



CUNDALL MANOR SCHOOL

EDUCATIONAL VISITS
POLICY
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Introduction

Cundall Manor School seeks to encourage educational visits, off-site and residential activities, as part of both the curricular and extra-curricular programmes. There are a wide range of tangible and intangible benefits from such activities including improving knowledge and experience, increasing individual awareness, confidence and abilities as well as fostering teamwork and developing leadership potential. However, we must put in place a common and agreed system to ensure that such activities are managed safely and successfully. This should not be seen as a bar to undertaking such visits or as a threat to professional competence but as an aid to ensure beneficial outcomes. As long as we follow 'current best practice' in undertaking such activities, we will discharge our responsibilities, especially our duty of care, to our pupils and colleagues in a positive and effective way.

The starting point for planning and executing any such activity must be the current Health and Safety guidelines. The system is built on the Department for Education document 'Health and safety: responsibilities and duties for schools'¹, and the Health & Safety Executive's document 'School trips and outdoor learning activities'².

Overall responsibility for Health and Safety ultimately rests with the employer, but all employees have responsibilities as well to:

- Take reasonable care of their own and others' health and safety;
- Cooperate with their employers;
- Carry out activities in accordance with training and instructions;
- Inform the employer of any serious risk.

The purpose of the Cundall Manor School Educational Visits Policy is to define policy in the light of current best practice, to manage the risks associated with the wide range of activities undertaken by Cundall Manor School and to audit the management steps to ensure that required standards are achieved.

This policy follows current professional practice within Cundall Manor School and merely pulls together what is already being done into a unified system which can be monitored by the Educational Visits Coordinator, the Director of Outdoor Activities and the Outdoor Residential Coordinator. This formal recognition of these different roles helps Cundall Manor School fulfil its Health and Safety obligations in the area of off-site visits by ensuring Cundall Manor School guidelines are clearly stated and enforced. It is also essential that these guidelines are subject to review, both in the light of internal experience but also through the experience of the wider community and society as a whole. The system is partly controlled by legislation but also relies heavily on Common Law, which is therefore subject to update and change in the light of legal decisions. It is therefore essential that staff regularly check their responsibilities and methods, and attend refresher CPD in order to conform to these guidelines.

Trip Categories

Off-site activities fall into six categories, which will require different responses:

Category	Type	Definition
A	Regular 'Short Distance' Day	Sports matches, visiting off-site training facilities (including theatre rehearsals), which are school led.
B	Irregular and Longer Distance Day	Trips within the UK, e.g. one day educational visits, which are usually school led.

C	Residential Trips	Trips within the UK, e.g. Geography field courses, outward bounds, which are using licensed or other providers.
D	Residential Trips	Trips within the UK, e.g. Geography field courses, D of E expeditions, which are school led.
E	Residential Trips Abroad	Sports tours, trekking trips, etc. which are using licensed or other providers.
F	Residential Trips Abroad	Sports tours, trekking trips, etc. which are school led.

School-led means the activity is totally organised, undertaken and completed by Cundall Manor School. Therefore the organiser is immediately responsible for the safe supervision of the pupils and the activity. These trips may contain an Adventure element, which will need particular attention in the risk assessment.

In most cases, those trips that fall into category A will not need the involvement of the Educational Visits Coordinator on each occasion, although at the start of each term there should be a review of the health and safety issues concerning all the trips. Staff involved in such trips should be trained in the basic management issues, and be familiar with the relevant elements of these guidelines. Current best practice suggests that parental consent will not be required for sports fixtures separately as long as it is laid down in published documents that pupils will be expected to take part in these as part of their studies or routine activities.

Staff are required to follow the following procedure, incorporating the Trip Planning Checklist and the Risk Assessment Checklist.

Trip or Activity Planning & Risk Assessment

The following information is available on the school intranet for all staff to work through when planning a trip or activity

As soon as trip/activity is conceived

- Assess the cost and feasibility; discuss with Head of Department or Assistant Head. For residential trips, discuss with the Head.
- Put date in school calendar by emailing the Events Officer, or entering the event directly on the Cundall App if you are able to do so.
- If there will be a cost to pupils or the school, obtain a purchase order number from the Accounts Department, then fill in and submit to them a Visit Expenditure Form (this will need to be downloaded in order for you to edit it).

Once consent has been obtained from school

- If required, send a consent letter out to parents. This must be approved by the Head before being sent out from the office.
- If your event is a residential trip involving a few nights away, particularly abroad, arrange an information evening with parents.
- If a minibus or coach is required, email with a Transport Request.

Providing information

- If pupils are going to be out of school or otherwise unavailable for other activities, ensure that their names are listed on the app (under the "More Information" section), or that it is explicit which form(s)/year group(s) are involved.

Risk assessment and mitigation

- If your event is a trip, or if you are booking catering, be aware of the medical needs of all pupils by consulting the CMS Trip Report available on Schoolbase (Pupil Finder → Select the pupils concerned → Lists and Reports → CMS Trip Report → Generate Report). If going on a trip, this report will need to be printed out and taken with you.
- If your event involves a visitor coming to the school, fill in a Visiting Speaker Form for anyone who will be speaking to pupils, or a Visitor to School Form if your visitor will not be speaking to pupils. Print out and submit the form to the Head's PA for approval.
- At the latest two weeks before the event, risk assess the event, using any relevant risk assessment forms from the following list.

For events taking place in school:

00 - On-Site Activity

For **all** trips:

01 - All Visits Risk Assessment

For transport:

02 - Minibus (applies to any large self-drive vehicle)

03 - Coach (applies to any large vehicle driven by a hired driver)

04 - Private vehicle

05 - Public transport (including flights and ferries)

06 - Travelling on foot

Any others that may apply from:

07 - Camping

08 - Canoeing and Kayaking

09 - Coastal locations

10 - Cycling

11 - D of E expeditions remote supervision

12 - Exchange visits

13 - Farm visits

14 - Go-karting

15 - Gorge or stream scrambling

16 - Improvised rafting

17 - Orienteering event

18 - Orienteering led by establishment

19 - Outdoor problem solving

20 - Overseas expeditions and fieldwork

21 - Paddling in the sea

22 - Proximity to inland water

23 - Residential accommodation

24 - Rock climbing

25 - Snowsports

26 - Sports matches

27 - Swimming

28 - Theme parks and leisure facilities

29 - Use of external providers and tour operators

30 - Walks in remote terrain

For anything not covered by the above:

31 – Specific Risk Assessment

For concerns about a specific pupil:

32 – Specific Pupil Risk Assessment

If the organisation being visited has its own risk assessment, please [email this to the Educational Visits Coordinator](#), who will collate all the risk assessments and return them to you for signing.

Catering

Book any catering required with the Catering Manager.

Selecting Pupils

For most trips, Cundall Manor School embraces a policy of inclusion for all pupils. It is usual for all pupils to be given access to all trips unless there is a special case for a restriction. Such restrictions could include:

- Physical fitness for major expeditions (India, Canada for example) ;
- Need to go on the trip (Geography / Biology Field study);
- Pupil ban resulting from misbehaviour on previous trips ;
- Suspension / exclusion of pupil prior to trip (Headmaster to discuss this with parents before decision is finalised).

If a pupil cannot join the trip due to financial reasons, the school should look favourably on this and wherever possible, assist with the cost of the trip. This money should come from any profit made on previous trips.

In the case where the Leader feels uncomfortable with the medical condition of a pupil applying for a place on a trip, the leader should discuss this with the Headmaster and parents. The school retains the right to ask for a doctor's letter stating fitness to travel in extreme cases.

If any pupil is considered a concern because of his/her behaviour or particular need, he/she must be assessed using the Specific Pupil Risk Assessment before making the decision about whether he/she should be allowed on the trip. If the trip informs an area of the curriculum, the pupil must be supported in acquiring the knowledge/skills in other ways.

Information Letters & Parental Consent Forms

Parental consent should be sought for any trip, and a letter should be sent out including details of the timing, location, nature and cost of the trip, as well as detailing the activities so that parents have the opportunity to inform the school if there are any concerns about their child's participation. The school should ensure that the signatory of the letter giving consent is an adult with parental responsibility for the pupil. The leader should keep copies of all consent forms until the trip is completed. It should be noted here that any pre-existing or known condition may not be covered by the school's insurance and should be discussed with the Bursar.

Finance

The group leader should ensure that parents have early written information about the costs of the visit, how much will come from school funds, and how much each parent will be charged or asked to contribute. Parents

should be given enough time to prepare financially for the visit. It may be useful to break the costs down into subheads such as travel, hostel, meals etc.

Insurance

The school has an insurance policy which covers all trips. It may be necessary to speak to the insurers via the Bursar if a trip category F (school led residential trips abroad) requires some uncommon practices (i.e. glacier walking for example).

Volunteer Helpers

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents, volunteers or staff spouses may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group. Anyone who has not had a criminal conviction check should not be left in sole charge of pupils.

The group leader needs to be clear about procedures for vetting volunteers who wish to be supervisors or drivers, in particular for residential visits. The suitability of potential supervisors should be assessed by the group leader and the head teacher at an early stage of the planning process. Where there is any doubt about suitability further investigations should be made and if any doubt remains the adult should not be allowed to help supervise the visit. Similar considerations should be made for adults who have no supervisory role but who wish to take part in the visit.

Volunteers should be carefully vetted by the school before they are permitted to drive pupils in their car. The driver is responsible for making sure that pupils have a seat belt and use it at all times. Vehicles without seat belts should not be used.

Head teachers or group leaders who wish to use parents, volunteers or other pupils to help transport pupils in their own cars, must ensure that they are aware of their legal responsibility for the safety of the pupils in their cars. Parents' agreement should be sought (on the consent form) for their children to be carried in other parents' cars. It is important that parents driving pupils are not put in a position where they are alone with a pupil, unless that parent has had a DBS check via the school. The group leader should arrange a central dropping point for all pupils rather than individual home drops.

List 99 checks should be carried out on volunteers and staff employed by contractors who will have regular contact with children and young people attending the school or college either on or off the premises.

Non-teacher adults on the visit should be clear about their roles and responsibilities during the visit. Non-teacher adults acting as supervisors must:

- do their best to ensure the health and safety of everyone in the group;
- not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the group leader and teacher supervisors and help with control and discipline; speak to the group leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit.

Expectations, Rules and Arrangements for Pupils

During a school outing, pupils participating on a school visit are expected to follow a code of conduct for behaviour. Pupils must be made aware of these codes before departure, and reminded of their content if needed during the trip.

For a day trip, the code of conduct should be specified to the pupils verbally by the trip leader before departure.

For a trip overnight, a written code of conduct, along with a disciplinary procedure, should be made available to parents. It is good practice to specify in the written code of conduct that should a situation arise where a student needs to be returned to his/her parents, the trip will still be charged to them.

Transport

When organising transport the trip organiser should ensure that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit. In practice the Business Manager's office will normally carry out these checks. The **driver** is responsible for the vehicle during the visit.

Information is contained within the various transport risk assessments on:

- passenger restraints
- supervision within vehicles
- supervision during breaks in the journey
- contingency plans
- road safety
- booking transport
- embarking and disembarking
- driving times
- safety in the event of an accident or breakdown
- travel sickness
- roadworthiness of private cars

Residential and Adventurous Activities

When planning to use adventure activity facilities offered by a commercial company or by a local authority the group leader should follow the policy of the school and check:

- whether the provider is legally required to hold a licence for the activities it offers and, if so,
- that the provider actually holds a licence.

Over 900 providers currently hold a licence. The relevant legislation is the Activity Centres (Young Persons' Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 1996³.

The Outdoor Residential Coordinator will make themselves aware of current legislation and will be able to advise on finding out the relevant information about an organisation. He also organises the whole year group outward bound weekends each year.

The Director of Outdoor Activities has overall supervision of, and knowledge of current best practice for, Duke of Edinburgh expeditions and a range of other adventurous trips.

Trips Overseas

Using a Tour Operator / ATOL

Before using a tour operator group leaders should ensure it is reputable, and it is strongly preferable for any package offered to be ATOL protected. Ascertaining this should form part of the risk assessment.

The majority of UK tour operators are required to hold an ATOL [Air Travel Organisers' Licensing] licence, without which they may not legally sell air travel, either individually or as part of a package. ATOL-licensed firms will have had their business practices inspected by the Civil Aviation Authority, and will provide refunds to travellers affected by any event which causes the airline to be unable to provide travel for its customers, and to arrange for flights (in addition to accommodation and other items which may be included in a package holiday) to return home those already abroad at the time.

A travel agent does not need to be an ATOL holder if acting only as an agent of an ATOL holder. But if so the group leader must check whether or not the whole package being supplied is covered by the ATOL. If it is not, the organiser must show evidence of other forms of security to provide for the refund of advance payments and the costs of repatriation in the event of insolvency.

Package organisers have responsibilities under The Package Travel and Linked Travel Arrangements Regulations 2018. These regulations apply to packages sold or offered for sale in the UK. Most package arrangements come within scope of the regulations unless they are 'occasional' or part of an educational course programme as compared with a leisure activity such as skiing. Leaders organising such trips should make themselves aware of the guarantees and assistance offered under the terms of these regulations.

The Health and Safety Executive gives further details about using tour operators for educational trips at <http://www.hse.gov.uk/education/visits.htm>

Operators based abroad

Group leaders may wish to use a package organiser based abroad in an EEA state. If so, they should check that it satisfies the requirements of the Directive (EU) 2015/2302 of the European Parliament and of the Council of 25 November 2015 on package travel and linked travel arrangements. Details may be available from national tourist offices or embassies/consulates.

Factors to consider for visits abroad include:

- language - particularly common phrases;
- culture e.g. body language, rules and regulations of behaviour, dress codes, local customs, attitudes to gender etc;
- drugs, alcohol-usage;
- food and drink - group members should be warned of the dangers of drinking tap water in certain countries. In some countries it is safer to drink bottled water, and care needs to be taken with raw vegetables, salads and unpeeled fruit, raw shellfish, underdone meat or fish;
- money - how to carry money and valuables discreetly e.g. money belts, zip armllets. If larger amounts of money will be needed, it is advisable to take travellers cheques;

- how to use phones abroad, money required and the code for phoning home;
- what to do in an emergency.

Organising a trip overseas without a tour operator

A group leader may decide to organise a package abroad without the help of an outside body (i.e. trip category F), and in such cases should check that appropriate insurance and licensing is in place, as well as insurance and firm contingency plans for repatriation.

Organising transport abroad

Group leaders should ensure that drivers taking groups abroad are familiar with driving the coach or minibus in the countries being visited and those en route. EC regulations require the fitment and use of a tachograph and prescribe maximum limits on driving time and minimum requirements for breaks and rest periods. These regulations apply for most drivers of school passenger vehicles when undertaking an international journey, including to the Republic of Ireland. Different licence requirements would normally apply for driving abroad.

Factors to consider when travelling abroad include:

- the need to be aware that different legislation and regulations may apply for drivers' hours and recordkeeping purposes, particularly in non-EU countries;
- EU drivers' hours and tachograph regulations normally apply to any vehicle with 9 or more passenger seats on journeys through EU countries and some countries outside the EU. In other countries, drivers must observe the domestic rules of the countries being visited,
- advice on domestic rules may be obtained from the relevant embassies of the countries concerned.
- special documentation is required for minibuses taken abroad;
- all group members should be aware of unfamiliar right-hand drive traffic. The passenger doors on UK minibuses and coaches may not open on the kerb side in countries where travel is on the right hand side of the road. Extra care will be necessary when the group is climbing in and out of the vehicle. Detours may be necessary to ensure safety;
- carrying capacity and loading requirements;

Passports

It is good practice for the leader to photocopy the details page of all passports (including staff) and ensure they all have a minimum of 6 months left to run. These photocopies should be left in school with the Business Manager.

Vaccinations and testing

The group leader should find out whether vaccination is necessary and ensure that all members of the group have received it in good time. Check whether the country to be visited requires proof of vaccination. The Department of Health gives advice on vaccination requirements in their publication, Health Advice to Travellers Anywhere in the World.

Countries may have specific requirements regarding travellers having vaccinations. Check the Foreign Office website for the latest advice for the country being visited.

Medical Care in the EU

The leader should ensure that all members of the group have a valid Global Health Insurance Card (GHIC). It is good practice for the leader to either carry the cards for the group, or have a record of each member of the group's GHIC number (photocopies advised)

The GHIC will cover medically necessary state-provided healthcare when visiting an EU country. Medically necessary healthcare means healthcare that cannot reasonably wait until you come back to the UK. Whether treatment is necessary is decided by the healthcare provider in the country being visited. Not all state healthcare is free in the EU and it may be necessary to pay for services that you would get for free on the NHS. The EHIC or GHIC is not a substitute for travel insurance. It may not cover all health costs and never covers repatriation costs. Make sure you have travel insurance as well as cards.

After the Trip

Any areas of concern should be recorded with the Educational Visit Coordinator. This will be reviewed and any decision regarding a further trip of this type, along with any recommendations or policy updates needed will be decided upon.

Dealing with Problems

All school trips generate problems which need to be resolved by the leader. Minor problems should be sorted "in house" and as quickly as possible by the leader.

More major problems, such as missing pupils, illness, accidents or breaches of discipline should be reported immediately to the Head.

Missing Pupils

The procedure for dealing with a missing pupil situation is set out on the All Visits Risk Assessment, and follows the school's Missing Child Policy (14b).

Illness / accident

The leader should always seek professional medical opinion in the event of illness of a pupil. Where hospitalisation is needed, the parents should be informed immediately via the Head, and given the chance to travel to the hospital to be with their son / daughter.

Breaches of discipline

Minor breaches should be dealt with swiftly and effectively by the leader. These should be recorded and added to the pupil's file on return to school. More major breaches, such as smoking, alcohol or drugs, or a serious health and safety breach should be discussed with the Head. Where the incident is serious enough for the pupil to be sent home, the following procedure should be followed:

Sending Home

For a pupil to be sent home there must have been a serious breach of discipline during a trip. If a serious breach of the code of conduct takes place, the Headmaster must initially be informed. A discussion between the leader and the Headmaster must take place. Before a decision is reached as to whether a student is returned home, the following must be discussed:

- Nature and seriousness of incident;
- Remaining staffing ratio on the trip;
- Practicality of returning home;

- Parental supervision when home;
- Cost implication;
- Group morale.

It should be noted that sending a pupil home from a trip is an absolute last resort and very careful consideration of the situation should be undertaken before doing so. The leader must also ensure that, in the case of a staff member accompanying a student home, there is still sufficient supervision for the rest of the group.

Catastrophe & Crisis Management

Catastrophe on a school trip is very rare. However, a serious accident cannot be legislated for if all proper control measures have been followed. Catastrophe can be defined as the following:

- Vehicle accident leading to death or serious injury
- Other accident leading to death or serious injury
- Continued loss of a pupil

In the event of one of the above occurring, the off-site crisis procedure as laid out in the school Crisis Management Policy must be followed. This procedure is duplicated here:

- The staff or other supervising adults should first take immediate action to ensure the safety of everyone involved.
- Immediately following any necessary emergency measures, the supervising adults should contact the Head. If the Head is not available, they should contact the persons listed in the “can deputise for the Head” list on page 3. If none of these individuals can be reached, the named emergency contact as per the trip risk assessment should be contacted. Once one of these individuals has been contacted, the CMT [Crisis Management Team] will be activated.
- A designated member or members of the CMT should communicate with the family of any injured person. If it proves impossible for the supervising adults who were initially at the site to contact any member of the CMT, then any absolutely necessary communication with the families of the affected pupils or staff should be made by the responsible adults present. This completed contact must be fully disclosed to the CMT.
- If possible, where necessary the director of the CMT will dispatch one/two designated staff members to the scene of the crisis. The team members will be equipped with mobile phones to report back to the CMT and will bring any needed medical or emergency records to the crisis scene.
- Upon arriving at the scene, a designated team member(s) will immediately contact the director of the CMT to determine the steps that must be taken
- If any adult or child requires off-site medical treatment at a hospital or emergency medical centre, a Cundall Manor staff member must accompany them to the facility and continue to communicate with the CMT. The CMT will arrange for notification of the injured person’s next of kin. If it proves impossible for the supervising adults who were initially at the site to contact any member of the CMT, then any absolutely necessary communication with the families of the affected pupils or staff should be made in a timely manner by the responsible adults present. This completed contact must be fully disclosed to the CMT.
- The members of the support team who are dispatched to the site will also make arrangements with the CMT to transport pupils and adults back to the School or their homes.

- Members of the support team should not communicate with the media at the crisis site. All communications with the media shall be handled by the Head or the School's designated media spokesperson, with the direction of the CMT.

Incident and Accident Reporting

All incidents and accidents should be reported verbally to the Head as soon as it is practical after the incident. A following report should be submitted to the Head in writing again as soon as practicable. This could be whilst the group is still on the trip and could be submitted via email. If the Head is unavailable, a member of the Senior Leadership Team should be contacted.

Any incident should also be reported to the school's insurers, via the School Accident Report Form and the Business Manager. They would need to be informed of any medical treatment required by members of the group in order to process any payment required for this.