstances will be considered by the Head on a case-by-case basis.

On Return

The Visit Lead will:

- Complete the post-visit evaluation using the given template;
- Meet with the EVC if the evaluation or other circumstances on the meeting require further exploration;
- Return all school property (together with a report of any lost or damaged property);
- Instruct all pupils to delete their records of the school mobile and of any staff mobiles;
- The Visit Lead will remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit;
- The Visit Lead will return any unused cash or travellers' cheques to the Bursar along with receipts to cover all expenditure on the visit (in line with the School Expenses Policy).
- The pre-paid foreign currency card must be returned together with all related transaction vouchers;
- The Visit Lead will produce a schedule of all expenditure on the visit. Unused balances will be returned to the parents by way of credits shown on the next school bill.

Monitoring

As an employer, The Grange School ensures that there is monitoring of the visits and LOTC activities undertaken by its staff. Such monitoring must be in keeping with the recommendations of National Guidance.

There is a clear expectation that the monitoring function is a delegated task put in place by the EVC and principally carried out by experienced staff acting as mentors/advisors for colleagues.

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APPENDIX A - Adventure Activities

Below is a list of 'Adventure Activities'.

Before our students take part in any of these, we need to be sure that the relevant National Governing Body qualifications are held by the person/organisation running the activity or a technical advisor has provided a statement of competence.

- All activities in 'open country' such as D of E Expeditions.
- Swimming (all forms, excluding publicly life guarded pools)
- Camping where participants/leaders erect tents and/or self-cater.
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Paintball (including 'Laser Quest')
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Mountain biking
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coasteering/coastal scrambling/sea level traversing
- Underground exploration (Except designated 'Show' caves)
- Shooting and archery
- Skiing, snowboarding, and related activities (including dry slope)
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- 'Extreme' sports (Parkours, Bungee, Zorbing, Mountain or ATB Boarding etc.)
- Other activities (e.g., initiative exercises) involving skills/risks inherent in any of the above.

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APPENDIX B – Responsibilities and Roles Around School Visits

Junior or Senior Headteacher

The Junior or Senior Head will have overall responsibility to ensure that:

- Appropriate policies, procedures and guidance are in place.
- Suitable arrangements exist for the approval, monitoring and evaluation of educational visits.
- Educational visits are supported by appropriate safeguarding, health and safety and insurance arrangements.
- Competent staff are appointed to key educational visit roles.
- The Educational Visits Co-Ordinator (EVC) is supported in fulfilling their responsibilities.

The Educational Visits Co-ordinator

Although the Head of the Junior or Senior school has the overall responsibility for visits, the EVC will be responsible for the following aspects of day-to-day procedures and planning:

- Support Visit Leaders in the planning and delivery of visits.
- Ensure appropriate approval processes are followed.
- Monitor compliance with School policy and National Guidance.
- Assess and record Visit Leader competence.
- Ensure appropriate training, support and guidance are available.
- Review risk assessments and visit documentation where required.
- Maintain oversight of the educational visits programme.
- Support the School's response to any visit-related incidents or concerns.

The EVC has authority to approve, defer or reject proposed visits where planning, risk management, staffing, safeguarding or operational arrangements do not meet School requirements.

Pupils

Pupils must:

- Follow the School Code of Conduct and all instructions given by staff.
- Behave responsibly and safely.
- Respect other pupils, staff, members of the public and host organisations.
- Inform staff immediately of any concerns, hazards or incidents.
- Act as ambassadors for the school throughout the visit.



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Parents

Parents must:

- Provide accurate and up-to-date emergency contact information.
- Provide relevant medical, welfare or safeguarding information.
- Complete any required consent processes.
- Support the School's expectations regarding pupil conduct.
- Communicate any significant concerns or changes in circumstances before the visit takes place.

Volunteer Helpers

Non-teacher adults acting as supervisors must;

- Work under the direction of the Visit Leader and accompanying staff.
- Promote the safety and welfare of pupils.
- Follow School expectations and visit procedures.
- Understand the limits of their role and responsibilities.
- Raise any concerns immediately with a member of School staff.

The Visit Lead

The Visit Lead will:

- Ensure that the visit has appropriate educational value and is planned effectively.
- Follow School procedures and National Guidance.
- Complete all required approval and planning documentation.
- Undertake suitable and sufficient risk assessment.
- Ensure appropriate supervision arrangements are in place.
- Ensure that safeguarding, medical and welfare needs are considered.
- Brief accompanying staff, volunteers, pupils and parents as appropriate.
- Maintain effective communication with the EVC and designated School contact.
- Take responsibility for the safe conduct of the visit and respond appropriately to changing circumstances.
- Ensure that incidents, accidents and concerns are reported and recorded in accordance with School procedures.

Assistant Visit Lead/Accompanying Staff

Teachers and/or Assistant Visit Leads must:

- Support the Visit Leader in the planning and delivery of the visit.
- Supervise pupils in accordance with agreed arrangements.
- Follow the instructions of the Visit Leader.
- Promote the safety, welfare and good conduct of pupils.
- Raise any concerns regarding safety, safeguarding or welfare immediately.

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APPENDIX C – The School Code of Conduct

The Grange School Code of Conduct for All School Visits:

Each pupil must:

Cooperate fully with leaders at all times.

- Respect all requests and requirements made by staff and accompanying adults, including those at the venue(s).
- Fulfil any tasks or duties set prior to and during the visit.
- Participate fully in all activities and sessions during the visit.
- Be punctual at all times.
- Not leave group sessions or accommodation without permission.

Dress and behave sensibly and responsibly

- Be considerate to others at all times.
- Avoid behaviour that might inconvenience others.
- Not enter the rooms or accommodation of pupils of the opposite sex.
- Behave at all times in a manner that reflects credit on self, to the party and to the school.

Be sensitive to local codes and customs

- Abide by the laws, rules and regulations of the countries and places visited.
- Be aware of the social / religious conventions of the country and places visited and show appropriate consideration thereof.
- Comply with customs and duty-free regulations
- Not take unnecessary risks
- Not purchase or consume alcohol, illegal drugs or tobacco products.
- If granted indirectly supervised time, be in groups of not less than four young people.

Look out for anything that might hurt or threaten themselves or anyone in the group and tell the Visit Lead or supervisor about it *If in doubt on any matter, consult with staff.*

Accept that a full written report of any misconduct may be forwarded to the Head and/or to the parent(s).

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APPENDIX D – Critical Incidents

Emergency Contact Details

In the event of an incident resulting in serious or fatal injury this recommended framework of procedures must be followed by the Group Leader or member of staff taking control:

- Establish the nature and extent of the emergency;
- Make sure all other members of the party are accounted for and are safe;

If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid.

- Establish the name(s) of the injured and call whichever emergency services are required;
- Advise other party staff of the incident and that emergency procedures are in operation;
- Ensure that an adult from the party accompanies casualties to hospital;
- Arrange for one adult to remain at the incident site to liaise with the emergency services until the incident is over and all group members are accounted for;
- Control access to telephones until contact is made with the contact person and until they have had time to contact those directly involved.
- Give full details of the incident

i.e.: Name:

Nature, date and time of incident:

Location of incident:

Details of injuries:

Names and telephone numbers, those involved and future contacts; Action taken so far:

For serious incidents where the media may be involved, try to identify alternative telephone numbers at “home” and “off-site base” as other lines will quickly become jammed. It is not for the Visit Lead or other party members to discuss matters with the media: procedures for this are given below.

Under no circumstances will the name of any casualty be divulged to the media.

The SLT contact person will alert the Head, giving details as above. They may identify further actions or help required (which might include financial assistance). Alternative and additional telephone lines may need to be identified at an early stage;

The School Disaster Recovery Plan Will be Implemented by the Head.

The Head will arrange to contact parents of all party members. It is also the Head’s responsibility to act as a link between the group involved, the Chair of the Governors, and the parents.

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APPENDIX E - Operational Requirements

This appendix contains a list for staff for all reference purposes. Visit Leads and other visit staff must refer to this list during both the planning and implementation of any Grange School visits

A) Documentation and Emergency Information

The Visit Lead must carry:

1. A full list of pupils and supervising adults;
2. Emergency contact numbers for all pupils and staff;
3. Relevant medical and dietary information;
4. Details of allergies, medication and care plans;
5. Copies of consent information where applicable;
6. Travel insurance details where appropriate;
7. Emergency procedures and contact numbers via **The Grange Senior School Critical Incident Checklist** document.

B) Medical and Medication Arrangements

Visit Leads must:

- Ensure that all necessary medication accompanies pupils;
- Confirm arrangements for the administration and storage of medication;
- Carry an appropriate first aid kit;
- Ensure that at least one member of staff holds an appropriate first aid qualification where required by risk assessment or visit type;
- Record any medication administered during the visit.

Medical details for students and staff taking part in visits are collected by the Visit Leader by reference to the school database for all visits. The school nurse is also consulted for residential visits. Any specific student medical issues are to be included in the visit risk management planning and a list of medical conditions for all pupils on the visit are carried by the Group Leaders at all times. Staff will consult Pupil Support or the School Nurses for further information if necessary.

C) Staff Briefing

Before departure, all supervising adults must receive a briefing covering:

- Itinerary and timings;
- Supervision arrangements;
- Headcount procedures;
- Safeguarding concerns or vulnerabilities;
- Medical needs;
- Emergency procedures;
- Communication methods;



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- Behaviour expectations;
- Roles and responsibilities.

D) Parent Communication

As a minimum, communications must include:

- Purpose and educational value of the visit;
- Dates and timings; Travel arrangements;
- Staffing arrangements where appropriate;
- Cost and payment schedule;
- Required equipment or clothing;
- Behaviour expectations;
- Emergency contact arrangements;
- Collection and return arrangements;
- Any specific medical, safeguarding or consent requirements.

For **residential, overseas or adventurous visits**, additional communication will include:

- Accommodation arrangements;
- Passport and visa requirements;
- Insurance information;
- Medication procedures;
- Supervision arrangements;
- Curfews and free-time arrangements;
- Mobile phone expectations;
- Emergency escalation procedures.

Finally, parents will be informed promptly of:

- Significant itinerary changes;
- Delays;
- Serious illness or injury;
- Safeguarding concerns involving their child where appropriate.

Communication must remain factual, calm and coordinated in the event of an emergency or critical incident. In any incident, the first contact beyond any emergency service(s) required should be the member of SLT listed as your primary contact or your reserve.

Failing this, any member of SLT listed on **The Grange Senior School Critical Incident Checklist**, a copy of which must be taken by the Visit Lead as part of their documentation.

E) Missing Pupil Procedure

In the event that a pupil is missing or separated from the group:

- Immediate headcounts must be conducted;
- The Visit Lead must be informed immediately;
- The group must be secured and supervised;
- Searches must be coordinated in line with local risk assessment;
- Emergency services and parents must be contacted where appropriate;
- The on-call SLT contact must be informed without delay.
- Additional instruction can be found on **The Grange Senior School Critical Incident Checklist document**.

F) Transport

- Seat belts must be worn where fitted.
- Staff will avoid transporting lone pupils in private vehicles unless unavoidable in an emergency or exceptional circumstance.

G) Recording and Review

- All accidents, incidents, safeguarding concerns and near misses must be recorded following the visit and reviewed by the EVC where appropriate.
- If you have an incident or issue that is not covered by the standard visit-review process form, contact the EVC directly and as soon as possible upon your return for the visit.
- In the event of a safeguarding concern, if this was not already reported during the visit, you must contact the DSL or a member of the safeguarding team as soon as possible upon your return from the visit.

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APPENDIX F – Expenses and Gifts

Expenses

It is a general principle that if School staff are giving up their free time for the benefit of students of the school, they can expect the trip organiser to have made provision within the cost of the trip to account for reasonable expenditure in relation to meals and subsistence.

In many cases where trips involve overnight stays or overseas visits meals and sustenance will be provided as part of the accommodation package negotiated by the trip organiser. The School Expenses Policy must be consulted by the trip organiser when planning for and budgeting the trip (and also when submitting or authorising any expenses incurred on the visit).

For trips and visits where meals and subsistence are not provided as part of an accommodation package and staff/volunteers incur costs in making their own arrangements the principles of the Expenses Policy apply and must be adhered to.

For any expenses claimed, fully completed expenses forms (with attached receipts) will need to be submitted to the Bursary by the individual teacher on return to School as per the usual expense claim process. HMRC have various rules to prevent businesses paying employees outside their payroll system and thereby avoiding tax and NI for the employee and the employer.

For this reason, receipts must be provided for all expenditure incurred on behalf of the school. In accordance with the Expenses Policy, where claims are made for the cost from the school for goods and services outside of the above conditions, this is a taxable benefit (i.e., a ‘benefit in kind’) e.g., thank you presents to staff.

To avoid taxation issues, therefore, expenditure for staff involved in the trip must be restricted to subsistence i.e., normal meals and refreshments as per the Expenses Policy. If you have any concerns about ensuring that receipts are collected and documented throughout the trip, then please speak to the Educational Visits Co-ordinator. There are a number of ways this can be done to limit the bureaucracy involved and to suit the various kinds of visits.

Gifts

Gifts bought for a third party who has supported the trip e.g., instructor, holiday representative or adult volunteer (meaning someone who has received no payment from the school) are permitted. Recipients of such gifts and their roles need to be highlighted on the Bursary form. Gifts for members of the school staff (whether or not on the trip) cannot be bought out of trip funds.

APPENDIX G – Swimming and Water Activities

Swimming

Recreational pool swimming whilst on educational visits poses a far greater risk than swimming as part of a structured curriculum lesson. Under no circumstances will pool swimming be permitted on educational visits unless the following list has been fully adhered to:

- There is a qualified, certified lifeguard present at all times (this could either be a lifeguard present at the venue or where one of the school staff holds this qualification).
- A full risk assessment in advance (and a dynamic one on location) must have been conducted and documented, with approval from the EVC.
- Teachers must be extra vigilant and there must be increased staff ratios during the activity.
- Increased headcounts must be undertaken throughout the session.
- Written parental consent for the “fun swim” must be obtained in advance (see pupil data form).
- Teachers must carry out a written evaluation after the activity.

Recreational Sea Swimming

When permitting this activity, the following must be fulfilled:

- A full risk assessment in advance (and a dynamic one on location) must have been conducted and documented with approval from the EVC and the relevant Headteacher.
- There is a qualified, certified lifeguard present at all times - the qualification must be for Open Water Rescue Award/National Beach Lifeguard Award.
- Contact is made with the local coastguard, harbour master, lifeguard office to establish risks/dangers from currents, tides, holes, shelving, weeds, sluices and other local hazardous conditions.
- A group of 8 young people require at least **two adult supervisors at all times** – one of which must be a teacher at the school and one of which must remain out of the water.
- Increased headcounts must be undertaken throughout the session.
- Written parental consent for the “fun swim” must be obtained in advance (see pupil data form).
- The designated “safe swimming” area must be clearly marked and agreed with the pupils in advance.
- Teachers must carry out a written evaluation after the activity.

Please note that *Open Water/River/Lake/Reservoir Swimming* is NOT permitted at any time unless in a recognised swimming place and the above “sea swimming” rules apply. The only exception to this is where swimming takes place as part of a water-sports activity, where all participants are wearing relevant buoyancy aids and safety equipment.