



ASHURST CE AIDED PRIMARY SCHOOL

Educational Visits Policy



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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.

Educational visits are a valuable way for all children to benefit from participating in a wide range of visits and activities, including learning outside the classroom, local activities, day visits, residentials, field studies and outdoor activities. Whether their emphasis is adventurous, academic, sporting, cultural, spiritual or creative, off-site visits and outdoor learning provide firsthand experiences that inspire and enhance learning and development in ways which are powerful and lasting. They provide a foundation for life-long learning and healthy lifestyles, as well as complementing classroom learning and

enriching the curriculum. Educational visits 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

2. Legislation and guidance

This document outlines the specific policies and procedures for Ashurst CE Aided primary School. It supplements and follows the advice and guidance contained within the following significant publications:

WSCC's Regulations and Notes of Guidance for Learning Outside the Classroom Activities and Visits.

WSCC's Adventurous Activities Reference Document.

The Department for Education (DfE) published guidance Health and Safety on Education Visits www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits

OEAP National Guidance www.oeapng.info.

DfE advice on health & safety: responsibilities and duties for schools

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities - Tackling the Health & Safety myths. available at: <http://www.hse.gov.uk/services/education/school-trips.pdf>

[Equality Act 2010](#)

[SEND Code of Practice](#)

[Keeping Children Safe in Education 2022](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

The Governing Body

The Governing Body satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All residential experiences need to be approved by the Governing Body due to potential liabilities both financial and those related to safety and health. Such approval must be recorded in the minutes of the Governing Body.

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 co-ordinator (EVC), have received any necessary training
- › Work with the governing body to approve residential trips of more than 24 hours

The educational visits co-ordinators (EVC)

Mrs S Smith and Mrs L Welstead are the appointed EVCs at Ashurst CE Aided Primary School. 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 trip lead for each visit
- › Assess outside activity providers
- › Review and regularly monitor policies and procedures
- › Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary
- › Advise the Governing Body when they're approving trips
- › Keep records and make reports of incidents, accidents and 'near misses'
- › Access the necessary training, advice and guidance
- › Check that significant hazards and their control measures have been recorded on the class teachers risk assessment sheet
- › Liaise with the Outdoor Education Officer where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom
- › Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Trip lead

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

- › Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- › Complete the APS risk assessment form ensuring that generic hazards e.g. crossing the road are included as well as the following:
 - Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the competence of the staff team, the group, and other factors such as transport.
 - On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose, outcomes, and the risk management process.
- › Ensure that all policies that exist within the school that must be applied when working off-site, for example safeguarding, behaviour policy, managing medicines etc.
- › 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, including an agreed travel route.

- › Make sure the needs of everyone taking part are considered, including co-ordinating 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

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

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

Volunteers

Where applicable, volunteers attending school trips, including parent volunteers, agree to:

- › Follow the directions of staff and act accordingly
- › Behave appropriately and model good behaviour 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

Pupils

Our school behaviour 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 trip supervisor

Pupils will always be

- a) given clear visit specific information before and during the trip/ visit
- b) reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

4. Planning and Preparation

The decision on whether or not a visit will take place will be made by the Headteacher, 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
- › Any other factors deemed appropriate and relevant

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 detailed, 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 1** 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 body 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.

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 programme 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 before the start of all trips.

This will be completed using the school's risk assessment template found on our shared drive. Sample risk assessments provided by the destination itself should be used to support this process

This will be initially approved, and amended if necessary, by the EVC and submitted to the Evolve online system. This is used for notification, approval and monitoring of visits. The Headteacher is notified via Evolve for their final approval of the visit. Visits requiring Local Authority approval are automatically brought to the attention of the Local Authority.

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 the trip as well as transport to and from the destination.

Trip leaders will agree the route with the EVC before departing and will contact school to notify them that they are returning to school and the estimated time of arrival.

Where practical, staff should make a preliminary visit to the trip destination as part of the planning and risk assessment process.

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 in school in the EVC file.

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 supervising adult able to administer first aid is present on all trips
- › For trips involving EYFS children; there will be a qualified paediatric first aider present
- › Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found in the First Aid cabinet located in the staff room. In addition to this individual classes will take their Emergency First Aid bag which contains emergency first aid for children within that group.
- › 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 rollcalls

Transport

Transportation for trips will be organised by the school, in line with our safety procedures. 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.

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](#) to make sure it's an appropriate organisation to use.

The OE2 form provides information on what WSCC expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC 'check' a number of providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked'.

Risk management forms should be completed and attached to the EVOLVE form when risks are perceived as significant. External providers will have their own risk management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see www.hse.gov.uk/aala). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

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 behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, 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 before the proposed date of the trip. Communication will be via letter 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
- Clothing and equipment required, and whether this is provided by the school

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.

We will always get written consent/signed permission before taking EYFS children off-site.

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.

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 school office. The school office 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.

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

In a 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 or accidents that do not require external reporting will be written up using relevant forms e.g. in the school accident book. A written report of any incident will be requested so that 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

We will follow our school's charging and remissions policy at all times.

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.

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

11. Review

This policy will be reviewed every 2 years by the EVCs and Governing Body.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Positive Behaviour policy
- Child Protection and Safeguarding policy
- First aid policy

- Medicines in School Policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to EVC **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: <ul style="list-style-type: none"> ➤ Staffing ➤ Volunteers ➤ Physical supplies ➤ Transportation 		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		

Appendix 2: 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 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:



PROVIDER STANDARDS FORM OE2



For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments

Name & address of provider/organisation: -

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed.

Please tick all specifications you meet, cross any you cannot meet or write N/A against any specification, which does not apply to your provision.

Section A must be completed by all providers and evidence submitted upon request. Section B (adventurous activities) must be completed if applicable.

Section A – ALL PROVIDERS

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work etc Act 1974 and has a health and safety policy and risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained, and records are available for inspection.
3. The staff have the experience, competence, and professionalism to work with the age range and abilities of prospective groups.
4. The provider has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.
5. All reasonable checks, including Disclosure and Barring Service checks, are made on staff that have frequent and intensive access to young people
6. There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff.
7. The provider has public liability insurance cover of at least £5million, (***please attach a copy of your certificate of public liability insurance cover***) (***please note £10 million may be required for sub aqua and airborne activities***).

8. The provider will take all reasonable steps to allow inclusion and participation for any child or young people who has special needs or a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and The Equalities Act 2010.
9. The provider encourages responsible attitudes to the environment as an integral part of the programme.
10. All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with a small bus permit and local minibuss driving assessment.
11. A current fire certificate covers all accommodation - or advice from a fire officer has been sought and implemented and a fire risk assessment has been completed.
12. Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation.
13. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision.
14. Visiting groups will have access to appropriate first aid. Provider staff are practised and competent (appropriately qualified where required) to respond to accidents and incidents.
5. There is a clear definition of responsibilities between the provider's and visiting staff regarding supervision and welfare of participants.
16. All equipment used for activities is suited to the task and adequately maintained in accordance with current good practice.

Section B - PROVIDERS OF OUTDOOR AND ADVENTUROUS ACTIVITIES

17. The provider meets the requirements of the Adventure Activities Licensing Service (AALS)

For AALS licensable activities the specification in this section may be checked as part of an AALS inspection. However, providers registered with the AALS are also asked to consider the statements below with respect to any activities or aspects of their provision not covered by the licence.

18. The minimum ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this, the provider's Code of Practice and are informed by a risk assessment.
19. The provider operates a policy for staff recruitment, induction and training which ensures that all staff, with a responsibility for participants, are competent to undertake their duties.
20. The provider maintains a written code of practice, for each activity, which is consistent with relevant National Governing Body guidelines or, in their absence, recognised national standards.
21. Staff competencies are confirmed by the appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competencies confirmed by an appropriately experienced and qualified technical adviser.

22. Please list the adventurous activities you will be providing along with the minimum qualification or training your instructor will have. Where appropriate please give details of the nature of the location to be used:

ACTIVITY	MINIMUM QUALIFICATION/TRAINING	LOCATION
e.g. Canoeing	e.g. BC Paddlesport Instructor	e.g. Sheltered Lake

.....

(continue on a separate sheet if necessary)

If any of the above specification overleaf cannot be met, or are not applicable, please give details: Details of any accreditation e.g.: 'Learning Outside the Classroom' Quality Badge Award, AALA license number, National Governing Body, BAPA, Tourist Board etc.:

*I certify that the organisation I represent complies fully with the requirements set out above, **except where I have deleted or crossed out the item.** The organisation will observe the above conditions during any visit from a West Sussex establishment*

Signed:

Date:

Name:

Position in Org:

Email (general):

Website:

**Thank you for completing this form.
 Please return it, along with a copy of your Public Liability Insurance Certificate, to the school/establishment that sent it to you, or alternatively send it to: -**



Outdoor Education
 The Grange, 2nd Floor,
 County Hall
 CHICHESTER
 West Sussex
 PO19 1RG
 e-mail:
outdoor.education@westsussex.gov.uk

Appendix 4

Standard Operating Procedure for Coach Travel

The following process will be followed whenever a coach is used to transport children or young people.

- Coaches will only be booked from a licenced operator whose details have been checked at <https://www.gov.uk/find-vehicle-operators>
- Where reasonable coach operators with one of the following will be contracted:
 - Coach Marque <https://www.coachmarque.co.uk/operators/?q=>
 - BUSK Benchmark <https://www.busk-uk.co.uk>
 - Road Operators Safety Council Safe Driver Award <http://rosco-uk.org/safe-driver-awards/>
- On arrival a member of the visit leadership team will meet the coach and ensure the driver is fully briefed, to include destination, timings, numbers, specific requirements.
- The member of staff will visually inspect the coach to ensure it appears safe key safety features are present for example fire extinguisher.
- The member of staff will raise any issues found with the driver.
- The member of staff will also satisfy themselves that the driver is fit to drive i.e. does not smell of alcohol, is not unduly tired.
- All participants will be briefed before leaving the school on how to board and disembark the coach this should include:
 - Wearing seatbelts at all times, if fitted
 - No standing whilst the coach is moving
 - What to do if they become ill
 - Information about eating and drinking on the journey
 - To remain seated on arrival until told to move by staff
- Staff will sit next to all emergency exits, if this is not possible as a minimum a member of staff will sit in the centre seat and at the rear of the coach and either at the middle exit or the front seat of the coach.
- On arrival a member of staff will disembark first to ensure it is safe for the children and young people and identify a safe rendezvous point.
- If the journey requires rest stops children and young people should be instructed on what to do and timings before leaving the coach. On return a register must be taken, head counts are not recommended.
- On the return journey a full register must be taken before departure, head counts are not recommended. The briefing given on the outbound journey should be repeated.

Coach Breakdown

If a coach suffers a breakdown the Visit Leader will discuss the best course of action with the driver to safeguard the children and young people. On a motorway the likelihood is that all passengers will be instructed to leave the coach and gather beyond the crash barriers.

The Visit Leader must notify the Emergency Contact as soon as possible.

All staff will monitor the use of mobile devices by the children and young people.

Coach Accident

The Visit Leadership must check everyone for any injuries and treat as necessary.

The Visit Leader must notify the Emergency Contact as soon as possible.

Advice given by the emergency services must be listened to and acted upon.

Appendix 5

Standard Operating Procedure for Rail Travel

All staff, children and young people will be briefed in advance of any visits utilising rail travel, including underground trains and trams. This must include behaviour expectations, group members and leader, what to do if they miss the train, that they must not to operate doors or windows.

Large groups will be divided into sub-groups each with a competent adult leader. Children and young people will be assigned a 'buddy' with whom they must remain at all times whilst travelling.

Group leaders will complete a register before entering the station.

Group leaders will ensure the group moves in an orderly fashion.

Group leaders will ensure everyone stays well back of platforms edges.

Where required only group leaders will press door open buttons.

Leaders will board and disembark last.

If trains are overcrowded it may be necessary for small groups to travel independently of the main group, if this is the case pre-determined and agreed meeting points must be known to all adults.

Wherever possible children and young people will be seated.

If a pair miss the train, they should remain on the platform from which the train departed and ideally wait with a member of station staff for the school member of staff to return.

If travelling in London the Visit Leader should advise TFL beforehand to take advantage of any additional assistance that may be available on platforms and with boarding and alighting from Tube trains

<https://tfl.gov.uk/info-for/schools-and-young-people/>

In the event of an incident or accident instruction given by the transport staff must be followed.

Appendix 6

Lost Child, Young Person or Staff Member

To minimise the risk of a child, young person or adult being lost registers will be taken by the Visit Leader or Group Leader at key points, these include before departure, on arrival, when working in smaller groups, on return from activity, at break times and before departure. Head counts should be avoided especially when volunteers are being used who do not know the children or young people.

Staff, children, and young people may be issued with emergency contact details, this can be recorded on a card, lost child wrist band, labels or similar.

The following suggested actions are dependent on the age of the person missing, time of day, location, ability, known risks and should not be read as a definitive list of actions.

On discovering a member of the party if missing

- Gather everyone together, ensure their safety and keep them together,
- Send a member of staff to check the last place the missing person is known to have been,
- Send a member of staff to any key points where the missing person may have returned,
- Try to contact the missing person via phone or messaging service,
- Contact the Emergency Contact,
- Notify local police, tour operator if applicable,
- Discuss with emergency contact/member of school leadership team whether group should continue with the visit as planned or be moved to another appropriate location,
- Group moves on to next destination leaving a member of staff and tour company representative or other local expert to continue search (under direction of leadership team member and local authority),
- Keep in regular contact with the member of staff left behind and with school's emergency contact,
- Warn students and parents/carers in advance of the use of social media and the unnecessary concern this can cause,
- Following any incident, all present not to use social media, mobile phones, or text home until you have given them clear information and permission. This will be after you have discussed with the Emergency Contact.

Appendix 7

Example Code of Conduct

You will agree to:

- behave responsibly at all times.
 - comply with all instructions at all times.
 - take responsibility for your own possessions.
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- Keep all facilities clean, tidy and undamaged.
- abide by all host facility rules and regulations.
- be aware of all emergency procedures.
- in the event of an emergency, follow emergency procedure instructions.
- understand the rules concerning the purchase, possession and consumption of alcohol.
- understand the rules concerning the purchase, possession and use of tobacco.
- understand that the possession and use of non-prescribed drugs and/or illegal substances is strictly forbidden.
- inform staff of any relevant medical conditions or injuries.
- inform a member of staff of any hazards and report any damaged or unsafe equipment.
- wear appropriate clothing.
- return all borrowed equipment in the same condition in which you received it.
- safeguard personal belongings and borrowed equipment.
- ensure that you understand any restrictions regarding the use of mobile telephones.

On the coach

- Remain in your seat, unless given permission to do otherwise.
- Wear your seat belt whilst being transported in a minibus or coach.
- Luggage should not block the aisle and be kept on the luggage rack or under the seat.
- Litter should be put in the bags provided.
- Do not distract the driver - no shouting out, no flash photography etc.
- If you begin to feel travel sick, inform a member of staff.
- Not to disembark until asked to do so.
- When disembarking, be aware of traffic movement and direction.

Motorway service stops

- Follow instructions from staff regarding where you are allowed go and how long you may spend in the service station.
- Remain inside the service area for the duration of the stop and ensure that you are back on the coach at the given time.

On the ferry, at the airport and on the railway station

- Ensure you understand the importance of remaining in your group at these busy locations.
- Ensure that you understand that timings are vital.
- Ensure that you understand security arrangements and limitations.
- Follow instructions from crew members.
- Follow all instructions regarding being on boat decks.

- Visit shops in groups - never alone.
- Ensure that you stay back from the edge of railway platforms.
- Remember where the group is based and how to locate or contact staff.

Staying in the hotel/ residence

- Ensure that you read all notices and understand all instructions regarding fire and safety procedures.
- Ensure that you understand the location of duty staff.
- Ensure that you understand any instructions regarding permission to leave the hotel.
- Ensure that you understand any instructions, which limit your access to parts of the hotel. e.g. bar, casino, swimming pool.
- Ensure that you understand the dangers of balconies and any instructions regarding access.
- Ensure that you understand all instructions regarding access to other peoples' bedrooms.
- Ensure that you arrive on time for meals and meetings.
- Ensure that you understand any restrictions regarding the use of mobile telephones, taking pictures, internet access and viewing videos and DVDs.

Excursions

- Remain in your designated group.
- Know which member of staff is your nominated leader.
- When unaccompanied by staff, ensure that you understand any instructions and limitations.
- Keep your high visibility jacket on- this has the name of APS and telephone number on the back.

Approved	November 2024
Next Review date	November 2025