

For this we stand:
to search for truth;
to live in love;
to grow together.



"Speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is Jesus Christ"

Ephesians 4

BISHOP WORDSWORTH'S CHURCH OF ENGLAND GRAMMAR SCHOOL

EDUCATIONAL VISITS POLICY

DEFINITIONS:

'Parent(s)' includes guardian(s) or any person who has parental responsibility for the pupil or who has care of the pupil.

'Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is good practice and is to be adhered to unless non-compliance can be justified.

An 'Educational Visit' is an activity arranged by, or on behalf of Bishop Wordsworth's School which requires pupils to attend activities, on or off the school premises, outside of their normal timetable allocations. Educational visits have been authorised by the Head and the Educational Visits Coordinator (EVC).

AIMS AND PURPOSE

1. Educational visits are recognised as an important means of extending and enriching the curriculum and supporting pupils' spiritual, moral, social, and cultural development. They are an integral part of the Schools ethos, reflecting a commitment to holistic education that nurtures the growth of every pupil. Such experiences promote independence, curiosity, and personal growth, helping pupils to apply their learning in real-world contexts and develop as responsible, engaged members of society. In valuing the commitment, professionalism, and care shown by staff who plan and lead visits, this policy seeks to ensure that activities are conducted safely, to the benefit of all parties, and that they provide meaningful educational benefits in line with the values at the heart of our school.
2. This policy outlines the School's approach to the planning, approval and delivery of educational visits. It aims to:
 - a) Ensure the health, safety and wellbeing of pupils and staff
 - b) Promote inclusion and equal access for all pupils
 - c) Provide clear guidance on the respective roles and responsibilities of staff, pupils and volunteers involved in visits

3. This policy applies to all educational visits and off-site activities taking place within and outside of normal school hours, including weekends and holiday periods. It covers all activities organised or approved by Bishop Wordsworth's School, including (but not limited to):
 - Visits to places of interest in the local area
 - Day visits to cultural, academic or educational institutions such as museums, galleries, and universities
 - Co-curricular and enrichment activities including significant sporting events, performances, competitions, social events, and award schemes
 - Adventurous and outdoor activities
 - Residential visits within the United Kingdom
 - Overseas visits organised by the School

5. Activities not covered by this policy include routine on-site curriculum activities, regular sporting fixtures (including Games and PE at Britford Lane which is part of the School site) and training sessions or work experience placements. This policy links with the following policies and procedures:
 - Health and safety policy
 - Charges and remissions policy
 - Behaviour policy
 - Child protection and safeguarding policy
 - Special educational needs and disability policy
 - Equality policy
 - Staff Code of Conduct

6. This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:
 - Health and safety on educational visits (DfE, November 2018)
 - OEAP national guidance for the management of outdoor learning
 - Equality Act 2010
 - SEND Code of Practice
 - Keeping Children Safe in Education (DfE, September 2025)

DESIGNATED RESPONSIBILITIES

7. Governors

- a. The Admissions, Property, Health & Safety (APH&S) committee has overall responsibility for educational visits at the school
- b. The APH&S reviews and approves the school's educational visits policy on an annual basis.
- c. The APH&S monitors compliance with statutory guidance and best practice
- d. Delegate operational management of visits to the Head and designated staff including the EVC.

8. **Head.** The Head has overall oversight of educational visits and, while retaining ultimate accountability, may delegate day-to-day oversight of the planning, organisation, and management

of specific trips or visits to the Educational Visits Coordinator (EVC), the trip leader, and other staff involved. The Head must ensure that:

- a. All visits comply with this policy and relevant statutory guidance, including DfE advice on health and safety for educational visits
- b. A suitably competent Educational Visits Coordinator (EVC) is appointed
- c. The EVC receives appropriate training, support, and sufficient time and authority to fulfil their role effectively
- d. EVC procedures are consistently followed for all visits
- e. Appropriate insurance arrangements are in place for all activities
- f. Critical incident management plans are established to respond effectively to emergencies during visits

9. Educational Visits Coordinator (EVC). The EVC is responsible for the operational responsibility of educational visits and acts as the key advisor to staff, the Head, and the governing body. Their responsibilities include:

- a. Overseeing and guiding staff in the planning, organisation, and delivery of educational visits
- b. Assessing the competence of staff to participate in, and to lead visits
- c. Ensuring appropriate risk assessments are in place for all visits
- d. Ensuring that all visits are accessible and inclusive, including for pupils with SEND and those eligible for pupil premium
- e. Reviewing and recommending updates to the policy when required
- f. Monitoring visit leader planning and ensuring all necessary paperwork and documentation are completed
- g. Keeping accurate records of all educational visits and associated approvals
- h. Overseeing the use of the EVOLVE system for the approval, management, and monitoring of visits
- i. Evaluating all visits post-completion, reviewing planning, delivery, and outcomes to inform and improve future arrangements

10. Visit Lead. Educational visits will have one designated member of staff as the Visit Lead. Where the trip's requirements, such as higher pupil numbers or the nature of the visit necessitating additional supervision or safeguarding, responsibility may be shared between two staff members as co-leads. The Visit Lead is responsible for the planning, organisation, and safe delivery of the visit and must:

- a. Ensure all planning, risk management, staffing, communication, and emergency procedures are completed
- b. Liaise with the EVC to ensure all school procedures and approvals are followed, including formal approval through the EVOLVE system before communicating with pupils or parents
- c. Plan and prepare the visit, considering health and safety risks to pupils, staff, and volunteers
- d. Assign roles and responsibilities to staff and volunteers, ensuring they are competent and able to fulfil their duties at all times
- e. Ensure that appropriate safeguarding practices are in place throughout the visit

- f. Make sure the needs of all participants are considered, including coordinating additional support for pupils with SEND or other specific requirements
- g. Ensure parents receive accurate and timely information about the visit, including any costs, equipment, or items not provided by the school or third parties, and obtain parental consent
- h. Provide relevant information to all supporting staff, including details about the location, pupils, SEND considerations, medical information, safeguarding, and expected behaviour
- i. Brief pupils on any behaviour expectations which may require additional context before or during the visit, this may include during free time or independent activities.
- j. Conduct and review risk assessments for all aspects of the visit, including activities, travel arrangements, and third-party providers, ensuring providers are appropriately accredited (e.g., ABTA, ATOL)
- k. Work alongside the Trips and Lettings Officer and the Finance Department to plan and manage visit finances responsibly, including monitoring costs and charges to pupils
- l. Familiarise themselves with the visit insurance and seek support from the Trips and Lettings Officer should an application by the school or a parent be necessary.
- m. Ensure access to first aid and emergency procedures throughout the visit
- n. Evaluate all aspects of the visit both before and after completion, identifying lessons learned and areas for improvement
- o. Report any incidents, near misses, or safeguarding concerns in line with school procedures
- p. Ensure staff CPD requirements are met to support the visit aims and requirements.
- q. Understand that the duty of care expected of Visit Leaders is that of a reasonable, prudent, and careful teaching professional applying their professional judgment to the circumstances.

11. Staff. All staff involved in educational visits have a responsibility to ensure the safety and wellbeing of pupils and colleagues, and to understand how to prepare for and behave during visits. Staff must:

- a. Carry out any required risk assessments and work closely with the Visit Lead
- b. Communicate with parents as directed, and help ensure visits are inclusive of all pupils' needs
- c. Be vigilant about the health, safety, and welfare of themselves and others, and inform the Visit Lead if they suspect any risk to the welfare, health, or safety of pupils or staff
- d. Help manage pupil behaviour and maintain discipline as required during the visit

12. Trips and Lettings Officer

- a. Set up and manage visit accounts and maintain accurate financial records for all educational visits, in liaison with the Finance Office.
- b. Issue payment requests and correspondence to parents and receive, process, and record all payments and refunds, working in conjunction with the Finance Office.
- c. Liaise with approved third-party providers, tour operators, and transport companies regarding invoices, bookings, and payment schedules, ensuring payments align with agreed costings and budgets.
- d. Advise the Visit Leader and EVC on payment structures, deadlines, and financial viability.

- e. Monitor income and expenditure and raise concerns relating to late payments, shortfalls, cancellation charges, or financial risk with the Visit Leader and EVC, and escalate to the Finance Office as appropriate.
- f. Ensure compliance with school financial regulations, audit requirements, and data protection procedures.

13. **Parents.** By agreeing that pupils may take part in an educational visit, parents agree to:

- a. Provide accurate and up-to-date information as requested, including emergency contact details, medical and dietary information, and any additional needs that may affect participation.
- b. Sign and return consent forms and any other required documentation within the stated deadlines.
- c. Make payments in line with the agreed schedule and by the published deadlines.
- d. Provide valid travel documentation where required, including passport details, visas, European Health Insurance Card or UK Global Health Insurance Card information, if available.
- e. Where children are travelling on a non-UK passport it is the parent's responsibility to research any additional travel requirements and, where necessary, apply for visas.
- f. Give informed consent for pupils to travel outside of normal school hours, including overseas travel where applicable.
- g. Respond promptly to requests for information, consent, or payment to ensure the safe and effective organisation of the visit.
- h. Inform the school of any changes to medical, personal, or contact information prior to the visit.
- i. Be responsible for any additional costs arising from their child's actions, including excess baggage fees, damage to property due to inappropriate behaviour, or any other costs incurred as a result of their child's conduct.
- j. Acknowledge and agree that all cancellations, amendments, and refunds are subject to the terms and conditions of the appointed third-party travel provider. Parents understand that the school may assist in liaising with the travel provider where possible; however, the school accepts no responsibility or liability for any costs, losses, or non-refundable amounts incurred as a result of cancellation or changes.
- k. Read the insurance policy document (see point 52) before their child attends the visit and arrange their own insurance if the cover provided does not meet their requirements.
- l. Make every reasonable effort to attend any pre-visit briefing provided.
- m. Acknowledge that in some cases, it may be necessary for the School to prevent a pupil with challenging behaviour from attending a visit to protect their safety and the safety of others. Where this is the case, the School will endeavour to contact parents before the expression of interest letter and will often be communicated with parents during pastoral meetings.

14. **Volunteers**

- a. Volunteers, including parent volunteers, may be invited to support staff in supervising pupils on school visits. All volunteers must:
 - follow the directions of staff and the Visit Lead at all times
 - model appropriate behaviour, attend required briefings and act to safeguard pupil health, safety and welfare.
 - Maintain conduct in line with that set out in the Staff Code of Conduct

- b. Volunteers must never be placed in sole charge of pupils unless full safeguarding checks have been completed and the risk assessment supports this.
- c. Where more volunteers are available than required, the Visit Lead will select individuals fairly and transparently, taking into account the needs of pupils, the nature and risk level of the visit, the responsibility needs of the visit, and the volunteer's skills and previous experience. All potential volunteers must be referred to HR immediately once identified. HR will coordinate the required safer recruitment checks which may include the requirement to provide two satisfactory references and completion of DBS certification.
- d. For a one-off day visit where the volunteer will always be under direct supervision by a member of staff and will not undertake any regulated activity, full DBS and reference checks will not be required. This includes situations where the volunteer will never be left with pupils and is present only to support staff, not to supervise independently. In these circumstances the approved risk assessment must clearly demonstrate that the above conditions are met, and volunteers must be fully briefed and remain under continuous direct supervision. Notwithstanding the above, the school reserves the right to require references or a DBS check if, following the risk assessment, it is deemed necessary to ensure the safety of pupils.
- e. If a volunteer will attend an overnight visit, residential visit or any activity where there is a possibility that they may be left with pupils even briefly or will supervise without continuous direct oversight, this constitutes regulated activity. In these circumstances:
 - Full safer recruitment checks are mandatory including an enhanced DBS with barred list check and two satisfactory references.
 - The Visit Lead must factor the time needed for these checks into planning and must not confirm any volunteer until all vetting has been completed.
 - A volunteer may not participate if checks remain outstanding.
- f. Where a volunteer has not supported the school for a period of three months or longer, all checks must be repeated. A previous DBS or reference cannot be relied upon once the volunteer no longer meets the definition of regular engagement.
- g. All volunteers will receive an induction briefing on or before the day of the visit covering responsibilities, expected conduct, emergency procedures, communication arrangements, supervision expectations and how to raise concerns about pupil welfare.

15. Pupils. All pupils participating in educational visits are expected to uphold the standards set out in the School's Behaviour policy at all times, including those taking place away from home or overseas. Pupils must:

- a. Follow the instructions of Visit Leads and all staff throughout the visit
- b. Comply with all directions in the School rules and Behaviour Policy, including those relating to alcohol, smoking, vaping and drugs.
- c. Abide by School rules on the possession, carrying, using or distributing banned substances (either those prohibited by the BWS Behaviour Policy or illegal by local law). Any breach of these rules is strictly prohibited and will be treated as a serious breach of school rules.
- d. Declare all medication to staff and take any strictly as prescribed or directed by a medical professional.

- e. Understand that expectations regarding mobile phone use on educational visits may differ from the school's standard code of conduct. Pupils are required to comply with all instructions given by staff during the visit.
- f. Dress and behave appropriately and responsibly, taking into account the nature of the visit; when abroad, pupils must be sensitive to local codes, customs, and expectations
- g. Take age-appropriate responsibility for their own safety and the safety of others and report any concerns promptly to a member of staff or Visit Lead.
- h. Acknowledge and understand that serious breaches of the School Rules may result in immediate consequences. If the offence is deemed serious it may result in pupils being sent home, being banned from future visits, disallowed from taking part in excursions or activities whilst on the visit, and/or disciplinary action or exclusion in line with the School's Behaviour Policy.

STAFF SELECTION FOR EDUCATIONAL VISITS

16. When selecting staff for educational visits:

- a. Wherever possible, staff with relevant experience or expertise in the subject area or activity will be prioritised. For example, skiing visits should include staff who are competent skiers and/or have skiing qualifications, and language visits should include staff with linguistic skills or experience.
- b. The school recognises the importance of providing opportunities for a broad range of staff to gain experience in leading visits. Selection will balance expertise with fairness, ensuring that staff have the chance to participate in visits for professional development.
- c. To support staff wellbeing, maintain a sustainable workload and ensure curriculum delivery, the School will ensure that no individual is consistently overburdened with responsibilities for visits or placed under a higher-than-average expectation to be away from the classroom.
- d. Where volunteers are involved, the same principles of relevant experience, suitability, and safety apply.
- e. Visit staffing decisions are ultimately at the discretion of the Educational Visits Coordinator and/or Head. Designated visit leaders should ensure a balance between expertise, equity, and operational requirements. Consideration will also be given to the operational requirements of the school. Staff deployment will aim to minimise disruption to teaching and learning, ensuring that the educational provision for pupils remains effective while meeting the needs of the visit.

PROCEDURAL REQUIREMENTS AND PRACTICALITIES

17. **Outline Approval Decisions.** The decision on whether a visit will take place will be made against factors including:

- Timing in the school year and any potential scheduling clashes
- Educational purpose and value
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility
- Suitability of venue/provider
- Staffing capacity and expertise
- Age appropriateness of the visit

- Alignment with school priorities and curriculum
- Cost (including any potential cost to parents)
- Any other factors deemed appropriate and relevant

18. Visit Categories. The School operates with four categories of educational visits, each requiring escalating levels of risk management and sign-off:

Category	Routine	Overnight (UK)	Adventurous (UK)	Overseas
Definition	In the UK, not an adventurous activity, not an overnight stay	In the UK, with overnight stay, not adventurous	In the UK, involves an adventurous activity (regardless of overnight stay)	Abroad (regardless of adventurous activity or overnight stay)
Approval	EVC authorised to give outline approval	EVC and Head to give outline approval	EVC and Head to give outline approval	EVC and Head to give outline approval, calendar of overseas events to be approved by APH&S committee annually.

19. Overnight and Overseas Visits. Where a visit involves an overnight stay in the UK or abroad, additional measures should be put in place to protect and safeguard pupils. These should be in line with the BWS Safeguarding & Child Protection Policy and OEAP national guidance.

- Parents must ensure that all requested documentation is provided, including, but not limited to evidence of ETIAS or other visas, passport information and written consent. It is also the parental responsibility to ensure that this documentation is supplied in line with requested time frames, where this is not completed the School may need to remove the pupil from an activity.
- The visit lead must ensure that all permissions and medical forms are collected at least 1 month before departure. They should also check, via HR, that all adults, including volunteers, have appropriate safeguarding checks.
- The visit lead must meet with the Designated Safeguarding Lead prior to the date of the visit, to ensure all safeguarding requirements are met.
- Staff need for time off duty should be planned and clearly identified. Arrangements must be made for the handover of supervision responsibilities before and after any off-duty period. Expectations regarding whether off-duty staff are 'on-call' and able to respond to incidents must be agreed in advance. During residential visits, at least two designated members of staff must remain on-call and immediately contactable at all times. Responsibility for decision-making must be clearly allocated and communicated to all staff.
- Wherever possible, staff are to be accommodated in single rooms, with staff welfare and safeguarding considered when booking accommodation. If individual rooms cannot be provided, staff must be informed in advance that accommodation will be shared, allowing them to make an informed decision regarding participation

20. Adventurous Activities. Educational visits in the UK that involve adventurous activities, whether or not they include an overnight stay, should be recorded as 'Adventurous Activity'.

- a. Activities regulated under the Adventure Activities Licensing Authority (AALA) scheme- including caving, climbing (except on artificial walls), trekking (including pony trekking, off-road cycling, off-piste skiing), and certain water sports- must only be delivered by appropriately licensed providers.
- b. Other adventurous activities not requiring an AALA licence (e.g., ropes courses, indoor climbing, archery) should be delivered by providers holding recognised accreditation, such as Adventuremark or the Learning Outside the Classroom (LOtC) Quality Badge.
- c. Such activities may be arranged through, or with the support of, a specialist provider. Suitably qualified and experienced school staff may organise and lead adventurous visits with the EVC and Head's approval, provided they have the necessary skills and competence.
- d. Visit Leaders must ensure that all adventurous activities are carried out safely by competent staff or accredited providers.

21. Submission Deadlines and Efficiency

- a. Timely submission of visit proposals to EVOLVE is essential to ensure that all necessary checks, approvals, and risk assessments can be completed effectively. Early submission allows sufficient time for the EVC, Head, and Governors (where required) to review documentation, confirm staffing, and address any logistical or safeguarding considerations. Efficient processing of visit documentation supports the smooth running of visits, reduces last-minute pressures on staff, and helps maintain the high standards of safety and organisation expected.
- b. Notice should be given in reference to the below table. These are minimum time requirements, and staff are strongly encouraged to complete tasks well in advance of these deadlines wherever possible to allow for smooth planning and approval processes. Exceptions to the timeline below include visits where the date is not known in advance (e.g. competition stages) or where dates are dependent on external provider timelines. These visits will be considered on an individual basis.

Type of Visit	Entered on EVOLVE	Risk Assessment Completed	Student Safeguarding Completed	Meeting with DSL	Everything ready for final sign-off
Routine Visit	10 weeks before, and by the last day before the previous half term (i.e. October half term for Spring term visits)	2 weeks before	2 weeks before	N/A	2 weeks before
Adventurous UK (not overnight)	10 weeks before, and by the last day before the previous half term (i.e. October half term for Spring term visits)	3 weeks before	2 weeks before	N/A	2 weeks before
Overnight UK (either adventurous or not)	6 months before the visit.	4 weeks before	2 weeks before	2 weeks before	2 weeks before
Overseas	2 full terms (i.e. Autumn and Spring) or a minimum of 8 months before visit	2 months before	4 weeks before	4 weeks before	2 weeks before

23. The EVOLVE Process- Final Approval. Once outline approval has been granted, the Visit Leader must continue to develop and finalise the visit details in EVOLVE, in line with the timelines outlined in section 21. This will typically include:

- a. Working with the Trips & Lettings Officer to issue information letters and payment requests to parents.
- b. Discussing and promoting the visit with relevant pupils.
- c. Collecting up-to-date medical, pastoral, and safeguarding information for all participants.
- d. Consulting with the Pastoral Offices and the DSL so that pastoral staff can monitor specific pupils' ongoing suitability to participate in a trip during its preparation stages.
- e. For overseas visits, obtaining valid travel documentation from parents, including passport details, visas, and European Health Insurance Card or UK Global Health Insurance Card information, where applicable.
- f. Completing all required risk assessments, including pupil-specific safeguarding risk assessments.
- g. Confirming detailed itineraries and travel arrangements with third-party providers.
- h. Attending a meeting with the Designated Safeguarding Lead prior to residential or overseas visits to discuss planned safeguarding provision, and any pupils requiring heightened safeguarding or pastoral provision. The safeguarding list must be re-checked by the Trip Leader shortly prior to departure to ensure that there are no new safeguarding or pastoral developments that trip staff should be aware of.

24. Visit emergency pack

- a. The Visit Leader, or another designated member of staff, should carry an emergency pack at all times.
- b. Each pack must contain, as a minimum, up-to-date pupil and staff emergency contact details, relevant medical information, and any individual care plans or risk assessments.
- c. All medical and emergency contact information should be taken from the visit folders, containing up-to-date details provided by parents during visit registration. Pastoral and safeguarding information should be obtained from the Pastoral Office and Head of Year.
- d. The emergency pack must be treated as confidential information and handled according to the requirements of the Data Protection Policy.

25. Staff Supervision Ratios. Unless a visit is operating under National Governing Body ratios (as is often the case for adventurous activities), there are no legal requirements for adult-to-pupil supervision ratios on educational visits. However, taking into account OEAP National Guidance and other relevant guidance, this Policy stipulates the following ratios should be adhered to unless the EVC or Head gives case-specific consent to operate outside them:

- a. For mixed pupil groups on overnight visits, at least one male and one female supervising adult must be present.
- b. Minimum staffing ratios:
 - Routine visits: 1:20
 - UK residential visits: 1:15
 - Overseas visits: 1:10
- c. Staffing levels for all visits must be sufficient to meet the needs of pupils, the type and duration of the visit, and any associated risks. Above ratios are set to ensure safe and effective supervision, but the school may deploy additional staff where necessary to address specific requirements, maintain pupil safety, and support the smooth running of the

visit. Any deviation from standard ratios or additional staffing arrangements must be approved in advance by the EVC or Head.

RISK ASSESSMENT

26. Risk assessment. Risk assessment and risk management are statutory requirements. For educational visits this involves the examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to minimise, by taking reasonable precautions, the risk of anybody being hurt or becoming ill. The control measures must be understood by those involved. Risk assessments must explicitly cover how any special educational needs and medical needs are to be addressed.

- a. The risk assessment should be carried out using the school's risk assessment templates on EVOLVE and approved by the EVC. Existing risk assessments or those provided by the destination may be used to support this process, but the Visit Leader is responsible for ensuring the assessment is relevant to their specific visit.
- b. Risk assessments should follow the principle of risk-benefit assessment: while it may not be possible to make an activity completely risk-free, risks should be managed to a level that allows learning outcomes to be maximised while maintaining an acceptable level of residual risk. Visit Leaders are responsible for considering:
 - Activities to be undertaken and associated risks
 - Specific medical issues and allergies for staff and pupils
 - The behaviour of pupils
 - Weather or similar hazards
 - Crossing roads, rivers, railways etc
 - The role of additional support on the visit
 - Transport to and from the destination
 - Group management decisions
 - Residential practicalities such as rooming
- c. The risk assessment should serve all pupils' needs, whether for the purposes of general safeguarding provision, or a more targeted safeguarding requirement, e.g. pastoral, medical, dietary, SEND reasons. This list is not exhaustive. Any heightened risks resulting from those individual needs should be identified for the purpose of a thorough risk assessment, and the risk assessment must provide for the mitigation of those risks at any point that those needs might/will arise.
- d. In the interest of staff safety, the RA should provide for mitigation of staff risk and staff should avoid situations where they could be compromised in their dealings with pupils.

27. Dynamic Risk Assessments. The School recognises that activities and opportunities may arise during an educational visit which have not been previously accounted for during planning. Where there is an unexpected event, which is not, or cannot, be served by the pre-planned risk assessment, it will be down to the expertise and experience of staff on the trip to either make an immediate decision, or for the Trip Leader or the staff group as a whole to identify the safest solution within the bounds of available resources.

- a. Decisions will be justifiable and put pupils' safety and welfare first, and accompanying staff are trusted to make those decisions.

- b. Advice from the nominated LT link associated with the visit may also be sought, as well as third party specialist input. Where there is insufficient expertise for the risk assessment to be undertaken the activity is not to be completed.
- c. Dynamic risk assessments should be carried out continuously by all staff during educational visits. They are not usually written in real time, but any significant changes to the original risk assessment, control measures, emergencies, or any newly identified hazards should be recorded. For example, updates can be handwritten on the risk assessment or noted in the visit evaluation form.
- d. Recorded updates should then be made available to the EVC to support future visits and staff planning.

SAFEGUARDING ON EDUCATIONAL VISITS

28. All safeguarding incidents and concerns must be managed in accordance with the School's Safeguarding and Child Protection Policy. Key safeguarding measures for educational visits:

- a. Early safeguarding planning: Child safeguarding should be considered from the start of the visit, including assessing the suitability of venues and providers. For visits with external providers, the Visit Leader should:
 - Obtain information about the venue, including health, safety, accessibility, and supervision arrangements.
 - Confirm that the provider has appropriate safeguarding policies and first aid provision.
 - Conduct a pre-visit conversation or call with the provider to clarify any questions regarding logistics, facilities, and safeguarding arrangements and incorporate any information obtained into the visit risk assessment.
- b. The Trip Leader is responsible for distribution of the risk assessment to the staff team, ensuring that operating procedures are agreed amongst the staff group and that all staff feel comfortable with those agreed processes and procedures. The Trip Leader must provide opportunities throughout the trip for staff to share concerns and encourage them to do so.
- c. Throughout the visit, staff must maintain professional boundaries with pupils in accordance with the School's Code of Conduct, ensuring their behaviour cannot be interpreted as seeking to establish inappropriate relationships or friendships.
- d. **Residential arrangements.** Sleeping and supervision arrangements should prioritise child protection and take account of individual needs. Sleeping arrangements must be planned carefully to ensure pupil safety and maintain professional boundaries. In performing their safeguarding duties, any member of staff, male or female, can knock on pupils' doors and enter their room. Unless it is an emergency, staff should knock and wait outside the room and then seek confirmation from pupils that they are decently attired before entering. Under normal circumstances and where it is possible and practical, two members of staff should be present (whether female or male) when entering pupils' rooms.
- e. Staff shall not enter bathrooms or shower facilities used by pupils except where required in a safeguarding or other emergency situation.
- f. Any physical contact between staff and pupils must be necessary, proportionate, and undertaken solely for legitimate purposes, such as the administration of first aid.

- g. In the evenings and overnight, a minimum of two members of staff, in mixed pupil groups this must be one male and one female, will be on duty for the group as a whole, to provide for a 1:30 staff: pupil ratio. One of these staff members should have possession of the duty phone.
- h. Pupils must be told how they can seek assistance from duty staff during the night. Where support is required, they should either ring the duty mobile number or knock on the duty staff member's door. In providing assistance to a pupil or pupils at night, duty staff will determine the urgency, staffing and overall response required. Staff decisions will be justifiable and put pupils' safety and welfare first, and staff will escalate and seek advice from the DSL or a member of LT where required.
- i. Staff must conduct themselves in accordance with the Staff Code of Conduct at all times in their behaviour, communications, and interactions with pupils, including in the provision of support and supervision. Compliance with the Staff Code of Conduct is mandatory and forms part of the requirements of this policy.
- j. Staff must not use drugs or alcohol while supervising pupils. Smoking and vaping are strongly discouraged and must only occur out of view of pupils.
- k. **Incident reporting.** Any member of staff who feels uncomfortable with any aspect of safeguarding provision during a trip must share their concerns with the Trip Leader. If that is not possible, or in the event that those concerns remain despite being reported, the DSL or another member of the Leadership Team must be contacted. Any immediate risk to safety should be reported to social services or the police if necessary. The DSL must be notified as soon as possible of any referral.
- l. Staff should maintain a contemporaneous record of their responses to pupils' pastoral or safeguarding needs. This ensures reliable and accurate record-keeping, including the incident, the response and the rationale behind their decision-making. Any safeguarding disclosures should be reported to the DSL immediately, or as soon as is practically possible.
- m. External provider safeguarding arrangements must be compliant with KCSIE and BWS Child Protection and Safeguarding Policy. Where relevant, these must be reviewed in advance.

INCLUSION, SEND AND PUPIL PREMIUM

29. In accordance with the Equality Act 2010, we believe that all pupils should be allowed to participate fully in school visits. The trip leader should make reasonable adjustments, if required, to ensure all pupils can attend.

30. **SEND and Medical Needs.** Pupils with disabilities, Education, Health and Care (EHC) plans, or other specific needs (including medical conditions and allergies) should receive the same level of support available during the school day where necessary for their participation in activities. Staff should consult with the SENDCo to ensure measures are put in place to support all pupils with SEND who are attending an EV.

- a. Visit programmes may be adjusted as necessary, in consultation with parents, to provide reasonable adjustments such as additional support staff, adapted itineraries, or other measures.
- b. Additional risk assessments may be carried out to ensure the safety of SEND pupils.

31. **Financial Assistance.** Pupils in receipt of Free School Meals may be eligible for partial financial assistance for curriculum-enhancing trips. Parents should contact the Finance Team

at finance@bishopwordsworths.org.uk to apply. Financial assistance is not available for trips that are not curriculum related.

PUPIL WELLBEING

32. Staff should be alert to signs of distress or homesickness, particularly on residential visits. Pupils will be supported with empathy and reassurance. Contact with home can be arranged where necessary and practicable. All supervising staff will be briefed on the pastoral needs of pupils in their care and how to respond appropriately.

PUPIL SELECTION FOR EDUCATIONAL VISITS

33. In the case of oversubscription, the following procedure will be applied to pupil selection.

- a. Pupils who have already attended another recreational, non-curriculum visit in the academic year will be given lower priority, so that others who have not yet participated can take part.
- b. Pupils eligible for Pupil Premium funding will be given priority to ensure access to enrichment opportunities.

34. Reserve List and Allocation of Additional Places.

- a. If a pupil is unable to attend a visit, or additional spaces become available after the initial selection process, these places will be offered from a reserve list.
- b. Pupils on the reserve list will be prioritised using the pupil selection in section 33. If pupils meet the criteria, spaces will be allocated through a random impartial process to ensure fairness.
- c. Parents of pupils on the reserve list will be informed promptly if a place becomes available, along with a clear deadline to confirm acceptance.

COMMUNICATION AND CONSENT

35. The School will contact the parents of pupils in advance of the proposed date of the visit. Communication will generally be via email and information provided will include the date, travel times, destination, purpose of the visit, and any costs associated. The School will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Clothing and equipment requirements, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

36. For residential and overseas visits a parent briefing will be given to parents. This is likely to cover the following information:

- Visit plans and arrangements
- Itinerary
- Accommodation details
- Names and roles of staff attending
- Communication plan
- Sleeping and rooming arrangements

- Pastoral and SEND support
- Confirmation of medical and dietary needs
- Behaviour expectations
- Q&A opportunities

37. Communication with Pupils. To support safe and effective communication during educational visits, particularly in emergencies or during periods of pupil independence (e.g. free time on residential), the following protocol must be followed:

- Pupils should be provided with the Trip Leader's duty mobile number for emergencies during the trip. They should also have access to an MS Teams Team which is set up for the purpose of the trip. Trip Leaders should ensure that this is accessible to pupils while abroad by contacting the ICT team prior to departure.
- Staff may collect the personal mobile numbers of pupils in their designated group for emergency use only. These numbers must be recorded on paper and kept securely by the staff member for the duration of the visit.
- All routine communication with pupils should be made using the designated school mobile phone provided for the visit.
- Staff must not share their personal mobile numbers with pupils under any circumstances.
- The paper record of pupil mobile numbers must be handled according to the Data Protection Policy.

38. Travel Updates.

- Upon return from an EV outside of normal school hours, pupils will be asked to contact their parents with an expected arrival time. If pupils do not have access to a phone, they should inform a staff member, who can make contact on their behalf.
- In the case of significant delay, travel disruption or route change, the school office or senior member of staff will notify parents and provide updates.

39. Communication with School in Emergencies. In the case of an emergency, where a member of staff must contact the School the following procedures apply

- During school hours the visit leader or supervising adult will contact the school office.
- Outside school hours the visit leader will contact the designated member of LT or the DSL if the situation involves a safeguarding concern.
- Emergency contacts must be agreed during the planning stage, before outline approval is granted on EVOLVE.
- The school office or designated emergency contact will notify parents as required and provide updates regarding:
 - Changes to plans
 - Visit cancellations
 - Alternative travel arrangements

EMERGENCY PROCEDURES AND INCIDENT REPORTING

40. In the event of serious injury or event, the Schools Major Incident Plan is to be followed and should be initiated by the designated member of LT, Head or EVC. Emergency planning should cover:

- a. Serious and unexpected risks
- b. Serious and life-threatening injuries
- c. Individuals going missing
- d. Serious breaches of safeguarding expectations

41. The visit leader must be familiar with these plans for each visit, and they should follow the Emergency Action Flow Chart on EVOLVE Go.

42. **Medical Treatment.** In the event of a serious medical emergency, staff will contact emergency services immediately and inform the school and the pupil's parents as soon as possible. A senior staff member at school will coordinate communication and support.

43. **Hospital Treatment.** If a pupil requires hospital treatment, a member of staff will accompany them and remain until either a parent arrives, or suitable repatriation plan is developed by a member of LT. All medical incidents must be recorded and reported in line with the school's accident and incident reporting procedures.

44. **Missing Pupil Procedure.** If a pupil is unaccounted for the visit leader will search the area while another staff member supervises the remaining pupils. If the pupil cannot be located, the visit leader will:

- Contact the school office or emergency contact, who will notify parents
- Contact the police, providing all relevant information
- Stay with the pupil when found to provide comfort until such a point that there is satisfaction by both parties of on-going safety

45. **Incident Reporting.** Smaller incidents, accidents, or near misses that do not require external reporting must still be recorded in the visit reflection section on EVOLVE, including:

- Steps to prevent recurrence
- Guidance for future planning

46. **Visit Evaluation.** All visits must be evaluated using the Post Visit Evaluation section on EVOLVE, no later than 2 weeks after the visit ends. This evaluation helps assess whether planning was effective and ensures lessons are learned from any incidents or challenges.

TRANSPORT

47. The Visit Leader will ensure that pupils and staff are transported safely and efficiently, with appropriate first aid provision on board. In some instances, sixth form students may be able to arrange their own travel, with parent permission.

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

- b. The Visit Leader will ensure adequate staff supervision and ratios when travelling are addressed in the risk assessment. Staff competent in first aid will be present on all transport where possible.

48. Driver and Vehicle Safety

- a. Drivers using personal vehicles to transport pupils on a visit are responsible for ensuring that they have the appropriate license and that their vehicle is roadworthy and insured.
- b. Any external transport providers (coaches, minibuses, ferries, airlines, etc.) may be vetted before use. Only reputable providers who meet the school's safety standards will be used.

49. School Minibus Use for Educational Visits

- a. The School will ensure that all school minibus drivers have been familiarised with driving the minibuses and internally assessed to be competent. As part of the training the driver will be required to provide their licence details for checking.
- b. A visit leader must book a vehicle by contacting Reception or the relevant person, who will confirm this via 'Room Booker'.
- c. On the day of the visit, the driver must conduct a Journey Safety Check Form for each minibus. This should be stored in the windscreen of the vehicle for the duration of the journey and must be completed and returned to reception or the relevant person at the conclusion of the visit.
- d. The visit lead must arrange to collect and return the minibus key(s) from reception.
- e. On routine visits a single member of staff can accompany pupils as driver without an additional adult. This must be justified in the visit risk assessment, considering pupil needs, route, and emergency arrangements.

50. First Aid

- a. Each vehicle must carry at least one first aid kit. The visit leader is responsible for ensuring that appropriate first aid provision is in place for the journey, including when using a school minibus. First aid equipment should be collected from reception prior to departure.
- b. While there is no minimum requirement for the number of qualified first aiders on a routine visit, first aid provision will be determined through a suitable and sufficient risk assessment. This should consider the nature of the activity, group size, duration, location, and any specific medical needs, to ensure an appropriate level of first aid competence is available at all times.
- c. Higher-risk visits (e.g., overseas visits, adventurous activities, or where emergency access is delayed) should include at least one suitably trained first aider among the supervising staff.

51. Finance and Contingency. All school visits must have comprehensive financial planning, which must be approved at the outline approval stage on EVOLVE. Planning should consider all potential costs, including but not limited to:

- Venue hire and excursion fees
- Transport (including any additional charges, transfers, or fuel costs)
- Accommodation costs
- Tickets for activities or attractions

- Fees for third-party providers
 - Cover costs, including staffing requirements
 - Pupil and staff meals
 - Any other anticipated costs specific to the visit
- a. It is the responsibility of the visit leader to ensure all costs are clearly accounted for, that the visit remains financially viable, and that insurance coverage is appropriate for the planned activities. Visits which are not meeting the financial requirements may be cancelled at the discretion of the Head, Bursar, EVC and/or APH&S committee.
 - b. All visits must include a contingency fund to cover unexpected costs, such as last-minute transport changes, additional tickets, or emergency requirements. This should be determined in consultation with the Trips and Lettings Officer. The contingency should be clearly included in the costing sheet submitted to EVOLVE.

52. Insurance and Liability.

- a. The School will ensure that adequate insurance is in place for all visits, including, but not limited to cancellation insurance for contracts with external providers, travel insurance, and accident and medical cover.
- b. Parents will be sent a link to the visit provider's insurance details in the trip letter.
- c. The School Insurance Certificates are available on the school website, including overseas travel insurance.
- d. Any additional insurance that parents may need to purchase will be detailed in the initial trips letter.
- e. If a child is unable to attend a visit for medical reasons, it is important that parents obtain a medical letter from the doctor to support any insurance application.
- f. Where a pupil is unable to attend due to illness or injury, the School shall, where appropriate and upon receipt of the required supporting documentation, act on behalf of the parent/carer to submit a claim to the relevant insurer or service provider. The School does not guarantee a full or partial refund, as the acceptance, assessment, and value of any claim are determined by the terms, conditions, and refund procedures of the insurer and/or service provider.
- g. Personal items are not covered under the school's visit insurance unless specifically stated. Parents may wish to arrange separate cover for high-value items. Responsibility for the care and security of personal property rests with the pupil at all times. The School shall not reimburse pupils or families for lost, stolen, or damaged property.

53. Procedure for Accounts and Handling of Funds. All financial transactions related to school visits must be clearly recorded and auditable. This includes:

- a. Receipts and payments: All income and expenditure must be supported by appropriate receipts or documentation and supplied to the finance department in a timely manner.
- b. Refunds for pupil withdrawal will be handled in line with the charges and remissions policy.
- c. Irrecoverable costs: In cases where a pupil's behaviour during the visit creates additional costs or risks, or where costs cannot be recovered following withdrawal, the school reserves the right to withhold sufficient funds to cover any losses incurred on that pupil's behalf.

54. **Fundraising.** Fundraising may be used to support educational visits but must be planned and communicated carefully to ensure transparency and fairness. Where there is a shortage of funding for a visit, the school may organise fundraising activities to cover the gap.

55. Use of Funds.

- a. Fundraising may take place before the visit, but only if the purpose is clearly defined and communicated to parents. Fundraising must not be used to cover any essential costs, such as travel, accommodation, insurance, or compulsory activities. If the visit is dependent on meeting a fundraising target, contingency plans must be in place in case the target is not met.
- b. Fundraising may be used to fund additional extras on the visit (e.g. enhanced activities, souvenirs, or enrichment experiences). These must be described as optional enhancements and must not be included in the core visit costings.

56. **Surplus Funds.** If fundraising efforts exceed the required amount surplus funds may be retained to support future educational visits or enrichment opportunities, ensuring continued benefit to pupils across the school. All fundraising activities must comply with the school's financial procedures and be approved by the Head and EVC.

57. Charging and Affordability

- a. The school applies its charges and remissions policy to all visits. Parents will not be required to pay for education visits which are part of the National Curriculum, a syllabus for a prescribed public examination, or religious education. Refer to the Charges and Remissions policy for full details.
- b. Where necessary, the School may ask for a voluntary contribution to the costs of educational visits, but this will not affect a pupil's ability to take part in the educational visit.
- c. The School seeks to balance value for money for parents and pupils with the quality and educational purpose of visits. Wherever possible, the school will identify cost-effective provision and consider the use of the closest suitable locations where educational aims can be met without compromising outcomes.

58. **Review.** This policy will be reviewed annually by the APH&S Committee. Should there be any change in legislation or guidance these will be assumed to apply to this policy.

13th April 2026	Policy adopted and 'Outdoor Educational Activities' removed from Health & Safety Policy (Annex C), 'Off-site Activities' removed from Health & Safety Policy (Annex D).
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