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**Educational Visits Policy**

**Reviewed: September 2023**

**Next Review: September 2024**

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**1. Aims and scope**

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff, in line with guidance from Manchester City Council.

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils’ education and provide enriching social and cultural experiences, teach life skills and promote independent learning, and form an integral part of our approach to furthering our pupils’ education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

* Visits to places of interest in the local area
* Day visits to places such as museums and other cultural and educational institutions
* Sporting activities
* Adventurous and recreational activities
* Residential trips organised by the school.
* Trips abroad organised by the school.

# 2. Legislation and guidance

This policy is based on the Department for Education’s guidance on [Health and Safety on Educational Visits](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits), and the following legislation and statutory guidance:

* [Equality Act 2010](https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools)
* [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25)
* [Keeping Children Safe in Education 2022](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

This policy also complies with the MIAPS and our service level agreements.

# 3. Roles and responsibilities

* 1. **Headteacher**

The headteacher is responsible for:

* Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours.
* Making sure staff, including the educational visits coordinator, have received any necessary training.
* Working with the governing body to approve residential trips of more than 24 hours.
  1. **The educational visits co-ordinator (EVC)**

The Headteacher is the appointed EVC at Music Stuff, Their role is to:

* Oversee and guide other staff to arrange and organise educational visits.
* Assess the ability of other staff to lead visits and a designate suitable group lead for each visit.
* Assess outside activity providers.
* Advise the headteacher and governing board when they’re approving trips.
* Access the necessary training, advice and guidance.
* Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements.

**3.2 Group leader**

Every educational visit will have 1 member of staff designated as the group lead. The group lead will:

* Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers.
* Assign staff and volunteer roles, as needed.
* Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments.
* Make sure the needs of everyone taking part are considered, including coordinating any additional support needed.
* Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party.
* Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour.
* Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others.

**3.3 Staff**

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

* Seek and obtain approval for all educational visits from the headteacher.
* Carry out any required risk assessments and work with the trip lead.
* Communicate with parents and carers and make sure trips are inclusive of all pupils’ needs.
* Look out for the health and safety of themselves and those around them.
* Help manage pupil behaviour and discipline as required while on the visit.
* Share any concerns or worries with the trip lead and others, as appropriate.

**3.4 Parents and carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

* Provide all information required, such as emergency contact details and health/medicine information if applicable.
* Sign and return consent forms and any other documentation required in a timely manner.
* Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip.

**3.5 Volunteers**

Volunteers attending school trips, including parent volunteers, agree to:

* Follow the directions of staff and act accordingly.
* Behave appropriately and model good behavior for pupils.
* Report any concerns to the trip lead or other staff present as soon as possible.
* Make sure pupils under their supervision are acting safely and appropriately and raise any issues with staff as soon as possible.

**3.6 Pupils**

Our school behavior policy also applies to all educational visits. This includes the expectation that pupils will:

* Follow instructions given to them while on the trip.
* Dress and behave as expected for the length of the trip.
* Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or group leader.

Pupils will always be reminded of our behavior expectations before going off-site for a visit, and will be expected to uphold the school’s behavior policy at all times.

# 4. Planning and preparation

The decision on whether a visit will take place will be made by the Headteacher in conjunction with a learning center manager/s, and based on factors including:

* Cost (including any potential cost to parents/carers)
* Timing in the school year and any potential clashes
* Educational purpose and value
* Disruption to the normal running of the school
* Health and safety considerations
* Staff-to-pupil ratio

As part of the planning stage, information will be gathered by staff proposing the visit, including:

* Location and travel distance
* Travel plans or options
* Full cost breakdown, including multiple options where available.
* Resources, including staffing, volunteer, and physical supplies.
* Accommodation options, where needed.
* Insurance details, where needed.
* Risk assessment plans and first aid provision
* What safety measures can be put in place in order to reduce any risks?

See **Appendix A** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the governing board.

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

**4.1. Inclusion**

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g., medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip program where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

# 5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school’s risk assessment and in Appendix B and approved by the headteacher. Existing risk assessments which can be found on our shared drive or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third-party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the headteacher.

**5.1 Staff ratios and first aid**

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

* At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
* At least 1 supervising adult able to administer first aid is present on all trips.
* Appropriate first aid equipment will be taken on all trips, in accordance with the school’s first aid and health and safety policies.
* All supervising adults will be made aware of any medical issues or allergies at the start of the trip.
* Adults without a DBS check will not be left alone with pupils at any time.
* The trip lead will take regular headcounts and/or roll calls.

**5.2 Transport**

Transportation for trips will be organised by the school, in line with our safety. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

**5.3 Use of external organisations**

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE’s guidance on [health and safety on educational visits](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits) to make sure it’s an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

# 6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

* The needs of the pupils going on the trip
* The setting and circumstances of the trip
* Volunteers’ skills, attitude, and past behavior, including previous volunteer experience.

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behavior. See **appendix D** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behavior, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e., when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

# 7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter or email, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

* Times and details of travel, including drop-off and pick-up times and location.
* Pupil-to-staff ratios and staff qualifications, where relevant
* Clothing and equipment required, and whether this is provided by the school.
* Expected behavior and consequences of pupils’ failure to meet these standards.

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

# 8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

* Serious and unexpected risk.
* Serious and life-threatening injury.
* Individuals going missing.
* A serious breach of safeguarding expectations.

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the head teacher. The school will then contact parents/carers as required and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

One member of staff will always accompany a pupil seeking medical treatment.

In the case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

# 9. Charging and insurance

Parents/carers won’t be asked to pay for any educational visit that takes place during school hours. They also won’t be asked to pay for any educational visit that takes place outside of school hours ifit is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils’ ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

# 10. Residential visits

The headteacher, together with the governing body, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

* Staff have received any necessary training.
* All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
* All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

* The dates and time of departure and return to school.
* The full address and contact details of the destination
* Planned activities and options.
* Meal provision
* Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
* Clothing and equipment provided, and what pupils must bring themselves.
* Public health requirements, including any required vaccinations.
* Accommodation options and arrangements
* The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office’s overseas travel guidance](https://www.gov.uk/safer-adventure-travel-and-volunteering-overseas) and [foreign travel advice](https://www.gov.uk/foreign-travel-advice) when organising these visits.

# 11. Review

This policy will be reviewed every year by the Headteacher. At every review, the policy will be shared with the full governing board.

# 12. Links with other policies

This policy links with the following policies and procedures:

* Health and safety policy
* Behavior policy
* Child protection policy
* First aid policy
* Supporting pupils with medical conditions policy
* Special educational needs (SEN) policy
* Equality information and objectives
* Accessibility plan

# 



# Appendix A: proposed visit planning information

To be completed by the staff member proposing the educational visit and submitted to the Headteacher.

**Name of staff member proposing the visit:**

**Date of request:**

**Response required by (date):**

**Proposed trip information**

|  | TRIP INFORMATION | ADDITIONAL COMMENTS |
| --- | --- | --- |
| Destination |  |  |
| Trip date |  |  |
| Travel distance |  |  |
| Length of stay |  |  |
| Purpose of visit / educational benefits |  |  |
| Number and age of pupils |  |  |
| Transportation options |  |  |
| Cost breakdown, including multiple options where available |  |  |
| Resources required, including:   * Staffing * Volunteers * Physical supplies * Transportation |  |  |
| Accommodation options, where needed |  |  |
| Insurance needed, where applicable |  |  |
| Risk assessment plans and first aid provision |  |  |



Appendix B

Music Stuff Educational Visit Risk Assessment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Persons at Risk** | **Control Measures** | **Comments**  **Action** | **Tick if in Place** |
| Exposure to weather – cold, heat, strong wind, over exposure to sun, ice, snow | Young People  Staff | * Consider possible weather conditions and plan appropriate programme, clothing, and equipment. * Plan for Young people who may not bring suitable clothing – check before departure and/or bring spares. * Daily weather forecast obtained, and plans adjusted accordingly | Provide clear information re suitable clothing and equipment to young people and parents | **x** |
| Young person lost or separated from group, inadequate supervision | Young people | * Ensure supervising staff are competent and understand their roles. * Supervisory ratios are in line with LEA policy. * Plan and use suitable group control measures (e.g. Buddy system, large groups split into small groups each with named leader, coloured caps etc.) * Discuss itinerary and arrangements with young people. * Briefing to all on what to do if separated from group. * Head counts by leaders particularly at arrival/departure points and when separating/reforming groups | Plan supervision before visit and brief staff and young people  Group leader to carry charged mobile phone with emergency contact numbers. | x |
| Illness or injury | Young People  Staff | * At least one leader with each group first aid trained. * Leaders know how to call the emergency services. * Young people and parents receive a reminder to bring individual medication which is securely kept. * First aid and travel sickness equipment carried. * Mobile phones to be charged with student emergency contact numbers. * Emergency contacts arranged with Centre Managers and parents | Check first aid certificates are current.  Check medication brought by Young People.  Check area for glass and any other potential hazards. Clear hazards, if possible instruct students appropriately or leave the area if necessary. | x |

**1. All Educational Visits (cont)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Persons at Risk** | **Control Measures** | **Comments**  **Action** | **Tick if in Place** |
| Special needs of specific young people – medical, behavioural, educational | Young People  Staff | * Obtain information from parents. * Take advice from SENCO if appropriate. * Make necessary arrangements for individual young people including individual risk assessment and additional staffing as necessary | Use recommended parental consent form | **x** |
| Indirect/remote supervision  (includes field work, souvenir shopping, theme parks, historic sites etc.) | Young People | * Check location as suitable for this mode of supervision. * Ensure pupils sufficiently briefed and competent (any individual young person for whom indirect supervision not suitable must be directly supervised) | Included in information to parents | x |
| Leaders’ own children | Young People  Other children  Staff | (If staff (youth workers or volunteers) families join group, young person supervision must not be compromised)   * Staff children are similar age to group and supervised with young people **or** separate supervision arranged | Consider before staffing agreed | NA |

**When all of the above conditions are in place the activity is considered low risk. If not in place then a further assessment must be carried out to determine the level of risk.**

*This is a generic risk assessment for Manchester Secondary PRU use, which identifies the common hazards and risks, associated with this type of activity. Before undertaking the activity, Group Leaders must also make an assessment of any special risks which are specific to their particular visit, venue or young people.*

**2. Local Visit on Foot**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Persons at Risk** | **Control Measures** | **Comments**  **Action** | **Tick if in Place** |
| Traffic | Young People  Staff | * Avoid busy roads if possible. * Supervision on pavements, roads and especially crossing of any fast roads at pre planned points. * Young people briefed re hazards and behaviour required. * Group to walk on pavements | Planning of visit and pre–inspection of route | **x** |
| Slips trips and falls | Young People  Staff | * Pre-inspection of route * Consideration of wet or icy conditions * Appropriate footwear worn | Parents advised to provide appropriate footwear. | x |
| Abuse by public | Young People  Staff | * Young people to remain in small groups at all times * Competent supervision | Police to be informed where necessary.  SLT to be informed. | x |
| Students lost or separated from group | Young People | * Young People to remain in small groups at all times * Supervision planned especially at key points * Frequent head counts * Emergency procedures for emergency e.g. lost young person | Meeting point arranged with students prior to visit.  Working and charged mobile with student contact details and emergency contacts.  Parents/Police contacted if necessary.  SLT to be informed. | x |

**When all of the above conditions are in place the activity is considered low risk. If not in place then a further assessment must be carried out to determine the level of risk.**

*This is a generic risk assessment for Manchester Secondary PRU use, which identifies the common hazards and risks, associated with this type of activity. Before undertaking the activity, Group Leaders must also make an assessment of any special risks which are specific to their particular visit, venue or young people.*

**3. Educational visit involving transport – Coach Travel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Persons at Risk** | **Control Measures** | **Comments**  **Action** | **Tick if in Place** |
| Traffic Accident | Young People  Staff | * Ensure coach used meets LEA recommendations – hired from accredited coach company. * Coach to have seat belts fitted (1 per young person) and staff to ensure that they are used. * Appropriate level of supervision * Suitable embarkation points used (e.g. coach park, onto wide pavement) * Close supervision and head count during any breaks in journey and getting on and off coach | Staff to have charged mobile phone with student emergency contacts in-putted.  Emergency services to be called at the first opportunity.  SLT to be informed.  Group leader to have First Aid kit. | **x** |
| **Service station and other breaks in journey**   * Traffic * Being left behind or separated from group. * Abuse by public * Slips trips and falls. * Travel Sickness | Young People | * + Brief young people re purpose and timings of stops   + Young people advised how and where to contact staff   + Young people instructed to remain in groups of twos or threes (buddy system – each responsible for a named other)   + Reminders re moving traffic.   + Careful head counts before departure.   + Young persons medical information available and parental consent for administration of medication | Planed supervision before visit, brief staff and young people.  Working and charged mobile phone with emergency contacts in- putted.  Police to be contacted where necessary.  Parents advised to provide appropriate footwear.  Students with travel sickness to be sat at the front of the coach, next to a window or vent. | x |

**4. Educational visit involving transport – Public Transport**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Persons at Risk** | **Control Measures** | **Comments**  **Action** | **Tick if in Place** |
| Buses, trams, trains, underground   * Vehicle involved in traffic accident. * Busy roads and traffic * Being left behind or separated from group. * Abuse by public * Slips trips and falls. * Travel sickness | Young People  Staff | * Journey is planned and assessed – key risk points identified. * Careful supervision particularly in crowded areas and entry, exit and change points. * Frequent head counts * Large groups divided into smaller groups each with leader(s) * Young people know their group and leader. * Emergency plan in place * Young people briefed where they are going and what to do if separated from group. * Reminders re moving traffic. * Young persons medical information available and parental consent for administration of medication | Planed supervision before visit, brief staff and young people.  Working and charged mobile phone with emergency contacts in- putted.  Police to be contacted where necessary.  Parents advised to provide appropriate footwear.  Students with travel sickness to be sat at the front of the transport next to a window or vent. | **x** |
| Ferry crossing   * As above plus drowning | Young People  Staff | * Close supervision on vehicle deck * ‘Rules’ established and young people briefed especially re open deck area (not permitted if dark or if sea rough) * Remain in twos or threes (buddy system – each responsible for named other) * Meeting point agreed throughout crossing and on docking (numbered stairway to coach deck) * Careful head count before disembarkation * Planned procedure for missing young people e.g. member of staff to leave as foot passenger | Arrange procedures with staff and young people before arrival at ferry | NA for L1 |

**4. Educational visit involving transport – Public Transport (cont)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Persons at Risk** | **Control Measures** | **Comments**  **Action** | **Tick if in Place** |
| Air Travel   * As above plus airport terminal | Young People  Staff | * Pre-booking of seats to ensure group seated together | Arrange procedures with staff and young people before arrival at airport. | **NA for L1** |

**When all of the above conditions are in place the activity is considered low risk. If not in place then a further assessment must be carried out to determine the level of risk.**

*This is a generic risk assessment for Manchester Secondary PRU, which identifies the common hazards and risks, associated with this type of activity. Before undertaking the activity, Group Leaders must also make an assessment of any special risks which are specific to their particular visit, venue or young people.*

**5. Educational visit involving transport – Minibus or Private Vehicles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Persons at Risk** | **Control Measures** | **Comments**  **Action** | **Tick if in Place** |
| Minibus  Traffic accident  Travel sickness | Pupils  Staff | * Ensure minibus driver has appropriate licence. * Driver to be minimum age 21 with full driving licence held for at least 3 years. * Driver makes appropriate checks before setting off. * Driver ensures seatbelts are used. * Luggage on roof securely fastened and does not exceed 100kg. * Appropriate level of supervision * Suitable embarkation points used (e.g. coach park, onto wide pavement) * Close supervision and head counts during any breaks in journey and getting on and off minibus | Students to be briefed prior to travel.  Seating plan.  Students with travel sickness to be placed close to the front of the bus with air vent where possible.  Working and charged mobile phone with emergency contacts in putted.  Staff to be positioned throughout the minibus.  Police to be contacted where necessary. | **x** |
| Private Vehicles  Traffic accident  Child abuse  Travel sickness | Pupils  Staff | * Driver confirms car is insured to carry pupils and has current MOT. * Seatbelts worn at all times. * Permission obtained from parents. * CRB checks if appropriate | Students to be briefed prior to travel.  Seating plan  Students with travel sickness to be placed close to the front of the bus with air vent where possible.  Working and charged mobile phone with emergency contacts in putted.  Police to be contacted where necessary.  Police to be contacted where necessary.  SLT to be informed. | x |

**When all of the above conditions are in place the activity is considered low risk. If not in place then a further assessment must be carried out to determine the level of risk.**

**6. Residential Visit Accommodation NA for Level 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Persons at Risk** | **Control Measures** | **Comments**  **Action** | **Tick if in Place** |
| Fire | Young People  Staff | * Check accommodation meets national standards i.e. meets the fire officer’s recommendations/or has a fire certificate * Visit site – visual inspection of fire escapes, fire alarms, equipment, meeting point and procedures. * Ensure Fire Risk assessment is in place. | Pre-visit check and /or check of information or assurance from accommodation.  Reputable tour operator  Risk assessment to be requested from accommodation.  Check on arrival.  Take up any issues, such as locked fire doors, with management  Inform group re fire procedures on arrival |  |
| Child protection | Young People  Staff | * School students has exclusive use of sleeping accommodation. * Staff accommodation adjacent and same floor as young people * External doors and windows secure against intrusion. * If young persons rooms have keys, staff have access to a master key * Young people can easily contact staff throughout the night * Young people are checked into rooms at ‘lights out’ | Pre visit check and /or check of information/assurance from reputable tour operator  Staff to work on an awake rota system during quite hours.  Students and staff to have working and charged mobile phone with contact details. |  |
| Domestic hazards | Young people  Staff | * Accommodation has tourist board rating/other external validation of standards. * Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings. * On arrival, staff and young people to report any faulty items found in rooms. | Pre visit check and /or check of information/assurance from reputable tour operator |  |

**6. Residential Visit Accommodation (cont) NA for Level 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Persons at Risk** | **Control Measures** | **Comments**  **Action** | **Tick if in Place** |
| Hygiene | Young People  Staff | * Tourist board rating/environmental health endorsement or similar * Visual inspection of washing facilities, lighting, heating, ventilation, catering | Pre visit check and /or check of information/assurance from reputable tour operator |  |
| Night time tendencies | Young People | * Information gained from parents re young persons illnesses, sleepwalking etc. * Suitable supervision arranged to meet needs of young people | Use LEA recommended parental consent form |  |
| Special Needs | Young People  Staff | * Accommodation meets any special needs of anyone in the group | Pre visit check as necessary  Staff to have good knowledge of students needs. |  |

**When all of the above conditions are in place the activity is considered low risk. If not in place then a further assessment must be carried out to determine the level of risk.**

*This is a generic risk assessment for Manchester Secondary PRU use, which identifies the common hazards and risks associated with this type of activity. Before undertaking the activity, Group Leaders must also make an assessment of any special risks which are specific to their particular visit, venue or young people.*

**7. Exchange Visits with a Centre/Project Abroad NA for Level 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Persons at Risk** | **Control Measures** | **Comments**  **Action** | **Tick if in Place** |
| Inappropriate programme arranged by foreign school – high risk activities or insufficient supervision | Young People  Staff | * Good understanding between both schools on standards required * Agree detailed programme from host school prior to departure. * If programme involves swimming, adventure activities etc. check programme with LEA. * Ensure supervision arrangements comply with those of the school | Early face to face planning with host school essential |  |
| High risk activities during home stays | Young people | * Good understanding between schools re standards required. * Young people well matched with hosts * Parents and host family encouraged to make contact. * Foreign school inform host families re their ’duty of care’ to underage guests. * Briefings to young people and parents re young person’s responsibility to take sensible decisions. * Agree rules re higher risk activities including evening free time, alcohol, relationships, swimming, cycling etc. * Young people have telephone contact number (mobile phone number) for accompanying staff at all times | Check information host schools provides to their parents.  Information to young people and parents – parents informed, and consent forms signed for participation in higher risk activities such as cycling, riding, mountaineering etc. if these are arranged by host family  Remind parents that children are not in direct supervision of school staff. |  |

**7. Exchange Visits with a Centre/Project Abroad (cont)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Persons at Risk** | **Control Measures** | **Comments**  **Action** | **Tick if in Place** |
| Child abuse | Young People | * Host school has adequate vetting procedure for host families (ask if CRB check is available) * Young people have telephone contact with accompanying youth workers at all times. | Check adequate procedures followed; make level of checks clear to parents |  |
| Road traffic accident | Young People  Staff | * Train everyone re right hand traffic * Explain host country’s traffic systems, pedestrian crossings etc. | Pre-planned training. |  |

**When all of the above conditions are in place the activity is considered low risk. If not in place then a further assessment must be carried out to determine the level of risk.**

*This is a generic risk assessment for Manchester Secondary PRU use, which identifies the common hazards and risks associated with this type of activity. Before undertaking the activity, Group Leaders must also make an assessment of any special risks which are specific to their particular visit, venue or pupils.*

**8. Centre/Project Visits to Farms NA for Level 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Persons at Risk** | **Control Measures** | **Comments**  **Action** | **Tick if in Place** |
| Hazards on site including machinery, chemicals, slurry pits, animals, barbed wire, electric fences | Young People  Staff | * Group leader to pre-visit and risk assess site. * If farm is regularly open for school visits, request risk assessments for group visits * Plan visit and supervision to minimise risks * Avoid moving machinery and do not ride on tractors * Do not play in farm area * Do not allow young people to climb on bales, walls or fences * Keep away from slurry tanks * Do not touch barbed wire or electric fences * Do not touch or feed animals unless the farm personnel give permission and supervise * Do not sample animal foodstuffs or drink from farm taps | Pre visit, site risk assessment, planning of visit,Briefing of staff and young people.  Risk assessment to be requested prior to visit.  Ongoing assessment by leader at start and during activity.  Assurance that all machinery to have Risk Assessment to be completed**.** |  |
| Infection and illness (including Ecoli) | Young People  Staff | * Follow good hygiene standards. * Avoid transmission of infection from hand to mouth * Check hand washing facilities on pre visit. * Wash hands thoroughly before eating or drinking. * Change of clean footwear before leaving site, wash hands * Ratio of under fives – I adult to 2 students. * Pregnant women should avoid contact with lambing ewes | Briefing of staff and young people.  Hand sanitizer to be provided by school staff. |  |
| Group Control | Young people  Staff | * Close supervision, large groups split into small groups each with leader known to students. * Leader of each group understands hazards and control measures. * Overall leader remains in touch with all groups | Pre-planning of activities and supervision |  |

**When all of the above conditions are in place the activity is considered low risk. If not in place then a further assessment must be carried out to determine the level of risk.**

*This is a generic risk assessment for Manchester Secondary PRU use, which identifies the common hazards and risks associated with this type of activity. Before undertaking the activity, Group Leaders must also make an assessment of any special risks which are specific to their particular visit, venue or young people.*

**9. Assessment of Significant Hazards for Centre/Project Led Visit/Activity to**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard**  Consider: Location(s); specific young people medical special needs; behaviour and supervision of group; weather or other changeable factors; emergency plans; and other specific risks and group management arrangements | **Persons at Risk** | **Control Measures** | **Comments**  **Actions** | **Residual Risk Rating** |
| **Eating offsite (Halal / Nut allergy )** | Young people | * Check that venues are suitable and cater for the needs of the group prior * Check allergy information in the establishment. * Check consent forms for information | Brief all staff on the needs of individuals in the group.  Student list of medical info and allergies/dietary requirements | **Low** |
| **Covid 19** | Staff and pupils | * Sanitiser to be used regularly and taken on trips and visits. * Face masks to be worn (where necessary) * Increased washing of hands * Individual water bottles to be issued. * Ensure social distancing where possible. | Check government guidelines regularly for any alternations. | **Medium** |



Appencix C

DETAILED PLANNING APPROVAL FORM EV

**Name of Centre:**

**Visit Date: Various**

|  |
| --- |
| **Places to be visited:-** |

|  |
| --- |
| **Date of Departure:-** All within term  **Time of Departure:-** within school day |
| **Date of Return:-** All within term 1 **Time of Return:-** within school day |

**Group Information**

|  |  |
| --- | --- |
| **Young Persons**  **Age Range**  **Number of Young Persons**  **Number of Girls**  **Number of Boys** | 11 - 16  Maximum 20 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Adult Staff Supervision**  **Number of Staff**  **Number of Male Staff**  **Number of Female Staff** | Minimum 2, usually 3 or 4 | **Number of Other Adults**  **Number of Other Male Adults**  **Number of Other Female Adults** |  |

|  |
| --- |
| **Names, relevant experience, qualifications, specific responsibilities of staff with the group**  **Group Leader –**  . |

|  |
| --- |
| **Names, relevant experience, qualifications, specific responsibilities of other adults within the group** |

|  |
| --- |
| **Names of pupils with special educational or medical needs** |

**Travel Insurance Arrangements**

|  |
| --- |
| **For all members of group, including voluntary helpers**  **(attach a copy of quote cover provided)**  **Insurance Cover**  **Policy Number** |

**Transport Arrangements**

|  |
| --- |
| **Mode of Transport to be used on each leg of the visit** |

|  |
| --- |
| **Organising Agent Company Name:**  **Address:**  **Telephone Number:** |

**Residential Accommodation**

**For each accommodation to be used during the visit**

|  |
| --- |
| Accommodation Name: Not applicable for Level 1 visits  Address:  Telephone Number:  Dates Resident (from – to) |
| **Details of the programme of activities include associated planning, organisation and staffing** |
| **Existing knowledge or experience of places to be visited and whether an exploratory visit is intended** |

**Two Emergency contacts at School / Within the Service:**

|  |
| --- |
| Name:    Home Telephone Number:  Mobile Number: |

* Attached are copies of the risk assessments for the planned visit.
* I will obtain adequate travel insurance to cover all members of the Group.
* I will obtain parental consent and medical forms indicating that all parents have received the letter and given their approval for their child to participate.

**Group Leader**

|  |
| --- |
| Name Signature- |

**Approval**

**The Planning and Risk Management for this Visit has been Approved in accordance with the School / Service Educational Visits Policy and Guidance.**

**EVC**……………………………..…………. Signature……………………….……..Date……………

Headteacher …………………….……..Signature……………………………..Date………….

# A blue text on a white background Description automatically generated

# Appendix D: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the Headteacher or learning centre manager at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

* Remain professional and respectful with staff and pupils at all times
* Listen to and act on instructions from staff
* Dress appropriately for the trip
* Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
* Pay attention to potential dangers and raise concerns with staff
* Act responsibly and demonstrate good behaviour to pupils
* Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

Exchange contact details with pupils unless told to by a member of staff

Engage in physical contact with pupils unless appropriate or required

Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)

Use demeaning, offensive, abusive or insensitive language

* Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
* Allow themselves to be left alone with a pupil unless previously agreed with staff
* Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

**Signed:**

**Date:**



# Appendix E: template letter for parents/carers and consent form

This form is based on the Department for Education’s [consent form for school trips and other off-site activities](https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities).

Parents and carers should sign and date the form and return it to their child’s learning centre.

**Trip destination:**

**Trip date(s):**

I, \_\_\_\_\_\_\_\_\_\_\_, confirm that I am happy for my child, \_\_\_\_\_\_\_\_\_, to take part in the school trip to [insert destination].

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.

**Contact information**

I can be contacted using the following details:

Work telephone:

Home telephone:

E-mail address:

Alternatively, please contact \_\_\_\_\_\_\_\_\_. Their relationship with the pupil is \_\_\_\_\_\_\_\_\_\_

Work telephone:

Home telephone:

E-mail address:

The name and contact details of our family doctor are:

**Medical information**

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them.