



**Educational Visits Policy**

**Warwick Schools Foundation**

This Policy applies to Warwick School (including Warwick Junior School), King's High School, The Kingsley School and Warwick Preparatory School.

<b>Regulatory</b>	Yes
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<b>Author and Reviewer</b>	The Principal's Group
<b>Approving Body</b>	Governors' Education Committee
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<b>Next Review Date</b>	Autumn Term 2025

## **Introduction**

- 1.1** The Governors of Warwick Schools Foundation (“WSF”, “Governors”) recognise that educational visits and expeditions are an essential part of school life which greatly enhance the educational experience of its pupils.
- 1.2** The Governors acknowledge that, for these visits to take place, a clearly defined Policy detailing the requirements for planning, supervision, and Educational Visit Risk Assessment (EVRA) should be in place. Each School has its own procedures (see WSF SharePoint Portal), but this Policy gives a summary outline of the expectations required for each trip or visit and reflects the Governors’ recognition and understanding of legislative requirements and best practice guidance.
- 1.3** The Governors will ensure that there are sufficient numbers of trained Educational Visits Coordinators (EVCs) and adequate resources available, including finance, to ensure appropriate planning, EVRAs and training. Although EVCs are no longer required by legislation, the Governors believe they provide excellent safeguards to help ensure the safe running of school trips/visits.
- 1.4** The Governors have appointed the Deputy Heads to assist them with their duties in regard to Educational Visits.
- 1.5** This Policy will be reviewed annually by the Deputy Heads

## **2.0 The Basics**

What’s included in this Policy	<ul style="list-style-type: none"><li>• General Foundation Educational Visits Policy</li></ul>
Other Policies you might need to refer to (available on the WSF SharePoint Portal)	<ul style="list-style-type: none"><li>• Warwick School - Trips, Expeditions and Field Trips Policy</li><li>• King’s High School - Health &amp; Safety on Educational Visits Policy, Procedure and Guidelines Document</li><li>• Warwick Prep School (WPS) - Educational Visits Procedures</li><li>• The Kingsley School – Educational Visits Procedures</li><li>• Risk Assessment</li><li>• First Aid</li><li>• Missing Child</li><li>• Minibus</li></ul>

## **3.0 Who this Policy applies to**

<b>Person(s) Responsible:</b>	<b>Responsible for:</b>
Foundation Governors/ Foundation Bursar	Ensuring policy is updated annually (more if required or in response to updated legislation).

School Heads / School Educational Visits Coordinator	To ensure relevant staff implement the policy and complete a full and comprehensive EVRA for each visit.
Trip Leader/Supervisory Staff on the trip	To ensure all staff and pupils on the visit are fully briefed on procedures and expectations.
Interim Director of Estates & Operations	Update the policy annually, provide advice.

#### **4.0 Responsibilities**

- 4.1** A number of people play a role in, and have responsibility for, the success and safe conduct of each educational visit and these will vary between the WSF Schools, as set out in each school's Educational Visits Procedures document.
- 4.2** The Governors have appointed the Deputy Heads) in order to assist them in the discharge of their duties.
- 4.3** The Chair of each Foundation Governor School Committee has overall responsibility for Health, Safety and Welfare at that School.
- 4.4** The Heads have ultimate responsibility for approving any school trip or visit and may call upon the school's EVC and the Deputy Heads or advice and guidance if required.
- 4.5** The Head of each School will appoint a minimum of one EVC who will attend formal training through Warwickshire County Council or a similar training provider. This training will be refreshed regularly.
- 4.6** In accordance with best practice, it is intended that any member of staff who is arranging and leading a residential/overseas trip has received a full briefing from the EVC. This trip leader will then ensure all staff attending the trip are briefed as required.

#### **5.0 Essential Requirements**

- 5.1 Trip Responsibility** – a Trip Leader will be identified to take responsibility for each visit. Appropriate levels of supervision will be in place and details included on the EVRA, referring to the Department for Education (DfE) guidance on pupil ratios and Health & Safety on Educational Visits.
- 5.2 Approval** – provisional approval will be obtained from the Head, or member of staff nominated by the Head, before detailed planning and organisation is undertaken, and information provided to parents.
- 5.3 Residential Visits: Accompanying Adults** – any volunteer attending a trip which involves an overnight stay must have an enhanced DBS check carried out by WSF before the event takes place.

#### **5.4 Residential Visits: First Aid**

- Overseas visits – at least one First Aider must accompany each overseas residential trip, visit or expedition. At Warwick Prep School (WPS), an overseas trip must be accompanied by a member of SLT and the first aider must have completed a medicine administration course)
- UK visits – it is desirable for a First Aider to accompany each residential trip visit or expedition within the UK. Where this is not possible, this must be covered within the EVRA and alternative provision made for dealing with first aid and emergency situations. As a minimum, a first aid bag must be taken on every trip and a person nominated as first aider for the trip.

**5.5 Early Years Foundation Stage (EYFS)** – for each visit involving EYFS pupils, a member of staff with a paediatric first aid qualification will be in attendance.

**5.6 School Vehicles** – any member of staff proposing to use a school minibus for educational visit transport must also adhere to the WSF Minibus Policy.

**5.7 Risk Assessments (EVRAs)** – a suitable and sufficient EVRA will be carried out for each visit and shared with each adult accompanying the trip. The schools have their own procedures for staff signing off the EVRAs.

- For regular visits that are repeated on further occasions, an update of the original EVRA will suffice as long as procedures have not changed. Sample EVRAs for Day and Residential Visits are available from the School's EVC to provide a starting point for assessing specific visits. These are attached as Appendices 1 – 3, and published on the WSF SharePoint Portal.
- Where a pupil attending a trip has particular special needs and/or medical conditions, a specific EVRA may be carried out and shared with all staff accompanying the trip. It is appropriate to discuss this with parents and involve them in the assessment of risk for their child, whilst away from the school site.
- EVRAs for all residential visits must be authorised by the School EVC and School Head/Deputy Head. Further advice can be obtained from the IDEO.
- All EVRA's when written must not be completed in isolation. All staff going on the trips must have input and read the RA and sign to say they have read it, agreed and understood the document before going on the trip.
- The EVRA is a fluid document that can be changed before and during the educational visit's dependant on any changes during the trip. All Trip leaders are to review the EVRA on their return to ensure that the document is fit for purpose for the next visit.

**5.8 Insurance** – the trip organiser is responsible for ensuring that all aspects of the trip are insured and for checking the guidance notes and insurance documents available on the WSF Portal.

- Insurance for all educational visits is included in the WSF's company insurance excluding hazardous activities, which need to be checked with the insurer. Additional charges may apply. Winter sports numbers must be advised to the insurers, via the Foundation Bursar's Office (FBO).
- This insurance is subject to the schools and trip organisers having taken every care to mitigate any risks posed by the trip. Failure to do so could invalidate the insurance. If in doubt, the insurer's advice should be sought.
- WSF's insurers encourage trip organisers to book educational visits through ATOL or ABTA registered travel companies where possible, thus ensuring the fullest possible cover in case of cancellation through no fault of the school. Please consult the FBO if the tour providers are concerned about WSF taking out their insurances.
- The Trip Leader should refer to the notes and guidance on the WSF SharePoint Portal which provides further explanation of insurance requirements, including:
  - insurance cost surcharges to be included when budgeting trips outside of the UK
  - potential excluded activities that will need to be checked with the insurers
  - what to do about accompanying adults (volunteers or those not in supervisory capacity)
  - details about exclusions that apply to the insurance policy
  - how to manage pupils with existing conditions
  - exclusions, which may include some existing conditions
  - who to contact in case of emergency whilst on the trip (it is important to advise insurers as soon as possible if there may be a claim)
  - limits, excesses and how to claim.
  - Parental Consent
- Full information is provided to parents/guardians in writing and consent must be received for each pupil taking part in the trip.
- A general consent may be provided by parents/guardians at the start of the academic year to cover all UK day visits providing they take place during the course of the normal school day and cost less than £20.00.
- For visits involving an overnight stay, parents/guardians must provide specific medical and dietary requirements and be asked to identify in advance any activities they do not want their child to participate in.

- Where pupils are involved in any hazardous e.g. water activities, parents must be explicitly advised what they are providing consent for.

**5.9 Guidance for pupils** – Pupils will be advised of the expected standard of behaviour or code of conduct on the trip and should be briefed prior to the trip. The briefing will include information regarding those who have specific medical requirements to ensure they are aware of the location of any medication they require (e.g. inhalers, epipens).

## **5.10 Physical and Mental Health Guidelines**

Educational trips should enhance students' mental well-being by offering opportunities for social interaction, physical activity, and new experiences. When planning these trips, it is important to consider the mental health benefits of the activities involved.

The primary responsibility is to ensure that trips are safe and suitable for everyone attending, including both staff and students. Under the Equality Act 2010, the School is obligated to organise trips that are inclusive of individuals with disabilities whenever reasonably achievable. This involves several key considerations:

- Anticipate the needs of disabled students as much as possible during trip planning.
- Ensure that the trip arrangements are not unfavourable or detrimental to disabled students.
- Make all reasonable adjustments to prevent any substantial disadvantage that a disabled person might otherwise face.

Standard trip arrangements should be safe and suitable for the majority of students. Those organising trips should be aware of the various needs that must be met. There may be instances where unforeseen needs arise during the initial planning phase, which will require further consideration. The School should have robust systems in place to identify these cases in a timely manner to facilitate the necessary risk assessment and consultation with the family.

## **5.11 Support for Students**

- Identify students with known physical and mental health needs before the trip and ensure appropriate support is available. Trip staff should collaborate with key pastoral staff to create an individual risk assessment.
- If the risk assessment determines that participation in the trip is too dangerous for a student with a mental or physical health need, or could endanger others on the trip, the Deputy Head will discuss this with the parents or guardians.
- Provide students with information on who they can talk to if they feel anxious or unwell during the trip.
- Include activities that promote relaxation and stress relief, such as nature walks and mindfulness sessions.

## 5.12 Emergency Procedures

- Each trip will have clearly defined Emergency Procedures, including contact details and permission for emergency medical details if parents cannot be contacted.
- Once the safety of the trip participants is secured, the priority is to contact the school and to implement emergency procedures, referring to risk assessments and any school Crisis Management policies where relevant. The School Leadership Team (“SLT”) will be familiar with the Emergency Procedures & Crisis Management policies and be able to take action as required. At the earliest opportunity, contact will be made with parents to advise them of the nature of the emergency.
- During the school day, the school should be contacted via the School Office in order to alert the Deputy Head or, if unavailable, a member of the SLT.
- Out of school hours, a member of the School’s SLT will be on duty for emergency calls at any time of the day or night. The appointed person will have at all times access to the relevant documentation for the trip, including home and emergency telephone numbers and contact details for the School’s SLT/Deputy Head.
- The Deputy Head will advise the Foundation Bursar of any emergency if required.
- The Foundation Bursar will contact the Chairman of the relevant Foundation Governors School Committee, and WSF’s solicitors and insurers if required.
- Emergency details will also be obtained for all accompanying adults.
- Mobile phones (staff) – Trip Leaders may use a school-provided mobile phone as the trip phone for use as the emergency contact phone. Pupils and parents are given the contact number.

## 5.13 Weekend Sporting Fixtures

For weekend sporting fixtures, a list of all pupils expected and their contact details will be held by the Trip Leader. If a pupil does not arrive, the Trip Leader will contact the parent/guardian – please refer to the Missing Child Policy for more details.

## 6.0 Mobile Phone Use

Mobile phones can be a useful tool for communication and safety during trips. However, their use must be managed to prevent distractions and ensure student focus on the educational activities. students may bring mobile phones on trips, but usage will be limited to designated free time and in emergencies. King’s High School and

Warwick School will make use of the Yondr pouches to support this. Other schools will collect in phones and store securely to ensure restricted usage.

Pupils who attend WPS are not allowed to bring a mobile device (phone, tablet or communication device) on either a day or residential trip.

Staff must carry a mobile phone for emergency contact but should limit personal use. They should inform the IT department when travelling abroad to ensure usage is possible in the relevant country.

Staff should ensure they have contact information for all students and other staff members on the trip. In case of an emergency, staff should follow the school's emergency procedures and use their phones to contact the relevant authorities and parents or send an email or text message via the Evolve system if at King's High or Warwick School.

Staff at WPS should not use their personal mobile phones in the presence of children unless necessary. Staff follow the WPS Educational Visits Procedures or the WSF Critical Incident Procedures if necessary. The Headteacher is the first member of staff to be called in the event of an emergency or crisis. All staff carry a hard copy of contact details for pupils and staff, these are shredded on return to school.

It is important that staff are aware of any problems before parents. This can cause parents to worry before staff have had a chance to act and, in most cases, the issue can be easily resolved with a conversation between student and staff member e.g., home sickness, friendship issues, minor medical ailments.

## **7.0 Joint Trips with other WSF Schools**

Contact must be made between School staff and then permission sought from the Head/Deputy Head of all schools involved in the trip using the standard form and providing details of the trip. It is important to identify and agree which school will take the lead and ownership of the trip. Paperwork must be completed and passed to the other school for approval/ checking and sent out to pupils once agreed. The School leading the trip will provide the paperwork for the trip.

## **8.0 Alcohol Consumption by Staff on Educational Visits**

The Governors recognise that, for certain Educational Visits, there may be circumstances when alcohol consumption by staff would be permitted. In such instances, the EVC should be briefed in advance of the trip, and permission sought in writing from the relevant School Head. In normal circumstances, zero tolerance would be observed. Each School should update their own paperwork / procedures accordingly to reflect this.

At WPS and King's High School, staff are not permitted to drink alcohol during a residential trip and must be prepared for any eventuality during the day or night.



## 9.0 Waivers

Staff should not be signing waivers on behalf of parents without parents being informed.

## 10.0 Legislation and Definitions that apply to this Policy

<b>Legislation/guidance applying to this policy</b>	<ul style="list-style-type: none"><li>• Health &amp; Safety at Work Act 1974 and relevant regulations including Management of Health and Safety at Work Regulations 1992 (Revised 1999).</li><li>• DFES Guidance Health &amp; Safety of Pupils on Educational Visits.</li><li>• Outdoor Education Advisors Panel website: <a href="http://oeapng.info/">http://oeapng.info/</a></li><li>• Foreign Office Travel website for guidance on visits to specific overseas countries: <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a></li></ul>
<b>Definitions</b>	<b>10.0</b> Trip Leader – is one member of staff who has overall responsibility for the supervision and conduct of the visit and should have been approved by the Head.

## APPENDIX 1 Risk Assessment for Educational Visits

See separate Word documents, also reviewed Oct 2025