



Educational Visits Guidance

Document title	Educational Visits Guidance
Author/originator	Mr L Sloman
Date of Approval	13 th January 2025
Approving Committee	Local Governance Committee
Version	1.0
Guidance review date	January 2026

Role	Staff
Headteacher	Mr L Sloman
Chair of Governors	Mr P John
Educational Visits Coordinator	Mrs L Harben
Designated Safeguarding Lead	Mrs H Handley
Trust Director of Estates and Compliance	Mrs A Pinder

Contents

1	Introduction	2
2	Roles and responsibilities	3
3	Procedural requirements	7
4	Risk management and risk benefit analysis	15
5	Pupil Selection	17
6	Inclusion.....	17
7	Behaviour	17
8	Monitoring and Compliance.....	18
9	Finance and insurance	19
10	Data protection and GDPR.....	21
11	Emergency procedures and incident reporting.....	21

1 Introduction

1.1 Statement of intent

This Guidance should be read in conjunction with the Wonder Learning Partnership Educational Visits Policy.

Woldgate School (the school) believes that educational visits are a core element of pupils' education and is committed to ensuring that opportunities for participation in good quality visits are maximised.

It is the school's intention that all practicable steps be taken to meet statutory requirements, recognised codes of practice and government guidance in establishing a safe and healthy environment on educational visits.

Woldgate School believes that participation in high quality visits by pupils and staff will enhance development and wellbeing, promote positive interactions between pupils and staff and will also improve overall school performance and ethos.

We will ensure that staff will be provided with training and advice to organise and manage them safely. We will also ensure that all staff will know they have a duty to take reasonable care to avoid injury to themselves and others, and to co-operate with the school management to ensure statutory duties and obligations are fulfilled.

1.2 Guidance aims

This guidance aims to:

- outline Woldgate School's requirements for planning, approving and running educational visits
- detail the procedures for ensuring suitable and sufficient risk assessment is carried out for each educational visit
- details who is responsible for what aspects of educational visit safety management.

1.3 Guidance scope

This guidance applies to all educational visits, defined as learning activities, that take place beyond the school premises. It does not apply to:

- work experience, which has a separate process and separate government advice
- local, frequent sporting activities or physical education (PE), as explained below
- activities conducted outdoors but within the school's boundaries, as the safety of these is managed under standard School policies and processes.

As above, the risk management of all PE fixtures falls outside this guidance as sporting activities come under the remit of the PE department, thus teachers leading or supervising PE fixtures outside the school grounds need to follow the guidance of their professional training and the Association for Physical Education. Any other, non-sports fixture trips undertaken by the PE department are educational visits and should be approved as such.

This guidance is informed by DfE guidance - '[Health and Safety: on Educational Visits November 2018](#)' and will be reviewed annually or after any changes of legislation or approved codes of practice. This guidance is also informed by the Outdoor Advisers' Panel [National Guidance](#), to which Educational Visit Coordinators (EVCs), Visit Leaders and others should refer.

1.4 Educational Visit objectives

Every educational visit must have clear aims and objectives designed to support and enhance curriculum delivery. Clear curriculum links, identifiable in the individual School's curriculum programme, should be set out in EVOLVE, the external IT platform used by Woldgate School to record and manage key educational visit data.

2 Roles and responsibilities

The specific roles and responsibilities of each stakeholder are outlined below.

2.1 The CEO and Trust Board

The Health and Safety at Work etc Act 1974, places overall responsibility for health and safety with the employer, which is Wonder Learning Partnership. To meet these responsibilities, we will:

- 2.1.1 provide an Educational Visits (EV) guidance and ensure it is reviewed at least annually
- 2.1.2 set procedures for the planning, management and approval of EVs
- 2.1.3 ensure staff are adequately trained, guided and supported so they can plan and carry out safe, educational visits that are in line with the guidance
- 2.1.4 ensure individual establishments are suitably resourced to comply with guidance requirements
- 2.1.5 determine the charging and remissions guidance and appropriate procedures for the financial management of visits having regard to any government guidance
- 2.1.6 monitor compliance

2.2 The Headteacher

The headteacher has responsibility for the development and implementation of EV procedures and processes for all staff and pupils. The Headteacher will:

- 2.2.1 ensure that EV procedures are being followed and that a review mechanism is in place
- 2.2.2 appoint a suitably competent EVC
- 2.2.3 ensure that the EVC is appropriately trained and has sufficient time and authority to fulfil their role
- 2.2.4 ensure that appropriate insurance arrangements are in place
- 2.2.5 inform the Trust Board of any concerns or issues as early as possible
- 2.2.6 ensure that there is a process to obtain best value for individual visits
- 2.2.7 personally approve all overnight, adventurous and overseas EVs
- 2.2.8 ensure that suitable emergency procedures are in place, including procedures to ensure parents² are appropriately informed in the event of a serious incident and that reporting procedures are followed
- 2.2.9 ensure that critical incident management plans are in place for dealing with an emergency
- 2.2.10 seek advice from the East Riding EVA when necessary.

2.3 Educational Visits Coordinator (EVC)

The functions of the EVC will be agreed with the Headteacher and will include a requirement to:

- 2.3.1 ensure EVs meet the school's procedural requirements, and that the EV Checklist is followed
- 2.3.2 advise the Trust Director of Estates and Compliance of any issues concerning the approval of visits
- 2.3.3 approve all guidance-compliant default EVs and give initial approval for guidance-compliant overnight, adventurous or overseas visits before passing them to the Headteacher for final approval
- 2.3.4 pass all overseas visits to the EVOLO for review before they are approved by the Headteacher. This process will be done automatically by the EVOLVE system
- 2.3.5 assess the competence of prospective leaders and staff in terms of qualifications and/or experience and organise appropriate training and induction
- 2.3.6 ensure that DBS disclosures required in support of any educational visit are in place as necessary
- 2.3.7 ensure that emergency arrangements are in place for each visit
- 2.3.8 keep records of visits, incidents, accidents and near misses on the usual School system and as a visit note on EVOLVE, where appropriate
- 2.3.9 review the use of the EVOLVE system and monitor practice
- 2.3.10 report all incidents to the Headteacher at the earliest opportunity
- 2.3.11 ensure, where reasonably practicable, that pre-visits have taken place for higher

risk visits.

2.4 Visit Leaders

The leader in charge of any School EV must be competent, confident, and an employee of or otherwise contracted directly by the School.

The school delegates the following responsibilities to Visit Leaders:

- 2.4.1 to plan the visit carefully and in line with the EV guidance, including assessing the risks of activities and recording any significant findings
- 2.4.2 to fill out EVOVLE accurately and work within the guidance stipulated approval timeline
- 2.4.3 to work closely with the EVC and follow their guidance
- 2.4.4 to supervise the visit and ensure planned control measures remain suitable and are followed by themselves and any other visit staff and volunteers
- 2.4.5 to prepare contingency and emergency plans
- 2.4.6 to carry out dynamic risk assessments to take into account changing environment, conditions or the group. An ongoing assessment may lead a Visit Leader to turn to a Plan B.

For further information on roles and responsibilities see <https://oeapng.info/guidance-by-role/>

2.5 Volunteers

Any adults on the visit not employed by the School must be clear about their roles and responsibilities during the visit. Adults not employed by the School who are acting as supervisors must:

- 2.5.1 be DBS cleared, where reasonably practicable, but if the visit is overnight then this is a mandatory requirement. Otherwise, as a minimum, a 'Volunteer risk assessment' must have been completed and approved by the School Headteacher
- 2.5.2 do what is reasonably practicable to ensure the health and safety of everyone in the group
- 2.5.3 be clear about the objectives of the visit
- 2.5.4 attend briefing meetings and participate in all relevant activities
- 2.5.5 not be left in sole charge of pupils
- 2.5.6 follow the instructions of the Visit Leader and School employed staff, and help with control and discipline
- 2.5.7 speak to the Visit Leader or School employed staff if concerned about the health or safety of pupils at any time during the visit or if concerned about any aspect of the visit prior to its departure
- 2.5.8 never be in a situation remote from the support of the leaders or other appropriate members of staff.

3 Procedural requirements

3.1 Visit categories

WOLDGATE SCHOOL has identified four categories of EV, each requiring escalating levels of risk management and School level sign-off in order to proceed. The table below shows how the visits are programmed within EVOLVE:

	Default	Overnight	Adventurous	Overseas
Description	Takes place in UK and does not involve an adventurous activity or overnight stay.	Takes place in UK with an overnight stay/s but not an adventurous activity.	Takes place in UK with adventurous activity, regardless of whether overnight stay or not.	Takes place overseas, regardless of whether or not it involves an adventurous activity
Planning Process	Visit Leader completes and adheres to the EV Checklist and submits the visit on EVOLVE within the approval timelines (see below)			
Approval	Headteacher approves trip.	The EVC School will give initial approval then to the Headteacher for sign- off. Can contact EVOLO for advice.	The EVC School will give initial approval then to the Headteacher for sign- off. Can contact EVOLO for advice.	EVC gives initial approval and passes to EVOLO for review before going to Headteacher for approval

Overnight Visits

Where a visit takes place in the UK and involves an overnight stay, additional measures should be put in place to protect and safeguard pupils. These should be in line with the WOLDGATE SCHOOL Safeguarding Children Policy and OEAP national guidance. Overnight visits will need to be approved by the Headteacher, but the school EVC may contact the EVOLO at any point for further advice if required.

Adventurous activities

Where an EV takes place in the UK and involves an adventurous activity, whether or not it also includes an overnight stay, the visit should be recorded as ‘Adventurous Activity’ in the EVOLVE system and approval will need to come from the Headteacher. The school EVC may contact the EVOLO at any point for further advice, if required.

Where practicable, any activities of an adventurous kind should be arranged through a specialist provider. However, qualified and experienced staff may organise and run visits with the approval of the Headteacher.

When planning an adventurous activity, the Visit Leader should familiarise themselves with [The Adventure Activities Licensing Regulations 2004](#). The Visit Leader must ensure that any activities that are licensable under these regulations are covered by an AALA licence. These activities include caving, climbing (except on artificial walls), trekking (including pony trekking, off-road cycling, off-piste skiing) and watersports (on certain bodies of water including the sea, rivers and “turbulent inland waters”).

Many activities are not licensable by AALA (e.g. ropes courses, indoor climbing, archery etc) and can be covered by other accreditation marks such as [Adventuremark](#) and the [Learning Outside the Classroom \(LOtC\) quality badge](#).

The Adventuremark and LOtC quality badge, unlike the AALA licence, are non-statutory so if a centre is offering non-AALA-licensable activities and does not hold an Adventuremark or LOtC badge, it does not mean they cannot be used, only that more checks and measures should be carried out on the provider by the Visit Leader. A '[Provider Statement](#)' must also be completed by the centre and uploaded onto EVOLVE. Refer to Section 3.9 - Using External Providers

Further information on activity licensing and 'badging' schemes is available on [the Outdoor Education Advisor Panel National Guidance](#).

Overseas Visits

The Wonder Learning Partnership encourages overseas visits. In the event of joint visits between more than one WLP school, joint planning meetings and briefings must take place, but only one visit needs to be recorded on EVOLVE, set up by the Visit Leader from the lead School. A final planning meeting should be held with at least one Headteacher in attendance.

3.2 Educational Visit Checklist

The EV Checklist outlines the steps for a Visit Leader to work through when planning an EV. This checklist represents a cornerstone of compliance and should be completed and attached to every visit on EVOLVE.

3.3 Approvals process

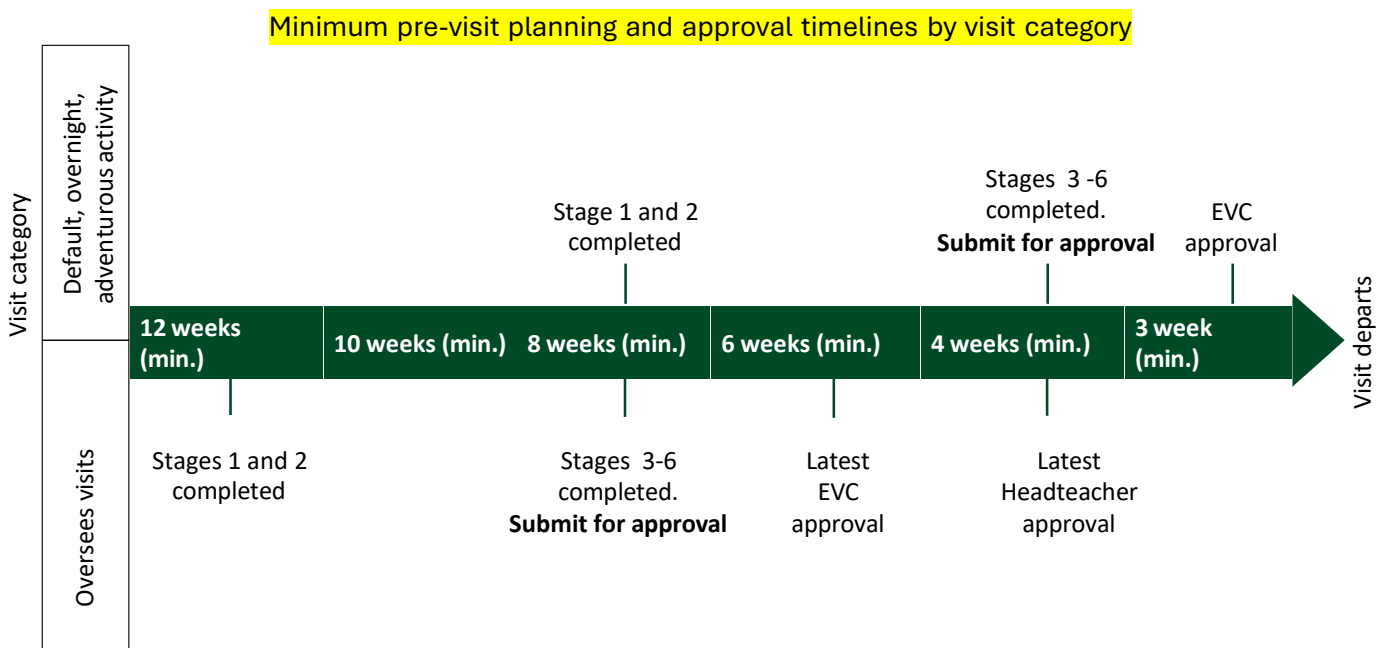
The following process should be followed:

1. The Visit Leader submits a Visit Proposal Form to the Headteacher
2. The Headteacher approves the visit and places on the school calendar
3. The Visit Leader creates the Visit Planning Form on EVOLVE, including an online consent form
4. Depending on the EV, the following should take place:
 - a. For Curriculum-Essential visits, all eligible pupils should be added to the register. Letter with instructions should be sent to all pupils and parents via EVOLVE
 - b. For Curriculum-Additional visits with limited places, an expression of interest letter with a link to a Microsoft Form should be sent, with a clear deadline for submission. Following the deadline, pupil selection should take place, pupils and parents informed and the UEVWL updated.
5. The Visit Leader should complete and submit the Visit Planning Form on EVOLVE, including risk assessments and specific risk assessments.
6. The school EVC will approve the Visit Planning Form or request additional information, before passing the Form to either the Headteacher or EVOLO.
7. The Headteacher or EVOLO will approve the Visit Planning Form (the Headteacher will approve the Form after the EVOLO where appropriate).

Approvals timeline

In order for EVCs and Headteachers to have time to appropriately check, return for more information and approve EVs, a structured approvals timeline has been put in place, a diagram of which can be found below. It is the responsibility of the Visit Leader to ensure that they meet the timelines in order to allow the due diligence process to be completed properly by the EVC, Headteacher and, where required, the EVOLO.

A record of staff members who repeatedly fail to submit their visits in enough time to gain appropriate approval will be kept by the EVC in order for follow-up to be carried-out by the School Senior Leadership Team where required.



The stages referred to in the above diagram relate to the stages outlined on the EV Checklist. This Checklist must be completed for every visit and uploaded onto EVOLVE so it is clear to the EVC what has been done and for a clear audit trail to be maintained.

Overseas visits can vary greatly in complexity and risk. The above-mentioned timeline for overseas visits is therefore a guideline. EVCs should make the EVOLO aware in advance of upcoming overseas visits so an appropriate, specific timeline for that visit's approval can be agreed between them.

3.4 Visit emergency folder

Both the Visit Leader and deputy (or another designated member of staff if there is no 'official' deputy), should carry an emergency folder at all times. Emergency folders should contain, as a minimum, a list of pupil/staff emergency contact details plus ages and a sufficient medical history of all pupils, including any medication requirements and any individual care plans or risk assessments. Care must be taken by staff to put measures in place to secure this data as it will be sensitive. Any loss of data must be reported to the Headteacher asap and within 24hrs. The information in the emergency folders will also be available on EVOLVE so the EVC and Headteacher can access it there.

3.5 Duty of care

The duty of care expected of Visit Leaders is that of a reasonable, prudent and careful teaching professional applying his or her mind to the situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else. However, the Visit Leader should arrange a duty roster to ensure members of staff have adequate rest. It is essential that everyone involved in the visit understands the supervision arrangements and expectations.

For information on direct, indirect and remote supervision refer to [National Guidance document 4.2](#)

3.6 Supervision ratios

Supervision ratios are determined as part of the planning and approval process. The appropriate ratio for any activity will be informed by the risk assessment where there are no specific external or stakeholder guidelines, such as National Governing Bodies, that dictate instructor: pupil ratios. The decision should consider:

- pupil gender, age (including developmental age), ability, competence and behaviour
- general and specific supervision competencies
- special educational needs and disabilities (which should trigger a higher ratio or individual care plan(s))
- duration and nature of the activity, including any journey required to get there/back
- location and environment of where the activity will take place, including accommodation and requirements of the venue.

Unless a trip is operated under National Governing Body ratios (as will be the case for many adventurous activities), there are **no** clear, legal requirements for adult : pupil supervision ratios on educational visits. However, taking into account the OEAP National Guidance and other bodies of work, this Guidance stipulates the following ratios should be adhered to unless the Headteacher gives case-specific consent, which should be recorded in writing, to operate outside of them:

	Default trip	Overnight	Adventurous Activity	Overseas
Secondary	1:20	1:15	1:15	1:10

Notes: - these are minimum staff to pupil ratio guidelines
- NGB ratios **must** be observed if school staff are delivering adventurous activities
- for SEND pupils, ratios might need to be tighter
- at least two adults, each of a different gender should accompany overnight and overseas visits (*where this is not reasonably practicable, staff must still be able to access a member of the Safeguarding team through the on-call system*)
- at least two adults must accompany adventurous visits

These are merely minimum staff : pupil guidance ratios. The actual supervision ratios must be informed by the needs of the group members and the complexity of the activity and they must be agreed by the EVC.

In each School, the suggested ratio can be amended with the permission of the Headteacher, EVC and Visit Leader after the risk assessment has been submitted and before the final planning takes place. Advice may be sought from the LGB or from the

The EVOLO EVA if needed. Further guidelines can be sought from:

- [RoSPA](#) (Royal Society for the Prevention of Accidents)
- The Department for Education
- OEAP (Outdoor Education Advisers Panel <https://oeapng.info/>).

School supports exploratory/reconnaissance visits by any member of staff who is to lead a group overseas, on a residential visit, or in a location that is not familiar to them. These visits will enable Leaders to gain first-hand knowledge of the area and facilities which will inform the risk assessment and pre-planning.

Any costs incurred will be included in the total cost of the visit, although some contractors or providers may offer a pre-visit for the Visit Leader free of charge.

Where a pre-visit is not possible, the Headteacher, advised by the EVC (and the EVOLO for overseas visits), will determine whether the subsequent risk management plan is acceptable prior to authorisation of the visit. Whether a pre-visit has been carried out or not, the Visit Leader should make a preliminary check of the venue upon arrival, noting any hazards or safety features.

3.7 Using external providers

If using the facilities of a contractor, e.g. a tour operator, the Visit Leader should arrange a meeting with the local representative or manager in order that both parties can be kept fully informed and any concerns can be raised. Any points discussed should be noted in writing.

External providers contracted to run EVs should, wherever possible, hold the LOtC 'Quality Badge' (see drop down menu on EVOLVE.). Where an un-badged provider is selected, the Visit Leader must undertake appropriate risk assessment (as with any EV), and check what other accreditation the provider holds. In this case an OEAP National Guidance Provider Statement should be sent to the provider for completion, then sent to the EVC. The EVC should check they are satisfied with the provider's answers then upload the completed Provider Statement to EVOLVE.

An exception to the requirement to attach a Provider Statement to a non-LOtC badged provider, is if the venue being visited is a public access building. In this case, as long as the visit does not include areas or activities that members of the public would not visit or complete, a Provider Statement does not need to be completed.

In all cases the Visit Leader must write their own risk assessment to include any likely risks posed by or to the members of the group.

3.8 Transport providers

Where coaches are being hired to provide the transport for an Educational Visit, due diligence must be carried out on the coach company prior to the visit.

3.9 Parental consent

It is Woldgate School's policy, as informed by The Department for Education, that parents should be made aware of ALL EVs that happen outside the normal start or finish of the School day (including sports fixtures and local visits as part of the curriculum), or where an School's duty of care will be exercised by contractor's staff on behalf of the School,

(noting that staff can never be fully absolved of their duty of care). For these activities, consent **must** be obtained in the form of a written consent letter. Should a consent form not be submitted in time, verbal consent may be gained from a parent/guardian. This must be recorded on EVOLVE and the EVC/pupil services must be informed prior to departure.

If a child in the group is subject to a care order, the relevant Social Services Department (SSD) should consent to any activity for which parental consent is advised. The SSD should be informed of any other 'learning outside the classroom' activity. The school should also ensure that foster carers are aware of this so that they can take the necessary action.

- Consent is not required for educational visits that take place during normal School hours as part of the national curriculum, or special annual events such as the Christmas service at All Saints Church, Pocklington. However, it is good practice to inform parents that such visits are taking place.
- For activities taking place as a normal part of the curriculum within the school day, additional parental consent need not be obtained. However, general parental consent needs to have been given at the beginning of the academic year, with parents being clearly made aware of what they are consenting to.
- If agreement cannot be reached with any parent who refuses consent, the pupil should be omitted from the activity and remain in school.
- Parents who object to their child participating in a low-risk activity must be referred to the appropriate senior leader (see also charging for educational visits, Section 8.1)

3.10 Consent for medical treatment

Some Educational Visits may require consent from parents for emergency medical treatment (including, for example, anaesthesia or blood transfusions), where such treatment is considered necessary by the medical authorities. Parental consent will be sought for such treatment by way of a letter. This letter may be sent to parents at the beginning of the academic year or in advance of specific Educational Visits, according to each School's procedure. Where parents refuse to consent to emergency medical treatment, either on religious or other grounds, advice will be sought from the school public liability insurer and/or legal adviser to determine whether their child is still able to take part.

If overseas, a doctor may be reluctant to treat one of the group participants if the Visit Leader does not have documented consent, therefore it is good practice for the Visit Leader to have ready access to a record of parental consent on such Educational Visits.

3.11 First aid

The Health and Safety (first aid) Regulations 1981 make it clear that "adequate" and "appropriate" first aid equipment, facilities and personnel must be in place. Other than for 'early years' providers, where separate legislation is in place ([Statutory framework for the early years foundation stage](#)), there is no specific guidance outlining the numbers of first aiders that must be present in an School or accompany an educational visit. However, Woldgate School insists that there must be at least one first aid trained member of staff on each visit unless otherwise agreed in specific circumstances.

3.12 Safeguarding

Child safeguarding measures must be considered at an early stage of the planning and, ideally through pre-visits, appropriate venues should be chosen that allow staff to effectively manage the safeguarding of the pupils. In line with the Wonder Learning

Partnership Safeguarding Policy, every member of staff or volunteer accompanying an EV is advised to adopt the attitude of ‘it could happen here’ where safeguarding is concerned. The Safeguarding Policy underpins all operational practice at Woldgate School academies, including that outlined in this guidance, and it should always be adhered to. If the Safeguarding Policy is updated, its contents override the contents of this guidance, in relation to Safeguarding. A key summary of safeguarding measures for staff to adhere to on EVs can be found below.

All supervisory staff or adults who are employed to instruct pupils must be DBS checked before being allowed to supervise a group. Where reasonably practicable, or if the visit is overnight, all volunteers must also be DBS checked. Otherwise, as a minimum, they must have a ‘Volunteer risk assessment’ completed and approved by the Headteacher and must operate within the other stipulations set out within section 2.7, including not being left in sole charge of students.

Visit staff should give careful consideration to sleeping arrangements on EVs and allocate staff and student rooms with child protection as the main focus, taking into account any additional needs. The relationship between staff and students on EVs, particularly on residential visits, is often less formal than in the classroom, which can be of enormous benefit, but can also introduce higher risks. Staff should be acutely aware of the professional boundaries within which they need to operate, and be at pains to maintain professional standards at all times, including in how they speak, how they act, the conversations they allow to take place between students in their presence etc. If students need first aid treatment or emotional support during a visit, particularly overnight, particular care should be taken by staff to provide this in a way in which professional boundaries are maintained, through visible, transparent and appropriate actions.

If staff become aware of a safeguarding incident, disclosure or concern whilst on an EV, they must follow the Safeguarding Policy and report it to their School’s DSL and/or DDSL. If the disclosure/incident occurs out of hours, there should be adequate cover in place for this role e.g. a member of the Senior Leadership Team who can manage or escalate the incident/disclosure or, for higher risk visits, a member of the Safeguarding team on call. If the student in question is at **immediate** risk of harm, a referral should be made to social services or the police immediately. If this is done by someone other than the DSL or DDSL, e.g. for reasons of urgency, the DSL must be notified, as soon as possible, that a referral has been made.

The Safeguarding Policy must be referred to and followed, and incidents, concerns or disclosures must be recorded, maintaining confidentiality whilst prioritising the safety of the student(s) concerned.

When using external providers, clear handovers between provider and staff should take place so it is evident to all who is responsible for the students at any point. Where reasonably practicable, visit staff should not leave students in the care of provider staff unobserved and monitored by staff (unless in an emergency when that is necessary to preserve life or prevent an injured student’s condition from worsening). A Provider’s safeguarding arrangements should be reviewed prior to the visit and questions raised, if necessary, by the Visit Leader. In the event of a potential safeguarding breach by provider staff (and after the immediate safeguarding of pupils has been secured), this should be raised immediately by the staff on site with the provider’s management. Thereafter the liaison should be made between the School DSL/DDSL and the Provider’s own DSL.

Further guidance can be found in the Wonder Learning Partnership Safeguarding Children Policy and the Keeping Children safe in Education statutory guidance from the Department for Education.

4 Risk management and risk benefit analysis

Woldgate School supports the principle of risk benefit assessment. The aim of sensible risk management for an EV is not to make the activity as safe as possible but as safe as it needs to be to maximise the learning outcomes whilst keeping an acceptable level of residual risk.

Visit Leaders who are in doubt about the balance of benefit and risk should consult the EVC. The EVC is empowered to make decisions on the balance of benefit and risk. Where the EVC is unsure he/she can consult the EVA at The EVOLO to ask for advice.

4.1 Risk assessments

In order for an EV to be approved to go ahead, a written, suitable and sufficient risk assessment must be submitted by the Visit Leader. Example risk assessments, created by the EVOLO can be made available, on request, to use as starting points. It is **imperative**, however, that the Visit Leader takes ownership of any generic risk assessment by making it relevant to their particular EV. This means they should take into account not only the activities being undertaken, but any specific needs of individuals on the trip.

Template blank risk assessments can be downloaded from EVOLVE and it is requested that the Visit Leaders use this template so that risk assessments are standardised across the East Riding of Yorkshire Local Authority. In order to be a useful, compliant document, the risk assessment should contain evidence of the knowledge of possible risks and ways to manage, avoid or mitigate them.

4.2 Risk assessing pupils with SEN, disability or medical needs

Every effort should be made to include pupils with particular additional needs where possible, in accordance with Wonder Learning Partnership SEND Policy. Risk assessments should consider:

- any additional aids or equipment that are needed
- any additional staff requirements – e.g. higher staff : pupil ratios (see SEND policy)
- parking/access requirements for pupils with blue badge mobility issues (consider bringing the blue badge and letting venues know in advance, which may allow parking closer to the entrance)
- PEEPS (Personal Emergency Evacuation Plans) and evacuation arrangements.

4.3 Dynamic risk assessments

Dynamic risk assessments should be carried out by EV staff continuously. These will not usually be written at the time, but any significant changes made to the risk assessment as a whole or the control measures, or any additional hazards seen or anticipated should be recorded, e.g. they can be handwritten onto the risk assessment and documented in the evaluation form. This should then be made available by the EVC for the benefit of future visit staff.

4.4 Involving pupils in the organisation of EVs

It is our view that pupils are likely to manage risks better if they are involved in the planning

rather than just being told what to do. Pupils should be involved in visit planning where appropriate and be trained to be 'risk aware' rather than 'risk averse'.

4.5 Coronavirus and other localised or seasonal risks

The covid-19 pandemic caused and continues to cause a huge amount of disruption to schools, businesses, families and individuals. For as long as the virus continues to be a problem, Visit Leaders must consider it, and any restrictions, guidance and associated risks surrounding it when planning their EVs. Should any other major infectious illnesses cause similar disruption before the revision date of this guidance, they should be considered in a similar way.

When starting to plan an EV, bearing Covid 19 in mind, a Visit Leader must:

- check the UK government's guidance and ensure that the EV is planned in line with this
- be aware that the UK government's guidance may change at very short notice thus keep themselves abreast of any such changes
- as with any EV, consider the risk : benefit analysis
- be aware that guidance can differ in devolved areas of the UK so restrictions and rules in Wales are likely to be different to restrictions and rules in England
- if planning an overseas EV, consider not just the restrictions for the countries being visited but also any countries being transferred through as well as restrictions in place for returning to the UK. Note, these may in turn be different for different passport holders and ages. Restrictions may relate to vaccine status, testing before departure and for re- entry to the UK and passenger locator forms. The [FCDO website](#) provides the definitive guidance regarding travel regulations
- refer to the EVOLO 'Covid-19 risk assessment considerations for educational visits' for further guidance about how to manage EVs in a way that addresses the risks presented by the virus
- ensure that insurance is in place and be aware of any covid-related inclusions, exceptions or limitations
- ensure that a contingency plan is in place to consider cancellations, staff illness/self-isolation and potential virus outbreaks.

EVCs should check that Visit Leaders have planned visits appropriately, with covid-19 in mind and Visit staff should be prepared to be flexible.

5 Pupil Selection

Woldgate School strongly believes that all pupils and students should have an opportunity to participate in trips and visits. In cases where places on an EV are limited, we want to ensure that the process for selecting pupils is open and fair, and that pupils not selected are offered preferential places on future visits (unless the school has concerns over the pupil's safety and/or conduct).

For each EV limited in pupil places, the following process will be followed:

- Expression of interest will be requested from the parents or carers of eligible pupils (usually in the form of an online form)
- After the closing date for expressions of interest, the pupil names will be put into a random name generator by the EVC, who will then select pupils at random until the places are filled. Places will be allocated to disadvantaged pupils and pupils

with EHCPs who expressed interest in line with whole school population demographic ratios.

- The list of pupils will be passed to the Visit Leader and appropriate Head of School, who will review the list of pupils with the EVC. At this stage, pupils whose prior conduct may cause significant behaviour or safety concerns to themselves or other pupils, may be removed from the list. Detailed reasons for this decision must be retained by the EVC. Further pupil names will be selected at random until all places are filled.
- **Parents, carers and pupils will be informed that they have secured places on the EV and payment for first instalments requested at this point.**
- Pupils who had submitted expressions of interest but not secured places will be placed on the Universal EV Waiting List (UEVWL). Pupils on the UEVWL will be offered preferential places on any future EV they express interest in.
- At any time up to the date of the EV, any places vacated should be filled by random selection of remaining pupils on the UEVWL who expressed interest in that EV.
- Once they have secured a place on an EV, pupils will be removed from the UEVWL.
- For the purposes of allocating places on future EVs from the UEVWL, there are four categories of EV for the purposes of allocating comparative future visits:
 - Curriculum-essential visits: all pupils in a given year group or studying a certain subject will participate. Pupil selection is therefore not required.
 - Curriculum-additional day visits: these are non-essential visits that take place within a day with limited places. Pupil selection will therefore apply.
 - Curriculum-additional evening visits: these are non-essential visits that take place during the evening with limited places (theatre visits etc). Pupil selection will therefore apply.
 - Curriculum-additional overnight visits: these are non-essential visits that take place over a number of days and nights with limited places. These include visits to foreign countries.
- When allocating pupils from the UEVWL to a given EV, pupils will be added on a 'like for like' basis i.e. a pupil who previously expressed interest in an curriculum-additional overnight visit will be offered the next available overnight visit, on the basis that they express interest.

6 Inclusion

Woldgate School supports the inclusion of all pupils on EVs wherever possible. In accordance with the Equality Act 2010, it is against the law to discriminate against someone based on any of the protected characteristics, thus Visit Leaders must make reasonable adjustments, if required, to include would-be participants who have a disability or present with other protected characteristics. The risk assessment can include such enabling measures.

Places will be allocated for disadvantaged pupils and pupils with EHCPs who express interest in the EV, in line with the overall school demographic.

The school will ensure that practical measures are in place to include pupils with special educational needs or medical conditions where reasonable and practical. They should

have, where possible, the same learning opportunities as the others in the group. The SENCO should determine what ratio of supervision the pupil will need for the visit and liaise with the EVC.

7 Behaviour

7.1 Pupil Code of Conduct

The Wonder Learning Partnership's 'Behaviour and Discipline Policy' and Woldgate School's Behaviour Guidance must be complied with by pupils and staff.

Responsibility for planning and leading an EV is immense. It is therefore essential that Visit Leaders and accompanying staff have absolute confidence in the safe and sensible conduct of all pupils participating in the visit. Taking into consideration Part 6 (above), any pupil whose prior conduct in school or on previous visits suggests that they may pose a safety risk to themselves or others will not be eligible to participate in the EV. **This decision is taken by the Visit Leader, in discussion with the Head of School and EVC and is final.** Reasons for the decision must be documented and retained by the EVC. This decision can be made at any time and can form part of the pupil selection process (Part 5).

In addition, the following applies pupil conduct on all EVs:

- Woldgate School does not allow pupils to consume any alcohol on EVs.
- Woldgate School does not allow smoking of any tobacco products on EVs, including e-cigarettes.
- The possession or use of any drug, other than legal over-the-counter medicines or medically prescribed drugs (pre-advice of which should be given to the staff in charge of the activity), is totally prohibited and the school will take a most severe attitude to any departure from this rule.
- Woldgate School does not allow pupils to participate in sexual activities whilst on EVs. Staff should be aware of any existing or developing pupil relationships and ensure that pupils conduct themselves in accordance with this rule.

Any breach of the above guidelines will be treated with the utmost seriousness and may result in any or all of the following sanctions:

- the pupil being sent home immediately at their parent's expense
- the pupil being banned from all future trips
- an exclusion.

7.2 Staff Code of Conduct

Woldgate School has a 'Staff Code of Conduct' which must be complied with.

The school expects that all adults acting *in loco parentis* on any trip will be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times. **The consumption of alcohol on school visits by staff is therefore prohibited for this reason.**

Although staff have a 24-hour responsibility for pupil welfare on a residential visit, they cannot all be on duty for 24 hours. The duty roster which the Visit Leader creates must be adhered to. All staff must ensure that they are on duty at the times set down and have the necessary information about the group and the events at that time, which should include emergency contact and medical information. This person cannot drink alcohol during that

duty period.

The Visit Leader must ensure that all staff are reminded of these expectations whilst on a visit.

8 Monitoring and Compliance

8.1 Legal compliance and raising concerns

All members of staff should be concerned about any serious and immediate risk, and also about any systemic shortcomings. If concerns cannot be settled amongst the staff leading the activity, all staff will be expected to stop the activity and refer the matter to the emergency Senior Leadership Team contact.

Woldgate School recognises the right of members of staff to refuse to participate in an activity which they consider unsafe. In such cases an alternative arrangement can be made with consent from the Senior Leadership Team.

9 Finance and insurance

Financial planning must be approved at the start of the planning process.

9.1 Costing of visits

The Visit Leader is responsible for ensuring that the full costs involved in an EV are covered, either by parental contribution or by pre-arranged subvention from School funds.

The following main costs need to be considered but others may apply, depending on the nature of the journey:

- any cost of cover for absent staff
- accommodation
- food
- travel/transfers
- excursions
- administration costs in organising the journey
- insurance
- contingencies.

For UK EVs, Visit Leaders should add on a 5% contingency fund to the charge made to the pupils. For overseas trips, this should be a 10% contingency fund.

9.2 Accounts

A record of receipts and payments should be kept and supported wherever possible by documentary evidence.

The records should be available at any time for examination by the Headteacher or the Finance Manager. They should be retained at the School for a minimum period of six years.

For all practical purposes, the school finance office will act as the bank for all EVs. All income relating to the EV should be passed to the School finance office and all payments should be requested from them except in circumstances where an alternative system, e.g. of petty cash, has been authorised for the visit by the School's Finance Manager. In no circumstances should the personal accounts of members of staff be used for any School activity.

Where a pupil withdraws from an EV, or is banned from an EV because of bad behaviour, after arrangements have been made, sufficient funds should be withheld from the contributions already made by that pupil's parents in order to cover any irrecoverable costs incurred on the pupil's behalf.

Parents should be informed in the consent letter for the EV of the relevant visit budget, the finance procedures and rules. They will also be given the opportunity to opt out of receiving back any residual funds above £5 per pupil on the EV's return. If leftover money falls below £5 per pupil or parents opt out of receiving their allocation, it will be retained by the School as contingency for future EVs.

9.3 Insurance

The school ensures that appropriate insurance is always in place to cover employees (Employer Liability Insurance) and the School's liability to the public (Public Liability Insurance), including pupils.

Woldgate School has Risk Protection Arrangements (RPA) cover through the Department for Education which includes overseas travel (including winter sports). However, it is the duty of the Visit Leader, followed by the EVC and Headteacher to ensure that the insurance policy will cover all activities being undertaken and to arrange additional insurance if it does not.

It is possible that some adventurous activities are not covered by Woldgate School's RPA, in which case, additional cover will be required. Tour operators may include additional travel insurance as part of the package they offer, but it is generally expected that the RPA will be used, unless otherwise agreed by the Headteacher. Note should be taken of specific exclusions such as for example, some snow sports, driving motor vehicles, high altitude, sub aqua, and individuals' pre-existing medical conditions. The school will also determine whether additional insurance needs to be taken out by parents for their children and to inform the parents of this necessity and how it is to be arranged.

For more complex EVs the school will tell parents what insurance arrangements are in place and ask parents to accept the insurance arrangements through the consent form. Some parents may cancel their child's place on an extra-curricular activity (one that takes place outside the school day or term). If the place cannot be refilled, and the cancellation is covered by the insurance policy, the school should forward the cancellation to the insurer and operator as soon as possible to help to mitigate cancellation charges.

10 Data protection and GDPR

All members of staff should be aware of and compliant with the Wonder Learning Partnership's GDPR policy and should manage visit data in accordance with the policy. This may include Visit Leaders ensuring that other providers being used, e.g. activity providers, flight carriers, venues etc are collecting, storing and using personal data, when required, appropriately.

The EVC remains the Data Controller for any visit-related data and will ensure that any data- processing third parties are assessed and approved, and that consent is correctly gained.

11 Emergency procedures and incident reporting

It is good practice for Visit Leaders to consider, in advance, an 'emergency plan' for their

visit. As a minimum, the following elements should be in place:

- every visit on EVOLVE should include the contact details of the designated member of Senior Leadership Team on call for the duration of the visit
- this 'home contact' should have access to EVOLVE, to the visit details, and to senior colleagues' contact details
- the Visit Leader should carry and put on EVOLVE next of kin emergency contact details for every student and member of staff on the visit. Where a visit takes place entirely within school hours, emergency next-of-kin details may not always need to be carried, but the Visit Leader must ensure that they will be able to access these through a point of contact at the School
- in the event of a critical incident or emergency taking place on an EV, the Headteacher should be informed immediately, through the 'home contact', or directly by the Visit Leader, keeping the home contact informed
- the Headteacher should then decide if the critical incident plan needs to be activated and a team of suitable senior staff configured to respond.