ACHIEVING TOGETHER

FOUR STONES GATEWAY TRUST

EDUCATIONAL VISITS POLICY

For Worcestershire Schools

DATE POLICY WAS APPROVED	01.7.2026
DATE POLICY WILL BE REVIEWED	Summer 2028
MEMBER OF STAFF WITH RESPONSIBILTY FOR REVIEW	Head of Estates

FOUR STONES GATEWAY TRUST
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Four Stones Gateway Trust is a company limited by guarantee registration number 9115941

Key Definitions

These policies incorporate the following schools or organisations within Four Stones Gateway Trust ('the Trust') that are physically based within Worcestershire Local Authority:

- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this Policy the term:

"CEO" includes the Chief Executive Officer

"CFOO" includes the Chief Financial Officer

"Trust Senior Leadership Team" includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

"Headteacher" includes the appropriate School Headteacher.

"Trustees or Trust Board" are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

"Local Academy Boards (LAB)" are appointed Governors at a local level. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Chair" responsible for leading the board and ensuring its effectiveness.

"Stakeholders" are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

Aims and Scope
Educational visits are activities arranged by, or on behalf of, the Trust, which require students to leave the school premises, having been authorised to do so by the Headteacher or another designated member of staff.

Educational visits are a valuable way to enhance the curriculum, expand students' education, provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, and further students' education and personal growth.

This Policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and to make sure that visits are available to all students. It sets out the roles and responsibilities of staff, students and volunteers for educational 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 and fixtures
- Adventurous and recreational activities
- Residential visits organised by the school.
- Visits abroad organised by the school.

Legislation and Guidance
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:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education
- Working together to safeguard children
- OEAP Website (e.g. guidance on ratios and supervision)
- Four Stones Gateway Trust. Health and Safety Policy
- Four Stones Gateway Trust. Minibus and staff usage or private vehicles for work protocol
- Charging & Remissions Policy

Roles and Responsibilities

The Trust is Responsible for:

- The overall implementation of this Policy.
- Ensuring that this Policy, as written, does not discriminate on any grounds, including, but not limited to ethnicity / national origin, culture, religion, gender, disability, or sexual orientation.
- Handling complaints regarding this Policy as outlined in the Trust's Complaints Policy & Procedure.

Chief Executive Officer
The CEO is responsible for approving any overseas visits.

Headteacher
See also OEAP National Guidance document 3.3b "Check List – Headteacher".

The Headteacher is responsible for:

- Approving staff requests for educational visits.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training.
- Propose all visits that involve overseas travel to the CEO for their approval, in line with the Trust's Scheme Of Delegation.
- Appoint a suitable senior member of staff to be the Educational Visits Coordinator (EVC). This member of staff should have a strong working knowledge of education visits, as well as being experienced in Risk assessment / Health and Safety awareness. They must preferably sit on the school Senior Leadership Team.

- Ensure that the EVC is appropriately trained on the EVC role, having undertaken the EVC Training within the last 36 months of being in post.
- Ensure that the EVC is supported in matters relating to educational visits and off-site activities and that they have the appropriate time, expertise, and experience to fulfil their responsibilities.

The Educational Visits Co-Ordinator (EVC)
See also OEAP National Guidance document 3.3a "Checklist – EVC".

The EVC is responsible for:

- Overseeing and guiding other staff to arrange and organise educational visits.
- Assess the ability of other staff to lead visits and a designate suitable visit lead for each visit.
- Support all staff in appropriately planning visits and arrangements, to ensure they are safe, well planned, engaging, and relevant to the curriculum and with appropriate emergency procedures.
- Assess outside activity providers.
- Advise the Headteacher when they are approving visits or when the Headteacher is seeking approval from the CEO.
- Access the necessary training, advice, and guidance.
- To quality check and ensure all appropriate visit paperwork is correct, completed and encapsulates all aspects of the visit.
- Make sure they have up-to-date and accurate emergency contact information for all students, and staff/volunteers who will be on the visit in case anyone needs to be contacted out of school hours.
- Ensure all visits are inclusive and supportive of the Equal Opportunities Policy.
- Evaluate and review all visits once complete, from planning to the visit itself, and use this to improve future arrangements.
- Ensuring that B&S Educational Systems are notified on the correct forms and within the correct time scales for appropriate visits.

The Headteacher and EVC must ensure they have approval from the CEO of any overseas visits.

EVC Training
EVC training must be revalidated every 36 months for the EVC to undertake their role. EVC training can be booked by our SLA provider B&S Educational Systems and Training. If the appointed EVC new to the position and has received EVC training via a previous employer, it must be OEAP accredited.

Should the school decide to appoint an EVC administrator, and/or a Deputy EVC, this person must also complete the EVC training to ensure they are fully aware and supported in the process, knowledge and understanding of the importance of the role.

Visit Leader
See also OEAP National Guidance document 3.3e "Checklist – Visit Planning".

Every educational visit will have 1 member of staff designated as the Visit Leader. The Visit Leader has overall responsibility for the supervision and conduct of the visit, including health and safety considerations, risk assessments, and the emergency plan. The Visit Leader (and where relevant Deputy Visit Leader) will:

- Plan the proposed visit, taking into account the school calendar, health and safety risks to students, staff and volunteers and any safeguarding or behaviour issues/risks.
- Assign staff and volunteer roles, as needed including a Deputy Visit Leader.
- Make sure the school has accurate and up-to-date information about the visit destination, to be used in risk assessments.
- Make sure the needs of everyone taking part are considered, including coordinating any additional support needed.
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party.
- Communicate key details about the visit and all locations to staff, students, 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 students and others.
- Be fully conversant with this Policy and ensure that staff, students, and others attending the visit comply with its requirements.
- Familiarise themselves with the requirements of health and safety legislation, codes of practice, and financial regulations that are relevant to educational visits.
- Carry out any required risk assessments, planning sessions and collated appropriate documentation.
- Seek and obtain approval for all educational visits from the Headteacher via the EVC using the appropriate approval / planning processes within the relevant school (minimum requirements are outlined in Appendix 1).
- Look out for the health and safety of themselves and those around them.
- Be aware of any safeguarding or behaviour issues.
- Use of a Visit Checklist as per processes within the relevant school (minimum requirements are outlined in Appendix 3) to make sure all planning stages are completed.

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

The Visit Leader is to have a designated emergency contact information for key stakeholders / emergency contact card (see Appendix 4) and be aware of processes to follow in case of emergency.

The Deputy Visit Leader will lead and take charge of any situations that arise / be able to undertake leadership of a diminished / split group of students / the entire visit should the designated Visit Leader be unavailable.

Visit Leader Training
Visit Leader training must be revalidated every 36 months to undertake their role. Training can be booked by our SLA provider B&S Educational Systems and Training. If the appointed trip leader is a new hire, and has received training via a previous employer, it must be OEAP accredited.

Deputy Visit Leaders
A Deputy Visit Leader is to be appointed prior to commencement of the visit, should the Visit Leader become incapacitated.

The Deputy Visits Leader needs to have the same information with them as the Visit Leader including the emergency contact card.

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

- Carry out any required risk assessments and work with the visit lead.
- Look out for the health and safety of themselves and those around them.
- Help manage student behaviour and discipline as required while on the visit.
- Share any concerns or worries with the visit lead and others, as appropriate.

Parents and Carers
By agreeing that students 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 student that may affect or impact their ability to safely take part in the visit.

Volunteers
Volunteers attending school visits, agree to:

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

Students
The Trust's Behaviour Policy also applies to all educational visits. This includes the expectation that students will:

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

Students will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to uphold the Behaviour Policy at all times, this Policy can be found on the school website.

Planning and Preparation
See also OEAP National Guidance document 9b The STAGER Diagram

The decision on whether or not a visit will take place will be made by EVC in conjunction with the Headteacher, and based on factors including (but not limited to):

- Health, safety, safeguarding and behaviour considerations.
- Safeguarding – Ensure pre-visit discussion with DSL and trip leaders to ensure all safeguarding considerations are shared, for residentials if a DSL or DDSL can accompany any residential trips and what the arrangements are for any on-call provision.
- Cost (including any potential cost to parents/carers).
- Timing in the school year and any impact on the school calendar.
- Educational purpose and value.
- Disruption to the normal running of the school.
- Competency of Visit Leaders and effectiveness of the planning arrangements.
- Staff-to-student ratio.

- Transport including school minibuses availability.

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.
- Staff training and qualifications.
- (For example, in order to take students up a mountain you need the ML qualification. Another example of this is you must have the appropriate licence to drive a minibus)
- What safety measures can be put in place in order to reduce any risks, including safeguarding.
- We reserve the right to only permit students on visits who can be relied upon to adhere to the schools Code of Conduct and represent the school and their parents/ carers in a positive manner at all times.

All visits are to be submitted for outline approval with due and respectful notice. Visits submitted outside of the recommended timescales will not progress as it puts students and staff directly at potential harm.

Some visits may be deemed as local area visits by the EVC, with approval of the Headteacher.

Local visits may include, but are not limited to:
- Visits to nearby parks, libraries, points of interest.
- Participation in community-based events or activities.
- Walking to nearby locations for educational purposes.
- PE fixtures at agreed locations

These visits will generally take place during normal school hours and involve acceptable-risk activities. All staff organising or leading local area visits must complete a risk assessment which must be reviewed before the activity takes place.

Schools will deploy their local arrangements for Cover / Staff absence in tandem with the below framework.

Recommended Timescales

Minimum Recommended Timescales for schools				
	VL creates	**EVC**	**HEAD**	**CEO**
Local & Regular	1/2 Term	2 Weeks	1 Week	Not Required
Local & Additional Risk	1 Term	5 Weeks	4 Weeks	Not Required
Residential UK	1 Term	6 Weeks	5 Weeks	Not Required
Overseas	1 Year - 2 Terms	10 Weeks	8 Weeks	6 Weeks

See **Appendix 1 and 3** for the visit information form for the planning of a visit.

In cases where a visit involves activities with travel overseas, the Headteacher will seek approval in line with the Trust's Scheme of Delegation.

Inclusion
All students, regardless of background or abilities, have an equal opportunity to take part in every aspect of our school life, including visits.

If a student 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 visit 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 students.

Risk Assessment
Schools will carry out a full risk assessment at least 2 weeks before the start of all visits.

This will be completed using the school's risk assessment template and approved by the Headteacher and the EVC. Existing risk assessments (from your EVC) or those provided by the destination itself might also be used to support this process.

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

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

Visit Leaders will raise any concerns or questions about potential risks and safety measures with the Headteacher and, where appropriate, third-party vendors.

Every risk assessment will be approved by the Headteacher, and a copy taken on the visit and another copy left with the EVC and/or Headteacher. This should also include 2 emergency contact numbers for at home staff contacts.

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:

- For staff to student ratios and student supervision, we follow the guidance from the OEAP. For detailed guidance on this, please see more detailed information here: Ratios and effective supervision.
- Guidance numbers for staff ratio: KS2 circa 1 to 10, KS3 circa 1 to 10/15, KS4 and KS5 circa to 1 to 15/20. The EVC will need to consider staff to student ratios dependent on the activity and group of students.
- For non-residential visits, where possible, at least one male and one female supervising adult should be present for mixed student groups. This will be determined at the discretion of the Headteacher/EVC based and need and details of the visit. For residential visits, at least 1 male and 1 female supervising adult will be present for mixed groups.
- Where necessary, at least 1 supervising adult to administer first aid will be present on visits. The level of risk and available first aid facilities will be taken into account when making this decision. This will be determined at the discretion of the Headteacher/EVC. Qualified first aiders may not be necessary for all off- site activities and visits. However, a basic level of first aid support should be available at all times.
- Appropriate first aid equipment will be taken on all visits, in accordance with the school's first aid and health and safety policies. It is also a legal requirement that all public service vehicles, including minibuses, must carry a first aid kit.
- All supervising adults will be made aware of any medical issues or allergies at the start of the

visit. It may be deemed appropriate to store safely or administer medication.
- The visit lead will take regular headcounts and/or rollcalls.
- Guidance on all areas related to first aid from the OEAP (Outdoor Education Advisers' Panel) document can be found here 4.4b First Aid

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

Unless previously agreed with parents/carers, 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.

With regards to additional risk activities, we follow guidance from the OEAP 'Using External Providers' document: https://oeapng.info/8321-using-external-providers/

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

Volunteers
Where appropriate, parents and carers may be asked to volunteer to attend and supervise students alongside staff members on visits. 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 students going on the visit.
- The setting and circumstances of the visit.
- Volunteers' skills, attitude, and past behaviour, including previous volunteer experience.

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **Appendix 2** for our Volunteer Code of Conduct for Educational Visits.

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

Where practical and as required by the nature of visits (i.e. when volunteers may be left with students without staff members present), volunteers will 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 students or given sole responsibility for the care of a student.

Communication and Consent
We will contact the parents and carers of students invited to take part in an educational visit where possible at least one month before the proposed date of the visit. Communication will be via email/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 the school provides this.
- Expected behaviour and consequences of student's failure to meet these standards.

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

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

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

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

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.
- Appropriate communications within an emergency. (Parents and social media, use of mobile phones)
- Visit Leader to follow the Trust's Emergency Plan for Visits – **See Appendix 5**, school will follow the emergency plan template.
- Incident reporting HSE/RIDDOR.

The Visit Leader will be familiar with these plans for each visit.

In the case of an emergency, the Visit 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 visits 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. In the case of an emergency outside of normal school office hours, the EVC and/or Headteacher will be contacted.

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

In a case of a student being unaccounted for, the Visit Leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found within 30 minutes, the Visit Leader will contact the school office (or EVC and/or Headteacher if the school office is closed) who will notify the parents/carers. The Visit 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 student when found.

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

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

There will also be a clear process for evaluating all visits 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.

Charging and Insurance
We will follow the Trust's Charging and Remissions Policy at all times. This can be found on the Trust website.

As per the Trust Charging and Remissions Policy for non-residential visits fulfilling a statutory requirement or occurring during school hours the Trust will invite a voluntary contribution from parents/carers to meet the costs.

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

Residential visits
All residential visits longer than 24 hours will be approved in line with the Trust's Scheme of Delegation.

The planning and preparation laid out in this Policy will apply to residential visits as well as one day visits. In addition, the visit lead will make sure:

- Staff have received any necessary training.
- All necessary permissions and medical forms are obtained before the start of the visit.
- All adults, including volunteers, have had adequate safeguarding checks.
- Checks on the provider will be carried out, in line with LOTC guidance.

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 students must bring themselves.
- Public health requirements, including any required vaccinations.
- Accommodation options and arrangements.
- The names of staff attending.

For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation (E.g. AALA or Adventure Mark). We will follow the Foreign, Commonwealth & Development Office's overseas travel guidance and foreign travel advice when organising these visits.

Behaviour of Students
The school always monitors the students' behaviour and will review the suitability of students who would like to go on visits on a case-by-case basis. The school reserves the right to exclude, without refund, any student from a visit whose behaviour inside or outside of school preceding the trip might cause the Headteacher serious concerns for the safety of the other students and staff.

For any trip or visit, The Trust's Behaviour Policy and the relevant school's Behaviour for Learning Protocols are applied as all schools within the Trust have the same expectation of behaviour in and out of school. Under the Education and Inspections Act (2006) the Headteacher and authorised staff have a statutory power to search a student or students or their possessions, without consent, where The Trust has reasonable grounds for suspecting that the student may have a prohibited item. Please refer to the Searching, Screening and Confiscation section of the Trust's Behaviour Policy.

When on a visit, students' behaviour is expected to meet the same expectations placed upon them in the school environment and if the standards are not met sanctions will be put in place on the trip. If it is deemed necessary sanctions will also be put in place on return to school. Examples of necessary actions on a visit might include moving student's groups; placing them to be supervised by a member of staff; moving seats

on a coach; removing a ski pass for an identified period. It is rare that such sanctions have to be put in place. However, students and their parents/carers must understand that running a visit is a huge responsibility and students not behaving appropriately places everyone at risk which is completely unacceptable.

We will follow the Trust and relevant schools Behaviour Policy, Behaviour for Learning Protocols and Mobile devices and wearable technology Policy at all times.

Data Protection
The Trust will ensure there are suitable systems in place to protect information held about staff and students and compliance with current data protection law. This will include how personal data for visits is shared and procedures for handling it. All documentation will be securely stored if required or disposed of after the event.

Visit Leaders and Deputy Visit Leaders will have a duplicate copy of all pertinent visit documentation.

Refer to: The guide to the General Data Protection Regulation guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf

OEAP Participant Information and Data Protection
4.4j Participant Information and Data Protection

Review
This Policy will be reviewed every 2 years approved in line with the Trust's Scheme of Delegation.

Appendix 1: Proposed Visit Planning Information

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

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed visit information

Destination		
Visit dates		
Length of stay (number of school days away)		
Purpose of visit / educational s		
Number and year group of students		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: ▪ Staffing ▪ Volunteers ▪ Physical supplies ▪ Transportation		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		

NB – Schools may choose to use a variety of methods to collate this information, but the above information is the bare minimum required.

Appendix 2: Volunteer Behaviour and Code of Conduct

This code of conduct sets out the expected behaviour for volunteers attending school visits. 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 relevant EVC at the earliest opportunity and withdraw from the visit.

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 students at all times.
- Listen to and act on instructions from staff.
- Dress appropriately for the visit.
- Arrive at the agreed time and remain until the visit 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 students.
- Report any concerns about the safety or wellbeing of a student to staff as soon as possible.

Volunteers agree **not** to:

- Exchange contact details with students unless told to by a member of staff.
- Engage in physical contact with students unless appropriate or required.
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive, or insensitive language.
- Smoke, vape, 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 student unless previously agreed with staff.
- Take photographs or record students without the permission of students and staff. Only school equipment (cameras etc) can be used not personal devices.

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

Signed: ……

Full Name: …….

Date: ……

Appendix 3: Visits Checklist

Visits Check List	Actioned
Check the whole school calendar for any clashes	
Ask SLT for approval for the visit	
Complete visits form and hand to EVC for approval by Headteacher.	
Get visit added to whole school calendar if necessary for your school	
Complete cover form, this can always be recalled	
Make provisional booking with venue or facilitator	
Book minibus or book a coach from one of our approved providers.	
Notify parents via letter or email, please proof prior to sending	
Add to parent pay.	
Complete individual risk assessment for SEND/Medical/students	
Fully Submit visit to EVC – This will be approved by EVC and Headteacher.	
Where needed contact B&S on form 1	
Notify kitchen for FSM give them a copy of students involved and dietary requirements.	
Consent forms collected and checked. For any updated e.g., new medical conditions	
Check payments on ParentPay	
All staff notified of students involved in visit via email	
Emergency contact information to be printed= A paper copy is essential. Comply with GDPR	
Student and staff briefings held prior and on visit day	
School Mobile/First aid kit/lanyards organised	
Risk assessment and key information given to Headteacher on day of visit.	
Promote visit and showcase in newsletter and social media. Photography consent required.	
Visit evaluated with EVC	

NB – Schools may choose to use a variety of methods to collate this information, but the above information is the bare minimum required.

Appendix 4 – Emergency Contact Card/Template

EMERGENCY CONTACT DETAILS	PRIORITY	CONTACT NUMBER
EMERGENCY SERVICES	1	**999**
Stewart Puttick Outdoor Services	2	**Stuart Puttick:** **Main Phone: 01608 730557** (leave message including a contact number if no answer) **Mobile: 07812 905419** (send a text including contact number)
LOCAL AUTHORITY DUTY EMERGENCY PLANNING OFFICER	3	**07624 909756**
SCHOOL EMERGENCY CONTACT DETAILS:		**- EVC -**
		- SLT On Call -
		- Headteacher

These numbers should be carried by Visit Leaders at all times during an off-site activity but should only be used in the case of a genuine emergency.

Under no circumstances should these numbers be given to students or to their parents/carers.

Appendix 5 – EDUCATIONAL VISITS EMERGENCY PLAN

Educational Visit Leader - initial response **START A PERSONAL LOG OF EVENTS, DECISIONS TAKEN AND TIMES**	**Tick / sign / time**
Ascertain the whereabouts of all students and staff. Ensure the emergency services are aware of anyone who is unaccounted for.	
Contact the Headteacher (or nominated emergency contact) to ask for support. Remember to clarify international dialling codes if abroad.	
Establish a basic overview of the incident. Ensure that accurate, factual information is available for those arriving on scene.	
Establish arrangements to meet the immediate welfare needs of students and staff.	
Identify students with Special Educational Needs (SEN) and anyone who may be particularly vulnerable. Inform the emergency services of any students or staff with known medical conditions or requirements.	
Ensure that a member of staff accompanies any students to hospital but remember the safety of everyone else, even if unharmed. Do not leave anybody on their own and try to maintain an adequate adult / student ratio.	
Ensure other staff are briefed (and given tasks) on a regular basis. Ask staff to maintain a log of actions taken and decisions made.	
Keep a log of important information, actions taken, and decisions made.	
Remember to retain any important items / documents. E.g.: ▪ Contact details ▪ Consent forms (including medical and next-of-kin details) ▪ Maps ▪ Tickets ▪ Insurance policies ▪ Proof of identity ▪ Passports (if abroad)	
Avoid making comments to the media until parents / carers have been informed.	
Do not discuss legal liability with others.	

Educational Visit Leader - ongoing response	Tick / sign / time
Continue to assess any risks to students and staff. Take action to prevent further harm if necessary.	
Act as the main contact for co-ordination of the response and work closely with the Headteacher / nominated emergency contract. Continue to liaise with the emergency services and other organisations.	
Continue to brief staff and allocate tasks on a regular basis.	
Monitor and reassure students. Make arrangements for the longer-term welfare needs of students and staff.	
Consult the Headteacher (or nominated emergency contact) about arrangements for notifying parents / carers and reuniting them with their children.	
Liaise with the tour operator / provider, if appropriate.	
Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.	
If abroad, contact the Foreign & Commonwealth Office for support.	
If abroad, check your insurance Policy and seek insurance / legal advice before incurring any substantial expense (e.g. medical treatment).	
Retain any receipts / documentation for insurance purposes. E.g.: ▪ Records of expenditure ▪ Medical certificates / hospital admission forms ▪ Police incident number	
Check that everyone who should have been notified of the incident has been informed. Remember that information given must be limited until the facts are clear and all parents / carers have been notified.	
Ask the Headteacher (or nominated emergency contact) to assist with developing a media statement, with support from other organisations/Local authority team as appropriate. Devise an ongoing strategy for dealing with media requests.	
Ask students and staff to avoid speculation when talking to the media. Try to prevent the spread of misinformation (especially through the use of mobile phones).	

Educational Visit Leader - recovery	Tick / sign / time
Please provide welfare arrangements and post incident support after the initial emergency response.	
Complete any necessary forms / paperwork.	