



HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

EDUCATIONAL VISITS AND OVERNIGHT STAYS POLICY

Aspiration – Respect – Excellence

Monitoring, Evaluation and Review

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Version	1	Status	Approved
Committee	L&T Committee	Date Approved	Feb 2023
Link Governor	Dr C Foulkes	Review Date	Feb 2025



HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

Educational Visits and Overnight Stays Policy

This policy should be read in conjunction with the following policy/policies:

- Safeguarding Policy
- Inclusion Policy

Vision

Highdown School and Sixth Form Centre is committed to providing a wealth of educational and extra-curricular opportunities for our students. Highdown School wishes to promote the positive impact on raising standards and valuable role offsite and overnight trips play in the development and learning of students. Offsite and overnight trips can ¹

- Bring breadth to the learning experience
- Stimulate and encourage enquiry
- Encourage and develop understanding and tolerance of others
- Promote and foster pride in their communities
- Enhance and contribute to personal, social and emotional development

Purpose

The purpose of this policy is to ensure that all educational visits and overnight stays, irrespective of their nature and duration, are well planned and coordinated and take into account the health and safety issues that may foreseeably arise during any visit or overnight stay. As such, trip leaders and linked senior leaders will be appropriately skilled to ensure that any and all venues to be visited are carefully assessed beforehand by appropriate agents.²

This policy provides guidance for the efficient planning and preparation for proposed activities alongside ensuring staff are fully aware of their responsibilities and ensure they are aware of how to effectively manage and resolve any emergencies or unforeseen circumstances that might arise on trip. Additionally, guidance around secure financial management and processes for communication with stakeholders is outlined to support clear prior awareness and security of funds.

Responsibilities

Trip Leader & staff involved with educational visits and overnight stays

- To have oversight and review of all planning for and proposal of educational visits and overnight stays taking into account the health and safety risks that might be reasonably predicted
- To utilise their team of staff to ensure needs of preparation and effective and safe provision on the trip or stay is provided for

¹ 'Learning outside the classroom' How far should you go? OFSTED Publication

² Educational establishments such as Highdown will often make use of 3rd party school travel companies to organise and plan logistics of significant (often abroad) trips.

- Ensure all relevant information is obtained and secured before the proposed visit or stay. This is to include (but not exhaustive list) students' medical and contact details, all monies and funds associated with the trip, venue risk assessments, emergency contact information, and clear itinerary of trip including details of timings and transport needs.
- To ensure medical, SEND and any other reasonable additional need is factored for into health and safety checks, risk assessments, costings, and carefully monitored and supported during the duration of the trip or stay.
- To liaise with specialist staff (SENCO/HOA/Behaviour Team) to ensure all needs are factored into health and safety plans, risk assessments and itineraries.
- To ensure risk assessments determine the level of supervision, first aid support and any other training staff might require prior to trip or stay
- To ensure staff are fully trained to provide for the needs of the trip or stay. To ensure first aid training requirements are met within the skillset of selected staffing
- To ensure all stakeholders are provided with all necessary information about the educational visit. Where appropriate, invite parents/carers to briefing session. Communication/in person sessions should take into account the needs of our community and should be inclusive and accessible for all.
- To liaise with their line manager and senior leader with responsibility for visits and stays to ensure all details are finalised and in place prior to commencement of visit or stay.
- To ensure that after commencement of the trip, communication with stakeholders is done when needed and that the trip is organised to meet itinerary expectations. Where this cannot happen, the trip leader must make a risk assessment of any new or additional events/visits before allowing students to visit.
- To ensure that if an emergency does arise that communication with stakeholders, including the Senior Leader emergency link is swift. Additionally, that the actions are reflective of the emergency and any needs that emerge as a result. Dialogue with the Educational Visits Coordinator (EVC), parent/carer, and third-party agents should be completed in a manner which reflects need of emergency. (Appendix 3)
- All staff on an educational visit or overnight stay should ensure they remain alcohol free throughout the duration of the trip or stay (Appendix 4)
- Additional staff should support the trip leader in the completion of the trip, ensuring that students follow health and safety guidance and assist in the day to day successful running of the trip.
- After the trip, the Trip Leader should complete the accident log. This should be completed even if no accidents took place on the trip.

Parents/Carers

- Ensure that all documentation is completed and returned to the school before deadline.
- Ensure that all health and medical information is current and disclosed. Where needed, the Trip Leader has been contacted directly to discuss personal medical/health needs so that these can be factored into risk assessments, prior training needs, and logistics of successful completion of the trip.
- To disclose any specific details of concerns for their child that may be appropriate to the nature of the visit and any activities planned.
- To contact the school (either Trip Leader or Finance office) to communicate any financial constraints which might jeopardise successful payment of costs.

Educational Visits Coordinator/Senior Leaders/Support team

- Provide a review of paperwork and planning through an allocated Senior Leader (referred to as the Educational Visits Coordinator/EVC) and Headteacher check and sign off.

- To ensure emergency contact details are updated and communicated clearly to the trip leader.
- To ensure that the emergency contact is available for the duration of the visit or stay.
- To ensure trip is appropriately staffed, meets ratios for staffing, and has had safeguarding, first aid, and SEN information shared with the Trip Leader.
- Provide a check of First Aid and EpiPen trained staff. Senior Office Administrator will check and notify the EVC, Trip Leader, and Finance Team to the status of the staff and if they are first aid trained and EpiPen trained. Finance Team checks alongside Senior Office Administration checks ensures that appropriateness of staffing is in place for the nature of the trips. Trips that include an overnight stay, are non-UK, involved a high-risk activity, or are involving a PE sport fixture must have a First Aid trained member of staff accompany them.

Planning an Educational visit or overnight stay

Trip leaders (and or agents working on behalf of the trip leader) are encouraged to make full use of OEAP³ guidelines and recommendations when researching or planning an educational visit or overnight stay.

Trip leaders should follow school guidance on the first initial stages of educational visits and overnight stays. Before completing any administrative work for the visit or stay, staff should consider the following issues:

- Cost to the school and parents/carers
- Educational value
- Timing/calendar clashes
- Inclusivity of students including SEND needs which might require additional staffing or costs
- Adequate staffing/training capacity of staff
- Health and Safety checks/risks assessment

When planning a trip, the Trip Leader is required to receive a minimum of:

- Three quotes for any trips which has total costs in excess of £5001.
- Three quotes for any trip or visit which has total costs in excess of £10000 and as a part of the Headteacher checks, the Chair of Governors will ratify the third-party agent or appropriateness of costed bid.
- Three quotes for any trip which has total costs in excess of £15000 requires full tender process. If a Trip Leader believes their trips will be in excess of £50000, they must contact the School Business Manager for advice and guidance.

If these issues have been considered and the trip or stay is considered viable, then trip leaders should begin the process of completing all EVAONS paperwork as directed by the Trip Planning Checklist. To complete the EVAONS paperwork, Trip Leaders must complete the following [FORMS](#).

This pre-EVAONS paperwork should then be given to the Senior Administrator Office no less than **4 working weeks prior** to commencement date of the trip.

The following steps will then be followed:

- Senior Administrator Office will review staffing requirements and calendar clashes to ensure the visit or stay does not impact calendared events and can be staffed in a cost-effective manner given calendar or planned staff absence.

³ <https://oeapng.info/>

- Senior Administrator Office will check First Aid qualifications and training of staff and share this information with Finance Office and EVC.
- Once cover is agreed, the Trip Leader, EVC and Finance Office will review the paperwork ensuring that:
 - Safeguarding Team, SENCO, and First Aid are made aware of student list and feedback to trip leader on possible concerns, needs of students, medical or safeguarding alerts and permissions for photographs.
 - Safeguarding checks will ensure that Trip Leaders are made aware if a Safeguarding Risk Assessment is required for a student. This requirement is a decision made by the Safeguarding Team and the Trip Leader is supported in completion of the Risk Assessment to ensure confidence of the risk assessment.
 - The Finance Office will review medical need shared by First Aid and review First Aid training provision shared by Senior Administrator Office for the trip and judge suitability
 - EVC will provide initial review and permissions before passing to the Headteacher for final confirmation. These checks will ensure the Trip Leader is competent to lead and review desired visit or stay.
 - Finance Office/Office manager will review payment plan or structure for parents/carers, appropriateness of staff ratios, and complete administrative support for the trip or stay.

The Trip Leader is responsible for getting all information completed with enough notice (4 weeks) for all checks to be made. If Trip Leader fails to meet this minimum deadline, then this might result in permission not being granted.

Prior to the trip, the Trip Leader will ensure all staff received an 'information pack' which will include all (but not exhaustive) the following items:

- Itinerary for the trip including information on specific sites or venues which require prior discussion due to their nature
- Relevant medical, safeguarding or SEN information for students under their direct care
- Contact details for all students under their direct care
- Contact details of other members of staff on the trip
- Full details of students' groupings and designated staff
- Names of first aiders and first aid arrangements

Physical Education visits (referred to as fixtures) are planned for with different arrangements than Educational Visits or Overnight Stays. Appendix 5 details responsibility of the PE Fixture Leader.

During the visit or overnight stay

Primary responsibility for the safety of students and staff, including safe conduct and behaviour rests with the Trip Leader. They are responsible for amending the itinerary if there is a change in circumstances such as extreme weather or unforeseen circumstances. Trip Leaders may delegate elements of this role, such as communication with EVC or parents/carers so that operational leadership of the trip remains unaffected.

The Trip Leader will ensure that they have the school phone, emergency contact details of parents/carers and EVC (or allocated Senior Link), emergency finance, insurance information, transport information relevant to the trip.

The Trip Leader will ensure that allocated staff are appropriately first aid trained given the nature of medical needs within their allocated student groupings. The Trip Leader will ensure that allocated first aid trained staff are provided medication (along with written parental consent and instruction), medical details of those on the trip, and any spare medication e.g. inhalers, paracetamol or EpiPens.

The Trip Leader (or allocated staff member) should use the academy phone to take photos of the trip for purposes of celebration and advertisement of academy activities. Checks on which students do not have photo permissions should be made prior to trip and checked again before publicity on any social media or online platforms. This information is shared by the Finance Office and provided to the Trip Leader prior to departure.

The Trip Leader is responsible for contacting the EVC in the case of emergencies (Appendix 3). It is good practice for the Trip Leader to be in contact with the EVC throughout the trip to update as to how the trip is going.

After the educational visit or overnight stay

Upon completion of the trip or stay, the Trip Leader must return all trip documentation provided to them from the Finance Office. This includes all personal contact and medical information for students and/or staff to ensure GDPR standards are met.

The Trip Leader must complete the evaluation and accident log request form. This can be found [here](#) but is also sent to the Trip Leader by the Finance Office after completion of the visit or stay. This must be done within 5 school days of the end of the trip or stay and ensures clear financial evaluation of the trip or stay and records any accidents or medical emergencies for review and reflection.

Additionally, Trip Leaders are required to return all non-spent funds and records of costs for the duration of the trip (if school funding was spent).

Risk Assessments (including Higher Risk Activities)

A risk assessment (RA) should be completed as part of the trip or stay pre-planning paperwork. This should be completed by the Trip Leader with use of any pre-populated RA provided by the academy, venues, third party agents, or in conjunction with discussions with specific activity venues or sites.

Where RAs can be provided/already exist for an activity, it is not necessary to re-write the risk assessment. However, generic or pre-existing RAs should be carefully reviewed to ensure they meet the needs of the students on the trip or visit and the nature of the activity.

Careful consideration of student need (such as medical, SEN or personal issues) should be factored in when reviewing foreseeable hazards and risks. This includes any issues that might arise from a student or staff members gender identify (see appendix 1 for further information)

It is not possible to eliminate all risk during a visit or trip, instead risks should be identified and control measures implemented to reduce the risks to a tolerable or acceptable level. An activity should only take place if the risk is deemed acceptable by the Trip Leader present or in the judgment of the

EVC/Headteacher prior to activity. The ultimate responsibility whether or not an activity presents an acceptable level of risk remains with the Trip Leader who is able to assess the risk in the moment.

Where an activity is deemed that it poses a higher risk, additional planning will be required. Examples of higher risk activities include:

- Adventurous activities such as cave exploring, archery, gorge jumping
- Activities near or in water
- Residential trips of an extended nature
- Overseas trips

Where an adventurous activity is delivered by an external provider, they will have responsibility for managing the activity. Risk assessments do not need to be provided beforehand, but external providers should hold a LOTC Quality Badge⁴ or similar accreditation.

A specific RA should be produced for the following issues:

- Transgender student(s) – *see appendix 1*
- Higher Risk Activities
- Serious medical (including allergy) need – *see appendix 2*

Guidance on producing a specific RA for the above reasons can be found in discussion with the Finance Team link and/or EVC.

Monitoring and evaluating the policy

The academy will review this policy every three years with responsibility for amendment and updating resting with Senior Leader with responsibility for Educational Visits and Overnight Stays. Governors will review the full policy once every three years.

All staff are responsible for the successful implementation of this policy, with Trip Leaders ensuring that policy procedures are best followed during any trip or stay. Curriculum Leaders and Senior Leaders will provide ongoing review of the policy and its implementation through line management of Trip Leaders.

Review of trips and stays, including ad-hoc assessment of the success of trips and visits will support ongoing and rigorous review of the policy procedures.

Trips and visits are reported through Headteacher report to Governors three times an academic year.

⁴ <https://www.lotc.org.uk/providers/lotc-quality-badge-2/>

Appendix 1: Transgender guidance⁵

Consideration should be given well in advance to any additional needs transgender students might have to ensure the trip or stay is fully inclusive. Consideration of before the trip or stay needs to take into account:

- Sleeping arrangements. It is possible that the student might prefer a separate room. Each case needs to be thought about individually and in-depth discussions should happen well in advance with appropriate stakeholders.
- Searches/Security checks. Different countries will have different policies and procedures that they will follow. Contacting relevant border control or tourism agency to support a risk assessment is best practice.
- Countries whereby transgenderism might not be legal or as culturally accepted as the UK. Trip Leaders should ensure that the law regarding the Trans community and Trans students are considered when judging suitable destination for academy visit. It is good practice to contact the International Lesbian and Gay Association⁶ (ILGA) who can provide more information on countries that might pose a risk to trans people.
- A specific trip risk assessment should factor in the inclusion of trans students. Any risk identified should be managed to reasonable adjustments and be considered to facilitate the participation and inclusion of trans students.

Appendix 2: Medical need (including dietary or allergy needs)

Trip Leaders should be fully aware of the medical issues of students on the trip.

Details of this medical needs must be requested in initial trip documentation sent to parents/carers and checked again during the medical/first aid check of student list.

Wherever possible, medical needs should not prevent students from full participation and inclusion on the trip or stay.

Where complex medical or mental health need is present, a pre-trip meeting should be held between the Trip Leader, parents/carers, and suitable Senior Leadership representative. The objective of this meeting should be to ensure the needs of the student are fully shared and factored into the Risk Assessment if required.

The Trip Leader and other accompanying adults must be aware of those students with allergies, including any details of care plans or medications. Additionally:

- Parents/carers should ensure that the student brings their own auto injector or medication with them on a school trip in addition to the one already held in school.
- The Trip Leader or allocated staff member will ensure this medication is secure and administered following care plan guidance.
- If there is any doubt regarding medical care, information and guidance will be sought from parents/carers.

⁵ Schools Transgender Guidance; West Berkshire Council

⁶ <https://www.ilga-europe.org/>

- In the circumstance of a serious allergy, it is the responsibility of the parent/carer to notify the Trip Leader so that reminders can be issued to parent/carers, students, and venues regarding need

Should any student become seriously unwell or involved in an accident, the emergency procedure protocols should be implemented.

Appendix 3: Emergency Procedure

An emergency procedure describes an event whereby any of the following could be occurring; serious illness or injury that could pose a risk to life, a fatality, disciplinary incidents which might involve student(s) or staff returning from the trip or stay earlier than expected, unknown whereabouts of student(s) or staff, incident where media or press are likely to be involved, and significant safeguarding event or disclosure.

The EVC or allocated Senior Leader will remain accessible for the duration of the trip. The EVC should retain all trip documents, including emergency contact details, itinerary, risk assessment(s), and medication/dietary information.

All staff accompanying the trip should be made aware of emergency procedure and have access to:

- Contact details of other staff on the trip and access to where contact detail of EVC can be found
- Contact details of all students under their direct supervision. This should also include medical and dietary requirements.
- Risk Assessments which might require prior discussion due to nature of activity or venue.

Any incidents that require the emergency procedure must be communicated back to the EVC and academy as soon as the Trip Leader or allocated member of staff is able and safe to do so.

If contact is made with the EVC or Senior Leadership then information should be shared which helps clarify what has happened, to whom, and what is currently happening. (See expected information below) The priority is the ongoing safety of students and staff.

The EVC will decide as to whether the Executive Headteacher or Head of School be contacted for further information sharing and guidance. Contact with the EH or HoS will occur if media or communication with school community is required.

The EVC remains available to offer guidance and support to the Trip Leader for the duration of the emergency procedure or till whenever suitable.

Procedure for emergency incidents

1. Ensure care of group by making sure all students and staff are safe from further danger.
2. Ensure all necessary steps have been taken to provide rescue, medical care and hospitalisation of anyone in need of medical attention.
3. Ensure that the EVC/Headteacher is contacted immediately. Where likely that the incident will result in media attention, do not speak to press or media other than to refer them to the school.
4. Contact parents/carers only once EVC/Headteacher has been spoken to

Expected information in the care of emergency procedure
Name of Visit/stay

Trip Leader name
Trip Leader contact details
Best contact details for ongoing communication
Date of incident
What happened
Who did it happen to
Where did it happen
When did it happen
Any injuries
What has happened since
Are students and staff currently safe from harm

In the case of fatality

UK

- Notify the police immediately
- Share details with emergency services
- Explain what actions have been taken so far
- Police will provide guidance on next steps including contacting next of kin
- Contact EVC/School/Headteacher

Non-UK

- Procedures will vary. Local Police should be able to advise
- If in doubt, follow UK procedure until told not to.
- Ensure that you retain all belongings involved in the accident or incident in unaltered condition
- Do not allow any member of the group to be spoken to without an independent witness or additional adult present
- No-one, unless they are relevant in an official capacity, has the right to speak to or see a member of the group if they do not wish to. Should another third party wish to do this, do not confront them and contact the police
- Do not admit liability of any sort

Appendix 4: Alcohol Consumption

The academy requires all employees to arrive at work and remain in a condition to effectively perform their duties. This includes refraining from consumption of any substance which may impair their performance.

The academy's prime concern is the welfare of its students and it must ensure all staff are available for any duties or emergencies which may unexpectedly occur. Staff accompanying visits or stays can have the potential to be on duty or be required to have responsibility of direct care of students at any time of day and night.

Staff must abstain from drinking alcohol whilst supervising students.

It is forbidden for any student to drink alcohol or have alcohol in their possession whilst on a visit or stay.

Any failure to follow the above guidance must result in contact with the EVC following emergency procedure protocols.

Appendix 5: Offsite PE Fixtures

The following conditions must be met for governor agreement on single staffing to be in effect:

- Fixture is outside of normal school hours
- Journey is within reasonable locality of the school
- Driving on high speed roads is avoided
- Students on the fixture are known to respond and react to staff instruction
- Driver carries a set of emergency action instructions and has the contact information in case of emergency

If the above criteria are met, the PE Fixture Lead can go ahead with the fixture. To do this, the PE Fixture Lead should:

- Provide a team sheet for the fixture which is given to the main school office
- Team sheet will then be logged by school office and students attending the trip will be awarded the corresponding trip ARE point for tracking, safeguarding checks and wider awareness to key staff. A paper copy of the team sheet will be kept in the 'Trip List' file.
- The PE Fixture Lead should ensure that they have school contact details, including the EVCs and be familiar with the emergency protocol.
- Offsite PE Fixtures should follow trip guidance and good practice as outlined in the 'Offsite Procedure' document.

The PE Fixture Lead should ensure all students accompanying the fixture have permission from parent/guardian.

The PE Fixture Lead should ensure they are aware of students' medical information, with particular reference to any medical need which might impact or be impacted by the participation in the fixture.

The PE Fixture Lead should hold in date first aid qualifications.

If students are accessing a pre-arranged third-party agent for the purpose of a PE activity, communication must be clear with parents/carers that the academy's role is to introduce and that a teacher may not be present when the activity takes place. As such, the academy takes no responsibility or liability for the activity. It is the responsibility of the parents/carers to ensure costs are paid directly to the third party agent and checks are conducted. A third party agent activity does not fall under the prevue of this policy.