



Beaumont College Educational Trips and Visits Procedure

Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Julia Park September 2024
Delegated Reviewer	Julia Park 24 02 25
Date implemented:	September 2024
Version Number:	1.0
Date of the next review:	July 2025
Date of the next review:	July 2026

Implementation of the procedure.

To be read in conjunction with 'Quick Guide for staff: Educational Trips and Visits Planning Flowchart for Enhanced Trip/Visit

Step 1: Gaining authorisation for an Educational Visits.

The group leader completes an 'Educational Visits Proposal Form' (Appendix 1)

A member of CSLT will approve, in the first instance subject to completion of thorough risk assessment and activity, all visits that are deemed adventurous or have a residential component to them.

Timescales for seeking approval are:

- **Residentials** at least 12 months in advance if a newly planned activity

- **Residentials** at least 6 months in advance
- **Adventurous activity** at least 3 months in advance
- **Others** at least 1 month in advance

It is appreciated that there will always be situations in which opportunities become available at short notice. These will be considered but safety will not be compromised.

All visits require planning preparation and levels of approval. This varies according to aspects of complexity and distance. A thorough risk assessment will be conducted by the Group Leader and reviewed by the Assistant Principal during the planning of the trip, to ensure students and staff safety.

A risk assessment, which is a separate document, should be completed.

Adventurous activities will always be identified at the planning stage and never added during the trip.

When planning water sports activities, or activities close to or involving water, the need for instructors and lifeguards will be considered, particularly when using facilities which may not have a trained lifeguard present. **This should include the use of a hotel swimming pool which requires a separate risk assessment.**

The Group Leader, in conjunction with the Assistant Principal or other designated senior leader will then follow this policy and associated procedures to pre-plan and risk assess for the Educational Visit and to provide information that can support the decision to approve.

Step 2: The group leader completes 'The Group Leader Checklist' (Appendix 2)

Step 3: The group leader completes 'The Educational Visits Checklist' (Appendix 3)

-

Planning Educational Visits.

Prior to planning an Educational Visit, the following guidance will be read and followed by the Group Leader and other organisers involved in the planning process.

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

Training of Staff.

Staff leading an Educational Visit will receive training. Trip Leader training will be available via the OEAP.

Beaumont College – Educational Trips and Visits Procedure only

Group Leaders should then ensure that all staff supporting the trip are fully briefed on their personal responsibilities during the trip.

Step 4: A risk assessment is completed for the trip (Appendix 4)

The Risk Assessment Process.

The risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are maximised. The Group Leader carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

This risk assessment process will be completed using the RA 1 and RA 2 proformas.

The risk assessment process will take into account the information provided in OEAPs 'Trip Planning Flowchart' and associated guidance.

[file:///E:/Downloads/8.2c-Visit-Planning-Flowchart%20\(1\).pdf](file:///E:/Downloads/8.2c-Visit-Planning-Flowchart%20(1).pdf)

Specific guidance for specific activity can also be found in section 7 of OEAP guidance and this can support the risk assessment process.

Step 5: The group Leader Completes an 'External Provider Statement' with the external provider being used for the trip (Appendix 5)

Preliminary Visits and Vetting Providers.

When considering External Providers for activities, the Group Leader will check whether they hold the 'Learning Outside the Classroom Quality Badge' (LOtC) to indicate they meet nationally recognised standards. If a provider does not hold the LOtC badge, the Group Leader will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements

- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any subcontracting arrangements in place
- The presence of necessary licences

The Group Leader will complete an External Provider Statement based on OEAP national guidance (Appendix 6).

If an organisation does not meet the College's standards, they will not be considered.

As part of this process the Group Leader should consider the providers' risk assessments. Generally speaking, if it is a public venue a risk assessment is not required or if the provider is a LOfC registered, this will have been checked out as part of the accreditation process. In terms of accommodation providers, the checklist on the OEAP website can be used if a provider does not have accreditation.

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision meet the groups requirements. This is a vital dimension of risk assessment.

Wherever it is reasonably possible it is good practice to carry out a preliminary visit. If this is not possible then information should be gathered from other sources - websites/ brochures/ other users should be considered.

Wherever it is reasonably possible it is good practice to complete a 'reccie' of any planned route if walking in the outdoors is part of the planned activity.

Details of preliminary visits and reccies should be recorded and used as part of the risk assessment process.

Equal opportunities.

Beaumont College promotes values of equality and does not discriminate against any individual or group of students when organising an Educational Visit. The trips and activities offered to students will provide new experiences and develop life skills.

Any individual, staff or otherwise, should not make preference over one student or a group of students.

Where possible, students will be given the opportunity to contribute to the planning and organisation of extracurricular trips and activities.

Transport.

When planning for off-site Educational Visits it is important to consider transport issues.

This section to be read in conjunctions with [Saluten Transporting People Safety Procedure](#), and OEAP National Guidance sections:

- 4.5a 'General Considerations'
- 4.5c 'Transport in Private Cars'
- 4.5d 'Seatbelts and Child Restraints'
- 4.5e 'Hiring a Coach'.

The Group Leader, as part of the planning and risk assessment of an Educational Visit will:

- Consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements
- Ensure the mode of transport is appropriate for the Educational Visit
- Ensure that journeys are properly planned with adequate stops and second drivers provided if appropriate
- Ensure that the driver of a vehicle has the appropriate licences, business insurances and is competent to drive the vehicle concerned
- Ensure that when the Educational Visit involves the use of staff personal vehicles they have business insurance to do so, Saluten has records of this and of the vehicle MOT status and the ensure the vehicle is suitable for the Educational Visit
- Ensure staff are fit and well in order to drive

Parental Consent.

Parental consent is not generally required for every off-site activity that takes place during College hours, however, it is good practice that parents are made aware that these are happening, if possible, to ensure emergency contact numbers are up to date and there have been no changes to the child's circumstances which school needs to be aware of.

Written consent is required for:

- Activities of an adventurous nature
- Residential trips
- Trips outside of school hours

If preferable and appropriate, parents may complete an annual consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site.

High Risk Activity within an Educational Visit.

Separate consent will be sought for more high risk activity. Parents will be informed of activities by letter or email and will have the opportunity to withdraw their child from taking part.

Staffing ratios/ Effective Supervision.

College must ensure that the staffing of visits enables Group Leaders and group staff members to supervise young people effectively. Decisions about the staffing and supervision should be consider the following:

- The nature and duration of the visit and the planned activities (including the type of activity, skill levels involved time of year and prevailing weather conditions)
- The needs of individuals in the group
- Gender and gender issues
- The location and environment in which the activity is to take place
- Staff experience and competence
- The consequence of a member of staff being indisposed/ injured, particularly where they will be the sole leader with a group for any significant time
- The impact of an emergency and the additional demands which staff may need to cope with

Staffing Ratios.

Staffing ratios are a risk management issue and should be accurately determined through the process of risk assessment and definitive staff/participant ratios should be included as part of the planning process for the activity. When calculating ratios for groups, the Group Leader must ensure that there are sufficient competent staff to effectively supervise the student group members during all aspects of the visit.

Staff from external providers SHOULD NOT be included in the supervision ratios. When using external providers, they hold responsibility for delivering the activity and ensuring the safe delivery of that activity. However, if College staff are concerned the activity must cease until they are reassured that it is safe.

College staff are required to supervise in a pastoral capacity during these periods for periods such as downtime, transport, and any other period when students are not directly instructed by the provider, the direct supervision of students become the responsibility of College staff. Effective and clear plans must be put in place.

Staff should maintain effective supervision at all times.

When supervising students, the consumption of alcohol is not allowed.

Insurance and Licensing.

Where the main activity of the Educational Visit is a hazardous Activity or an activity facilitated by an External Provider, the Group Leader will have regard to the appropriate up to date guidance.

When planning activities of an adventurous nature the Group Leader will check that the provider of the activity holds a current HSE licence and an **in date** Public Liability Insurance.

If an External Provider is being used the Group Leader should endeavour to use a Quality Badge Scheme member or other accredited provider wherever possible:

- Learning Outside the Classroom (LOtC) Quality badge
- Adventure Activities Licensing Service (AALS)
- Adventure Mark
- National governing body (NGB) centre approval schemes

The use of non-accredited providers is possible for some adventurous activities as some of these activities do not fall within the above accreditation schemes. If the activities being provided fall within the scope of the AALS licensing, then the provider must have a license.

Salutem Care and Education will remain responsible for appropriate overall insurance cover for Educational Visits.

The Group Leader must be fully satisfied with the External Providers arrangements for health and safety prior to attending the Educational Visit.

Where signed waivers are required by the provider of the activity parents, the Assistant Principal (C and IT) and Group Leader will all countersign to agree to the waiver where this is safe and proportionate to do so as part of the risk assessment process. Where a risk is assessed as being too high the activity will not be authorised and waivers will not be signed.

Where the Group Leader and Assistant Principal (C and IT) are not satisfied that appropriate insurances are in place they will abort the activity or if it is safe to do so implement a 'plan B'.

Where a crime is committed against a member of the party, it will be reported to local Police as soon as possible.

Medical expenses will be recorded by the College Business Manager.

Fire Certificates:

Wherever possible Fire Certificates should be checked and upon arrival at a residential setting, a fire alarm practice should be initiated. If this is not possible, students must be made aware of the process. Staff should ensure fire exits are kept clear and students are fully aware of the evacuation procedures.

First Aid.

The Risk Assessment for each activity and visit will identify the measures put in place to mitigate the risk. This should include any planned, unstructured or unsupervised time and include details of where and how the students can report to and access staff in the case of an incident.

There is no legal requirement that all visits have a fully trained first aider on the visit, but this is considered good practice. First Aid training should be appropriate for the environment and the group. **However, staff who are leading adventurous and additional risk activities must have had relevant first aid training.**

Where appropriate there should be provision within staff ratios for the Group Leader or another designated competent adult to be able to respond in the event of an emergency or incident.

Appropriate and suitably stocked First Aid kits should be always carried during the Educational Visit.

When planning a trip, leaders should take into account the needs of students with specific medical conditions such as nut allergies, asthma or epilepsy. Wherever possible a member of staff trained in managing these conditions should accompany the trip. However, the lack of availability of a specifically trained person should not prevent a students from attending an Educational Visit.

When using a provider, checks should be made on first aid provision. For visits to isolated places, Group Leaders must ensure they are aware of the location of additional first aid assistance and how to summon it.

All accidents must be reported using the College reporting systems .

Step 6: The group leader completes a 'Critical incident plan' (Appendix 6)

Step 7: The group leader completes an 'Emergency plan' (Appendix 7)

-

Emergency Procedures and Reporting.

In the event of a fatal incident, the Health and Safety Executive will work with the police to investigate. Most serious accidents on Educational Visits involve underlying management failures and HSE always looks for the underlying causes. In the case of accidents and injuries while on a school trip in the UK, the College's accident reporting process will begin as detailed below.

Plan to have a 'Plan B' as part of the risk assessment process.

Despite the most detailed and meticulous pre-planning and risk assessment things unforeseen and 'one off' incidents can go wrong during and Educational Visit. To avoid having to make important decision under pressure it is important to have a 'plan B' in place that considers such circumstances.

The Group Leader and staff members within the group must ensure they have access to at least one Nourish reporting device throughout their duration of the Educational Visits in order to support the effective reporting of emergency procedures.

Accidents and Incidents.

All members of the Educational Visit should be aware of the action they should take in the event of an emergency. In the event of an emergency all members of the group should:

- Assess the nature and extent of the emergency
- Take immediate action to safeguard themselves and other members of the group
- Remain calm
- The Group Leader/ deputy should summon emergency assistance and/or medical assistance and/or inform the police, if appropriate to do so
- If there are casualties ensure they are accompanied and ensure that the remainder of the group is adequately supervised
- Follow reporting procedures
- Complete appropriate accident reporting procedures on Nourish and RIDDOR where required

Near Miss Reporting.

- Complete appropriate near miss reporting on Nourish

Missing Person Procedure.

The College places students and staff safety as its top priority when participating in Educational Visits. Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy.

When a student is participating in an offsite activity, the Group Leader will ensure that, where appropriate staffing ratios are in place to support each student.

Everyone on the trip will be provided with contact details for members of staff and all staff members and students, where appropriate and if the situation demands, will be required to carry mobile phones with them at all times. If a student doesn't own a mobile phone, they will be paired up with someone in the group who has a mobile phone.

Upon arriving at every venue, the Group Leader will identify a rendezvous point where students and adults should go if they become separated from the rest of the group.

Regular headcounts of all students and staff will take place throughout the day to ensure all people are present at all times.

In the event someone (student or staff) goes missing whilst on an Educational Visit the Group Leader will ensure the safety of the remaining students and identify the person who is missing.

The trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone. These people will look for the person until, where necessary, the Police arrive.

Where possible and appropriate, the venue will be notified of the missing person to help ensure the person is found quickly. If the person cannot be contacted or located within 15 minutes, the local Police or relevant authorities will be contacted.

Contacting the Police.

If the Police are called, the Group Leader will immediately contact the College Principal or other deputy, the College Duty Room or other available person at College and inform them of what has happened.

If the Police, or another authority, are called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin. If the missing person cannot be found, the group will return to College. If this is not possible the Group Leader will make arrangements to ensure the group's safety by review of the activity and risk assessment or ceasing the Educational Visit.

If a member of the party has gone missing and is subsequently found, the Group Leader will:

Beaumont College – Educational Trips and Visits Procedure only

- Review the group size/s and staffing ratios to ensure no one becomes separated from their group
- Review whether more registers should be conducted throughout the day
- Assess which venues they attend to ensure they are suitable for the group
- Make recommendations to the College Senior Leadership Team via Nourish to ensure similar incidents can be avoided in the future.

Safeguarding and PREVENT reporting.

In the event of a Safeguarding or PREVENT alert the Group Leader or deputy will contact the DSL/ DSA at College and complete the reporting process on Nourish.

Incident of Death.

Student: Any incident or death where a student is taken from the accident site to hospital should be reported to the HSE and be recorded.

Employee: Any injury, disease or death of an employee that prevents them from not being able to work for three days should be reported to the HSE. Written statements should also be taken from employees.

An initial report should be made to the HSE Incident Contact Centre on 0345 300 9923 as soon as possible.

Under no circumstances should anyone make a statement to the press, Police or other agency or any admission of liability for any occurrence other than on Salutem legal advice.

Reporting Procedures following and Incident.

The Group Leader should ensure that the incident is properly recorded and and the College Principal is contacted as soon as reasonably practicable.

The College Principal with inform the Parent/ guardian/ next of kin in regard to the nature of the incident.

The Beaumont College Critical Incident Plan may be instigated (Appendix 7

The Beaumont College Emergency Plan may be instigated (Appendix 8)

Finance.

Beaumont College – Educational Trips and Visits Procedure only

Beaumont College will act in accordance with the DfE's guidance document 'Charging for school activities' (2018)

https://assets.publishing.service.gov.uk/media/5af99c8ae5274a25e78bbe30/Charging_for_school_activities.pdf

Step 8: A 'Lessons Learned' log will be completed following the trip by a senior leader, group leader and key staff members who have taken part in the trip

Monitoring and Evaluating Educational Trips.

Following an educational trip/visit, the Group Leader will meet with staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

The quality of Educational Visits and their impact on learning will be monitored and evaluated by the Group Leader and Assistant Principal.

An 'Educational Visit Adventurous Activity and/or Residential Trip Self Evaluation and Lessons Learned' form will be completed after each Adventurous Activity and Residential Activity and recorded on Nourish in Lessons Learned/Manager/ Educational Visit.

Monitoring and Review of the policy.

The effectiveness of this policy will be monitored through the College governance process on an annual basis.

The Assistant Principal (C and IT) will review this policy annually and take into account updated guidance from the OEAP.

Quick Guide for Staff: Educational Trips and Visits Planning Flowchart for an Enhanced Trip/ Visit

Step	Process	Policy Appendix Number	Link to templates or location of log
1	Complete an Educational Visits Proposal Form to gain authorisation for the trip	1	
2	The Group Leader to complete a Group Leader Checklist	2	
3	The Group Leader to use the Educational Visits checklist Criteria to plan trip at each stage	3	
4	A risk assessment to be completed	4	
5	The group leader to complete an External Provider Statement with the external provider being used for the trip	5	
6	To complete a critical incident plan to supplement the risk assessment and have this signed by senior staff member	6	
7	To complete an emergency plan to supplement the risk assessment and have this signed by senior staff member	7	
8	Assistant Principal and group leader to complete a lessons learned log following the activity		Nourish- Lessons Learned Manager- Educational Visits
9	Assistant Principal to review lessons learned and present summary to CSLT where w trip has been completed.		Summary report

Version Control:

Version Number	Date	Status	Changes
V1.0	24 02 25	Final	

