

## EDUCATIONAL VISITS POLICY

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Review Interval	Yearly
Date of Last Review	22 June 2022
Owner & Attached Governor	Daniela Faulconbridge & Jon Carlton

## Policy Statement

At North Oxfordshire Academy we place a high value on educational visits, tours and fieldwork. We believe that safely managed visits, with a clear purpose, play an essential part in meeting the school mission of providing a first class education. Visits also play an important role in allowing the school to meet its aim of developing the confidence of the pupils to take appropriate risks and its aim of encouraging our pupils to become responsible citizens.

We ensure that all pupils can participate on a school visit regardless of ethnic origin or religion. The needs of pupils with a disability or SEN are taken into account during the planning of any trip.

The safety of pupils on visits is of paramount importance. The Academy accepts that visits cannot be completely without risk but requires staff that lead and accompany visits to assess the risks that occur and to take all reasonable precautions to protect staff and pupils' health, safety and welfare.

The types of trips organised include:

### Day trips

- Theatre productions
- Museum and gallery visits
- Local visits to community centres, such as local churches
- Universities, Colleges and places of employment
- Outdoor pursuits (climbing and sailing)
- Residential visits
- Fieldwork visits (Geography)
- Music and Sports competitions and performances
- Cultural visits.

The Educational Visits Policy and Procedure is informed by:

- *Group Health and Safety policy*
- *DfE Health & Safety Advice on legal duties and powers (March 2014)*
- *Standards for local Health and Safety of Pupils on Educational Visits (HASPEV), (2001)*
- *Standards for LEAs in Overseeing Educational Visits (2002)*
- *Standards for Adventure (2002)*
- *OEAP Guidance*
- *Group Safety at Water Margins*
- *Adventure Activities Licensing Regulations (2004) (for England, Scotland and Wales).*

# EDUCATIONAL VISITS POLICY

This policy applies to all sections of the school and seeks to implement this policy through adherence to the procedures set out in the rest of this document.

North Oxfordshire Academy is fully committed to ensuring that the application of the Educational Visits Policy is non-discriminatory, in line with the UK Equality Act (2010). Full details are available in the school's Equal Opportunities Policy document.

This document is available to all interested parties, including parents, on the school's website and on request from the Principal's PA. It should be read in conjunction with the following documents:

- Curriculum
- Special Educational Needs Policy
- First Aid Policy and associated documents on specific medical conditions
- Health and Safety Policy
- Behaviour Policy.

This document is reviewed annually by Shannon Thorncroft and Daniela Faulconbridge (EVCs), Assistant Principal or as events or legislation change requires. The next scheduled date for review is July 2024.

## Procedures Management Structure and Responsibilities

**Approval:** Final authorisation for each visit, including approval of the risk assessments, must be made by the Principal and the Educational Visits Coordinators (EVC). The school EVCs are Shannon Thorncroft and Daniela Faulconbridge.

**Pupil Behaviour:** The responsibility of the behaviour of pupils on any visit lies with the visit leader.

## Educational Visits Co-ordinator

The main functions of the EVC are to:

- Be a champion for all aspects of educational visits and outdoor learning.
- Challenge colleagues across all curriculum areas to use educational visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards school/establishment effectiveness.
- Support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable educational visits/outdoor learning.
- Mentor leaders and aspirant leaders, supporting their ongoing development and training and monitor their activity to identify any further training needs.

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- Ensure that planning complies with this Policy and OEAP NG requirements and that the arrangements are ready for approval within agreed timescales.
- Support the Principal in ensuring that all visits follow regulations and guidelines, together with the school's relevant policies and procedures.
- Approve educational visits as agreed by the Principal.
- Ensure that staff are adequately prepared to organise and run a visit safely and assign competent people to lead or otherwise supervise a visit. Assess the competence of leaders and other adults proposed for the supervision of visits. They may need accreditations from an awarding body.
- Ensure that any necessary DBS checks are in place e.g., for volunteers on overnight stays (though this is very rare at NOA).
- Formally review their own training requirements on an annual basis and report to the Facilities Manager or Line Manager.
- Assist with writing risk assessments and, where necessary, to arrange appropriate training to ensure appropriate safety measures are in place.
- Ensure visits have appropriate support ratios and adequate cover for first aid and pupil supervision to safeguard all visit members.
- Organise emergency arrangements and ensure there is an emergency contact for each visit.
- OEAP documents shared with Visit Leaders and other staff as required.
- Check letters sent electronically to parents and work with group leaders to obtain the consent or refusal of parents and to provide the details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- All trip paperwork components must be completed and signed off three days before trip date, including staff contacts and emergency contacts.
- Text Reminder to parents 24 hours before paperwork deadline to remind.
- Keep records and monitor individual visits through the completion of trip evaluation forms, including reports of accidents and near misses, to review in association with the Health and Safety Committee. Reports of medication given should also be kept on the paper log of medicines administered provided with every first aid kit.
- Review systems and on occasion, monitor practice.

### **Role of the Visit Leader**

The Visit Leader has overall responsibility for the learning, development and supervision of a visit's participants and the safety of all, including the rest of the leadership team.

A Visit Leader's key functions are to:

- Be competent to carry out the lead role for the specific activity.
- Be able to use the chosen environment or venue(s) to provide a wide range of learning or development outcomes.
- Liaise with the school's Educational Visits Co-ordinator (EVC) to ensure that visits have clear aims and are planned to appropriately balance benefits and risks.
- Ensure that there is effective supervision.
- Take the lead on risk management.
- Define the roles and responsibilities of other leaders (and participants) to ensure effective supervision, appointing a deputy wherever possible.
- Ensure that child protection issues are addressed.
- Provide relevant information to other leaders including the aims and how they can contribute to achieving these, the location, the participants (age, health information, capabilities, special needs, safeguarding and behavioural issues).
- Ensure that informed parental consent has been obtained as necessary.
- Provide relevant information to parents and participants, and arrange pre-visit information meetings where appropriate.
- Make sure there is access to first aid at an appropriate level.
- Ensure that if the visit leadership team includes someone with a close relationship to a member of the group, this is managed to avoid any possible compromise of effective supervision.
- Ensure that all leaders and any third party providers have access to emergency contact and emergency procedure details.
- Evaluate all aspects, both during and after the event.
- Report any accidents, incidents or near misses.

## **Proposing a Visit**

Staff must complete a proposal form on Evolve (trip software) and provide supporting documentation. If this is a proposed residential visit, or a new visit or the visit leader has little experience in organising visits then they must first meet with the EVC to discuss the visit.

All visits must be entered into the calendar during the last two weeks of the term prior to the trip taking place. Deadlines are publicised in the Academy Briefing and reminders sent to whole staff by the EVC.

Visits that do not involve missing lessons, such as evening theatre trips, must still be planned a term in advance to give pupils and parents adequate warning.

Staff will receive notification from the EVC approving the visit or refusing permission for the visit to go ahead or requesting more information.

## **Planning a Visit**

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A reconnaissance is advisable where practical, to enable the visit leader to identify any potential hazards.

There must be provision, either in lesson time or in a meeting, for staff to discuss the visit with pupils. This allows expectations with regards to behaviour, uniform and specific information regarding the visit to be discussed. Any pupil with special or medical needs must be spoken to before the visit to ensure that they are aware of any special provision that is being made for them. For a residential trip, a parent meeting must be held at least six weeks in advance of the visit date.

## **Risk Assessment and First Aid**

The objective of risk assessment is to enable the staff undertaking a visit to adopt proactive procedures for managing identified risks. The risk assessment and arrangement for a visit must include consideration of matters such as:

- Hazardous activities
- Fire precautions and fire procedures, and other emergency procedures.
- Pupil supervision, including remote supervision.
- Transport.
- First aid and the administration of medicines.
- Pupil medical conditions, including serious allergies.
- Safeguarding and welfare of pupils.
- 'Plan B' procedures.
- Insurance.
- Clothing and equipment.
- Inclement weather.

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Before the trip, the visit leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of a visit, bearing in mind the nature and purpose of the trip set out by the visit leader during the planning of the visit.

First aid provision must be considered when assessing the risks inherent on a visit. For adventurous activities, visits that involve overnight stays, or visits abroad, it is compulsory that there must be at least one trained first aider in the group. All staff should know how to contact the emergency services, including on visits abroad. The visit leader must carry the NOA school trip mobile which will be provided by reception. All trip photos must be taken on this device only.

First aid kits must be available on a visit and can be booked in advance from NOA Student Services.

Prior to departure the medical conditions of the pupils (available on the Staff Portal - Welfare) accompanying the visit must be assessed and taken into account when risk assessing the visit and arranging adequate supervision. The medical notes, which must be given to all staff going on the visit, can refer to Individual Healthcare Plans for certain pupils and the visit leader must liaise with the School Nurse when this is the case to ensure that the medical needs of the stated individuals are cared for on the visit. Pupils with any special medical needs and/or physical disability must understand before the trip departure the nature of any special provision that is being made for them. Parental consent (a signed risk assessment and medication record) must be sought for staff on the trip to authorise necessary emergency medical treatment if parents cannot be contacted.

Where necessary, staff accompanying a visit must be aware of how to administer an EpiPen. The School Nurse has a training video for any staff who have not been trained before the visit departs.

### **Approval**

Risk assessments are compulsory for all visits and must be approved by the EVC. The visit leader must email the risk assessment to the EVC at least two weeks in advance of departure. The EVC will check the risk assessment, make any amendments necessary, print a copy, sign it and return it to the visit leader. The visit leader, if satisfied with the risk assessment, must then sign it and make copies for attendance, reception and all staff accompanying the visit.

All staff on a trip must be issued with a copy of the risk assessment, which they must comply with.

### **Supervision**

In all circumstances staff must be aware that they have a duty of care to make sure that the pupils are safe and a common law duty to act as a reasonably prudent parent would. Each member of staff must receive written or oral instructions specifying her or his duties for the duration of the visit, although ultimate responsibility for ensuring these duties are fulfilled rests with the party leader.

The staffing ratio and relevant experience of staff on the visit will be considered by the visit leader and the EVC when planning the visit. The visit leader should also take into account the following points when determining the staff/ pupil ratio and these points must be reflected in the visit's risk assessment:

- The ages and temperaments of the pupils involved.
- The length and purposes of the visit.

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- The method of travel.
- The nature of the locality and the activities to be undertaken.
- Whether or not any hazardous activities are involved.
- Any special needs of any pupils taking part.

Other points to consider:

- Trip 'supervisors' being accompanied by their husband/partner and/or children must be discouraged and not be counted in the ratio. Research indicates that this has proven to compromise the interests of the group as a whole. Exceptions may only occur with the permission of the Principal and must be reflected in the visit's risk assessment.
- If a joint visit is arranged with another school, so that both schools share supervision, staff of the other school may be included in calculating the appropriate ratio. The visit leader and EVC must be satisfied that the staff of the other school have been appointed in line with our own Safer Recruitment Policy, and this must be reflected in the visit risk assessment.
- Male staff should usually be accompanied by a female member of staff and vice versa. However, if compliance would result in difficulties for small groups of pupils, the Principal has discretion in this matter. The nature and duration of the proposed visit and the ages of the pupils concerned will be taken into account in making a decision and the situation must be reflected in the visit's risk assessment.

There are general guidelines:

### Secondary School

<b>UK</b>	Non-hazardous cultural	1:15
	Country visits/ fieldwork	1:10
	Hazardous condition (wild country)	1:8
<b>Abroad</b>		1:10

Final ratios will depend upon risk assessment and the Principal may make exceptions to the above ratios, for instance, for sports matches and for small Sixth Form groups.



On coaches there should be at least two members of staff per coach but in some circumstances the EVC will make a final decision, based on a risk assessment of the visit. This will be reflected in the visit's risk assessment.

### **Remote Supervision**

If, after careful risk assessment, unsupervised time is to be allowed then guidelines must be laid down to the pupils by the visit leader and clearly understood by all members of the party. The following points must be taken into consideration:

- Pupils must not be allowed to wander alone – appropriate group sizes must be determined by the group leader.
- The geographical area in which pupils are allowed to wander must be clearly defined.
- A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late must understand that they will be penalised. Before dispersal, everyone must know where a member of staff can be found during the whole of the period and exactly where to reassemble.
- If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with staff.
- Attendance must be checked regularly, say at meal times and whenever the party is about to move from one venue to another. Staff should have a written check list of names at all times.

### **Shared Responsibilities**

#### **External Providers**

The Provider's safety policy and risk assessments must be obtained in writing and checked at the initial planning stage.

It is likely that there will be times when the External Provider's staff will be responsible for the pupils and in accordance with DfE guidance these times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.

If, as in the case of some field trips, the visit is unaccompanied, then this must be made clear to parents and the Principal must be satisfied with the safety procedures.

#### **Joint Trips with Other Schools**

There must be one overall party leader and the Principal must be satisfied with the procedures in place for the partner school. The responsibility of staff of each school for the pupils of the other must be agreed and made clear to the pupils.

## **Hazardous Activities**

Hazardous and adventurous activities will require fully trained staff to accompany the visit. The visit leader and the EVC must ensure that these staff have been vetted, either by NOA or by the company providing the staff, in accordance with our own Safer Recruitment Policy, and this must be reflected in the visit's risk assessment.

Staff accompanying the visit must be qualified<sup>1</sup> and competent. The party leader and EVC must be provided with written evidence that instructors and supervisors are qualified and competent and that risk assessments have been carried out and that any activity centre to be used has a licence<sup>2</sup>, and must be provided with a copy of the centre's Health and Safety Policy.

All NOA equipment used must meet the appropriate safety standards and be properly maintained. It is important that parents are informed in writing of any hazardous activities to be undertaken and that these are specifically mentioned when completing the visit's risk assessment.

Any visits involving water-based activities, including a hotel swimming pool, must be risk assessed with the visit leader before the visit and discussed with the EVC at the planning stage. Consideration should also be given to whether supervision by lifeguards will be available on the visit.

When planning an activity involving caving, climbing, trekking, skiing or water sports, a check is made that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

## **Parent and other Adult Helpers**

Whilst NOA accepts that other suitable adults may play a useful role in connection with accompanying school visits, they must not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. The Principal may, however, make exceptions to this general rule for instance for –

- Groups of 20 or more pupils where there are at least two staff accompanying the group
- Sixth Form outings.

Parents or other suitable adults must only be allowed to accompany the visit if:

- Their inclusion is expressly approved by the Principal who must reserve the right to refuse any offer of help.

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<sup>1</sup> Qualifications must be those approved by the sports/activity's national governing body. See BAALPE 'Safe Practice in Physical Education'. Qualifications must be checked in advance by the visit leader.

<sup>2</sup> Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed.

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- They have been DBS checked if they will have unsupervised access to pupils on the visit or if the visit includes an overnight stay, and their names are held in a Single Central Register, administered by our HR Manager (Emma Hunt).
- They have been informed of the nature of the visit and made aware of their duties and responsibilities. They have been provided with a copy of the visit's risk assessment.

### **Staff/Adults and the Consumption of Alcohol**

All adults accompanying visits must be aware that their primary responsibility is the care of the pupils in their charge. Therefore, the consumption of alcohol must be taken with this duty of care in mind. Adults accompanying a visit might be required to provide first aid or transport a pupil to hospital at any time during a visit and so one member of staff must remain 'dry' at all times and, for all staff, the excessive consumption of alcohol is prohibited.

### **Transport Staff Conveying Pupils in Minibuses or Private Cars**

**(See the separate 'Minibuses in the UK' section of the United Learning Health and Safety Handbook before booking a minibus).**

The use of private cars is discouraged but we accept that in some circumstances the use of private cars is unavoidable. When it does occur, the situation is risk assessed. Before allowing an employee to drive a minibus or to use his/her own car to transport pupils, the Facilities Manager must check that the member of staff:

- Has a satisfactory driving licence (staff must bring any endorsements to the attention of the Principal). Licences need to be checked annually by the Facilities Manager.
- Has fully comprehensive insurance [**which covers use for the purposes of his/her employer's business**]. Insurance policies need to be checked annually by the Facilities Manager.
- Has passed a minibus familiarisation course, organised by the Facilities Manager.

Whenever staff are driving, the risk assessment relevant to the trip must assess the impact of driver fatigue and include reasonable measures to stop this occurring.

### **Coach**

The visit leader must ensure that any coaches provided meet health and safety requirements. In addition, where the coach driver will have unsupervised access to pupils or accompanying an overnight visit, the visit leader must ensure that the driver has been DBS checked in accordance with NOA Safer Recruitment Policy. Where more than one coach is used on a visit, staff accompanying the visit must be able to be in mobile phone contact with each of the coaches.

### **Air**

The visit leader must liaise with the tour company or airline to plan meeting pupils at the airport or organise travel arrangements to and from airport. It is recommended the budget airlines, such as

Ryanair and Easyjet, are not routinely used, as they do not offer alternative travel arrangements if the original flight is cancelled. However, where risk assessments indicate that such airlines are acceptable then permission to use them must be sought from the EVC.

### **Finances and Insurance**

Unless the visit leader receives permission from the Principal, the visit must be self-financing. For residential visits parents can be given the opportunity to spread the cost of the visit over at least one whole term. Any expensive residential visits should be proposed to parents a year before departure.

The United Learning Group Travel Insurance Policy covers visits and the Operation Manager holds details of this. If a hazardous activity is planned this must be discussed with the Business Manager to ensure that it is covered under this policy. If a tour operator is used then its insurance policy must be obtained by the visit leader during the planning phase of the visit. The provider must hold at least £5 million Public Liability Insurance.

### **Emergency Procedures**

Part of the written arrangements and risk assessments for the visit must include details on how to contact the school during office hours, contact the EVC (Shannon Thorncroft), or a designated member of SLT (Daniela Faulconbridge) out of office hours. This member of SLT must agree to being the 'contact' and must be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – such information must also be left at the school reception and held by the visit leader.

It is necessary to contact school or the designated member of staff or parents as appropriate if there is "no show" by any pupil.

Careful estimates must be made of the need for cash (if going abroad, in the currency of the country to be visited). Staff must have sufficient funds available in appropriate form to provide for all anticipated needs plus the ability to contact the Finance Manager, who can 'wire' funds in an emergency.

### **Serious or Fatal Injury – Emergency Procedures Whilst on a Trip**

All staff accompanying the party must be familiar with the following procedures and must be able to adapt them to the situation in which they find themselves. A copy of the emergency procedures must be taken on each visit.

The visit leader (or the most senior person in charge of small sub-group if out of contact with the visit leader until the visit leader can be contacted) must:

1. Establish the nature and extent of the emergency.
2. Call the appropriate emergency services if required.
3. Make sure all other members of the group are accounted for and are safe. Control pupil access to telephones until given permission to relax controls by NOA SLT.

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4. If there are injuries, establish their extent and administer appropriate first aid if trained. Be aware of consequences that might follow if incorrect treatment is administered. Have regard to own safety regarding blood contact.
5. Advise other staff on the visit of the incident and of actions taken. Decide responsibilities to be undertaken by each adult member of the group.
6. If possible, ensure that an adult accompanies any casualties to hospital. It is important that information is elicited about which hospital casualties are taken to. If only one adult is available, make a decision as to the best course of action.
7. Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
8. Contact the member of SLT on call. Give full details of the incident including:-
  - a. nature, date, location and time of the incident
  - b. details of injuries, etc.
  - c. names and home telephone numbers of those involved
  - d. action taken so far
  - e. telephone numbers for future communication.
9. Do not discuss matters with the media and do not discuss legal liability with anyone.
10. The SLT member on call must contact the Principal and establish who will take charge of the situation at the academy and what immediate action will be taken. The Principal will advise the chairperson of the Local Governing Board and the Deputy Chief Executive of United Learning. SLT will inform parents of any delays that will be necessitated.
11. The visit leader must, at the first opportunity, make notes on the incident, as must other people involved. A record must be kept of the names and addresses of any witnesses or people involved.
12. Ensure accident forms are completed as soon as possible. The First Aid Policy outlines in detail how accidents should be reported, including accidents requiring a RIDDOR form.

### **Procedures for Other Accidents/Incidents Whilst on a Trip**

In line with the Health and Safety Policy, complete the school accident/incident report form or commit to writing full details as above. Complete the **visit evaluation form** on return to NOA and submit to the EVC.

### **Communication with Parents**

It is important that parents are given full and complete written details regarding the organisation of a visit. A blanket consent form can be used to gain parental consent for participation in off-site sports fixtures or repeated visits within a two-mile radius of North Oxfordshire Academy. The Sport

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Department and visit leader is responsible for being aware of any new medical conditions affecting the pupils attending the fixture.

For all other visits off-site, a letter specific to that visit must be sent to the parents and their consent obtained. For residential visits, parents and pupils must be invited to the school to discuss details of the visit with the organisers.

Written information to parents must include the following:

- Meal arrangements
- Travel arrangements including time of departure and return
- Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate
- Name of visit leader
- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money.

If the visit includes a residential stay, the letter to parents must also include:

- Accommodation type
- Health and hygiene requirements e.g. inoculations/safety or not of tap water
- Address and telephone number of visit leader at destination
- Insurance cover and name and address of insurers.

It may also be appropriate to remind parents in writing that the Principal reserves the right to exclude pupils from a trip (residential or otherwise) on behavioural or medical grounds.

### **Preparing Pupils**

Before a visit, pupils must be aware of:

- Who is in charge of the visit
- How to behave
- What to do if they get lost or into difficulties

During a visit, pupils must always know how to contact a member of staff. Where remote supervision is planned, pupils must be given a card with a contact mobile number printed on it (school mobiles can be booked in advance of a visit and collected from reception). For remote access, students must be given a medical first aid kit and asked to make a live risk assessment. On a residential visit, pupils need to know the location of staff rooms.

The visit leader is responsible for the behaviour of pupils on a visit. The visit leader and other accompanying staff must ensure that pupils conform to the academy behaviour policy, for the

duration of any visit. The Principal reserves the right to exclude a student from a trip on behavioural or medical grounds.

To ensure that both pupils and staff have an opportunity to discuss expectations it is essential that the visit leader arranges to meet with staff prior to the visit and that the visit leader or staff discuss the visit with pupils, either at a pre-arranged meeting or in lesson time. The visit leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit, always bearing in mind the nature and purpose of the visit set out by the leader.

A behaviour agreement is included in the parental consent form and must be signed by the parent and pupil. This agreement will inform parents that any instance of severely unacceptable behaviour will lead to the pupil concerned being sent home as soon as possible and that the responsibility for paying for this, including the cost of sending staff to accompany the pupil, will lie with the parents.

Pupils must be reminded that in the UK it is an offence for persons under 18 to buy alcohol in public houses, off licences or shops. On overseas visits, the age will vary and both pupils and staff must be made aware by the visit leader of local laws regarding the purchase of alcohol.

### **Residential and Overseas Visits**

Residential visits must be discussed with the EVC well in advance of the visit, preferable 12 months before the visit departs. The following guidelines must be discussed with the EVC:

- A staffing ratio of 1:10 is expected on residential visits.
- If possible, a member of staff who speaks the language of the country being visited should accompany the visit.
- A first aid trained member of staff must accompany the visit.
- Identify areas of responsibility with an external provider. Who is responsible for settling insurance matters and liaising with emergency/ medical services?
- Travel and accommodation details must be checked to ensure that they conform to acceptable standards, such as avoiding communal corridors in hostels. Also refer to earlier **Transport** section on budget airlines.
- Whenever possible, residential visits must be arranged through an established tour operator, which must provide evidence that the accommodation meets fire safety standards. On arrival at a residential accommodation, the visit leader must check the fire exits in any group accommodation and ensure that pupils are aware of them and of the fire procedures.
- When staying overnight in a hotel or a hostel one or more members of staff must be on duty, regularly patrolling the corridors and checking pupils until all are in bed and lights out.
- Pupils must be reminded to keep their room locked during the night, but with any keys close to hand in case of fire.

- On all visits abroad the pupils' parents must be asked for a photocopy of the pupil's passport (which must be checked to ensure it is valid) and European Health Insurance card (EHIC), if travel is to a country where the card is valid. The member of staff supervising the pupils must carry these photocopies in their hand luggage on a flight.
- Staff must carry pupils' detailed medical records and contact details of parents.
- For overseas visits, the visit leader must research the location and phone number of the nearest British Embassy or Consulate.

### Information for Pupils Travelling Abroad

Pupils must be given clear safety instructions before the visit:

- On risks associated with the particular type of travel to be used.
- On any local customs they may meet which might surprise them and warned of the possibility of giving offence.
- That tap water abroad is not always safe to drink.
- They must have a valid EHIC to accompany the visit, if it is taking place within the EU.
- In some localities abroad, that salads may need to be avoided and fruit must be carefully washed in purified water or peeled.
- That the strength of the sun must never be underestimated, especially at high altitudes, and pupils must use sun protection cream and may need a hat.
- That rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals.

### After the Visit

It is very important that after the visit, any necessary paperwork is properly completed. This final stage can be the most easily forgotten but it is a critical part of any visit. Staff must complete the Trip Evaluation Form and return this to the EVC as soon as convenient after the visit and certainly within **48 hours**. On this form they should clearly highlight any specific areas for improvement, including in matters of health & safety. Any serious incidents should be discussed in person with the EVC, Shannon Thorncroft. If Shannon Thorncroft cannot be contacted, then contact SLT Lead, Daniela Faulconbridge. It is vital that the EVC is made aware of any critical issues as soon as they arise so that they have all the necessary information to hand.