



# Goldwyn School

## Activities and Educational Visits Policy

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](#)

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| <b>Review Body:</b> | Mark Sibley/ Kerry Greene |
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| <b>Review Period:</b> | Every Two Years |
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| <b>Last Reviewed:</b> | February 2025 |
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| <b>Review Date:</b> | February 2027 |
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## Contents

|   |    |
|---|----|
| 1. Aims and Scope .....   | 3  |
| 3. Roles and Responsibilities.....  | 4  |
| 4. Planning and Preparation .....   | 7  |
| 5. Risk Assessment .....  | 8  |
| 6. Volunteers.....  | 9  |
| 7. Communication and Consent.....   | 10 |
| 8. Emergency Procedures and Incident Reporting .....                                | 11 |
| 9. Charging and Insurance .....   | 11 |
| 10. On-site Activities and Student Led Learning.....                                | 12 |
| 11. Residential Visits .....  | 13 |
| 12. Links with Other Policies .....   | 14 |
| Appendix 1: proposed visit planning information .....                               |    |
| Appendix 2: risk assessment templates (includes current templates for review) ..... |    |
| Appendix 3: volunteer behaviour and code of conduct .....                           |    |
| Appendix 4: template letter for parents/carers and consent form.....                |    |
| Appendix 5: Visit Categories .....  |    |
| Appendix 6: Trips and Visits Checklist .....  |    |

**‘It has long been acknowledged that students can derive a good deal of educational benefit from taking part in visits with their schools. In particular, they have the opportunity to undergo experiences not available to them in the classroom.’ Health and Safety of Students on Educational Visits – DfES 1998**

**‘Outdoor learning supports academic achievement, for example through fieldwork projects, as well as the developments of ‘soft’ skills and social skills, particularly in hard to reach children. It can take place on school trips, on visits in the local community or in the school grounds.’ House of Commons Education and Skills Select Committee – February 2005**

**‘Outdoor Education gives depth to the curriculum and makes an important contribution to students physical, personal and social education.’ Outdoor Education – Aspects of Good Practice – Ofsted – September 2004**

**‘Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly, how and when we learn.’ – Learning Outside of the Classroom – KCC – 2012**

## 1. Aims and Scope

Educational visits are activities arranged by, or on behalf of, Goldwyn, which require students to leave the school premises, having been authorised to do so by the Principal or other designated member of staff. This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. On-site activities are also covered within the scope of this policy.

Educational visits are a valuable way in which to complement and enhance the curriculum, expand students' education and provide enriching social and cultural experiences, teach life skills and promote independent learning thereby providing a foundation for lifelong learning. They form an integral part of our approach to furthering our student' education and personal growth.

An educational visit can be seen as any aspect of a student's education that takes place off the main school site and as such should include:

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

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 our visits are available to all students. It sets out the roles and responsibilities of staff, students and volunteers when it comes to visits.

Parents and carers will be notified with details of the activity. A letter will go home asking for additional consent. This will be in addition to the agreement signed when a child starts at Goldwyn School.

The Governing Body has given its approval to the full range of activities being organised in support of the educational aims of the School. Kent County Council recognises three categories of trips and visits

1. **Category A Activities** – These comprise activities that present no significant risks with no need for the group leader to have National Governing Body or other accreditation.
2. **Category B Activities** – Activities which require that the leader has undergone an additional familiarisation process or induction, specific to the visit and/or location.
3. **Category C Activities** – Higher risk activities which need approval by the County Council Outdoor Education Adviser.

Category A and B visits can be approved at establishment level. Each establishment should have a protocol for agreeing trips/visits. This may include approval of the Educational Visits Co-ordinator, Principal or Governing Body.

All educational establishments must seek and obtain the approval of the Outdoor Education Adviser before undertaking any trip or visit, which falls into Category C. The County Council will provide each

Educational Visits Co-ordinator with an Off-site Visits Guidance pack containing agreed forms which should be used.

## **2. Roles and responsibilities**

### **2.1 Principal and Governing Body**

The Principal and Governing Body are responsible for:

- Ensuring that visits comply with the guidelines and regulations provided by the DfE, the Outdoor Education Advisers Panel, KCC and the School's Health and Safety Policy.
- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours. Working with the governing body to approve residential trips of more than 24 hours.
- Ensuring that Risk Assessments are signed off at Senior Leadership Team level **before** any trip leaves site.
- Ensuring that staff, including the educational visits co-ordinator, are competent to oversee the co-ordination of off-site education, and have received any necessary training. They will need to also ensure that the EVC can obtain advice from an appropriate technical adviser as necessary.
- Ensuring that, in the event of a major incident or accident, the relevant guidelines are adhered to in terms of informing parents/carers, staff and the media. To help to ensure that serious incidents, accidents and near-accidents are investigated.

**2.2 The Educational Visits Co-ordinator Mark Sibley** is the appointed EVC at our school. Their role is to support the Principal in ensuring all relevant regulations, guidance, school policy and procedure have been adhered to, and, acting on behalf of the Principal to: Assess outside activity providers:

- Advise the Principal and governing board when they're approving trips
- Access the necessary training, advice and guidance.
- Ensure all off-site visits are thoroughly planned using standardised whole-school documentation. The school have template documents contained in our educational visits planning pack which is available to all staff via sharepoint, see Appendix 1.
- Be responsible for the registration of all trips on the EVOLVE platform as necessary.
- Oversee and guide other staff to arrange and organise educational visits, ensuring they are aware of the guidelines available through the DfE, the Outdoor Education Advisers Panel and KCC as required.
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit, ensuring that the activity leader is competent (experience and training – training to be made available where a need is identified) to undertake the activity.
- Ensure visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management.

- To organise the emergency arrangements and ensure there is an emergency contact for each visit.
- To arrange for recording of accidents and the reporting of serious injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits. To keep records of individual visits including reports of accidents and 'near accidents' ('near misses').
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements.
- To review systems and monitor practice.

## **2.3 Visit Leader**

Every educational visit will have one member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers. Identify the clear purposes and objectives of the visit and have prior knowledge of the venue, making an exploratory pre-visit where necessary.
- Assign staff and volunteer roles, as needed. Ensure staff are capable and able to fulfil their roles at all times while responsible for students and others.
- 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, pupils and parents/carers, including roles and responsibilities and expected behaviour.
- Ensure that they are aware of, and comply with, the advice and guidelines available through the DfE, the Outdoor Education Advisers Panel and KCC, this policy and other school policies as required.
- Complete visit documentation and obtain EVC/Principal approval for any visit off-site, no matter how short the duration. Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments.
- Record all aspects of the trip onto the Risk Assessment.
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed. Ensure all supervising adults are aware of the risk assessments, including 'Plan B', and the expected standards of behaviour.
- Allocate supervisory responsibility to each adult for named students and ensure each adult knows which students they are responsible for. To ensure each student knows which adult is responsible for them and all adults understand that they are responsible to the visit leader for the supervision of the students assigned to them.
- To continuously monitor the appropriateness of the activity, the physical risks and consider and implement any contingency planning.

## **2.4 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 trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher.
- Carry out any required risk assessments and work with the trip lead.
- Communicate with parents and carers and make sure trips are inclusive of all student' needs.
- Look out for the health and safety of themselves and those around them.
- Help manage pupil behaviour and discipline as required while on the visit.
- Share any concerns or worries with the trip lead and others, as appropriate.

## **2.5 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 trip.

## **2.6 Volunteers**

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly.
- Behave appropriately and model good behaviour for students.
- Report any concerns to the trip 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.

## **2.6 Students**

Our school behaviour policy also applies to all educational visits. This includes the expectation that students will:

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

Students will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

### **3. Planning and preparation**

The decision on whether or not a visit will take place will be made by Kerry Greene, Principal, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Needs of the student cohort on the trip (pen picture)
- Contact details for each student on the trip, and any necessary medication
- Risk assessment plans and first aid provision. A site specific risk assessment may also be required if specific hazards are not covered under generic risk assessments
- 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
- What safety measures can be put in place in order to reduce any risks
- If the trip is Category C, which is any adventurous trip or out of County visit, you must register and complete EVOLVE planning tool for KCC's approval. (This must be done 6 weeks prior to the trip/12 weeks if it is a new provider which is not on the system)

We have prepared an educational visits planning pack which contains all forms linked to the preparation of school visits. Staff can find this document on sharepoint. **See Appendix 1.** This pack includes:

- A flow chart details the process to be followed.
- Visit Checklist setting out clear instructions on the stages of planning and organisation.
- Initial notification form. This is to be completed and the very early stages of planning and is not final permission. The EVC and Principal must have seen the completed pack before final approval is given
- External visits activity form. This must be signed before a trip takes place.
- Visit leader responsibilities – to be signed by all visit leaders.
- Evaluation form

See **Appendix 1** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Principal will seek approval of the Governing Body.

Once the risk assessment has been approved by the Principal, and the Governing Body where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

### **3.1. Inclusion**

All students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a student with a disability, 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 trip 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.

## **4. Risk Assessment**

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template in Share point under Health & Safety in Visits folder and in **Appendix 2**, and approved by the Principal and EVC. Existing risk assessments template in Share point under Health & Safety in Visits folder 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 trip 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 Principal and, where appropriate, third party vendors.



Every risk assessment will be approved by the Principal, and a copy taken on the visit and another copy left with the EVC.

#### **4.1 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:

- At least 1 male and 1 female supervising adult is present (for mixed student groups).
- At least 1 supervising adult able to administer first aid is present on all trips.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found template in Share point under Health & Safety in Visits folder.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip.
- **Adults without a DBS check will not be left alone with students at any time.**
- The Visit Leader will take regular headcounts and/or rollcalls.

#### **4.2 Transport**

Transportation for trips will be organised by the school, in line with our safety procedures (Medical needs/Transport Strategy agreement in KCC transport). We will make sure students, staff and volunteers are transported safely and efficiently, with the required first aid provision.

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

#### **4.3 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.

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

### **5. Volunteers**

Where appropriate, parents and carers may be asked to volunteer to attend and supervise students alongside staff members on trips, taking into consideration:

- The needs of the students going on the trip
- The setting and circumstances of the trip

- 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 3** 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 trip.

**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.**

## **6. Communication and consent**

We will contact the parents and carers of pupils invited to take part in an educational visit at least one month before the proposed date of the trip. Communication will be via 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
- Student-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of students' 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.
- Because 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 trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## **7. 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**

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 trips 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.

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 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. The remaining staff and adults will return to the school with the rest of the students.

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 and trips 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.

## **8. Charging and insurance**

We will follow our school's Charging and Remissions policy at all times available on our website and in Share point under Policies.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect students' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, 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.

## **8. On-site Activities and Student Led Learning**

It is the responsibility of the member(s) of staff leading activities to organise any required equipment. All equipment must be ready in advance, and be available at the start of the activity. Any identified issues, or concerns, with equipment must be reported to the Health and Safety Officer and/or a member of the Senior Leadership Team. Staff should allow sufficient time for activities to be completed within the allotted time. Activities that extend over a number of sessions must be planned and structured accordingly. Factors to take into consideration will vary, whether planning a 'structured' activity, or allowing students to engage in 'unstructured' activities.

Activities should be purposeful and may be used (but are not limited to) to fostering specific skills and talents, as rewards and enrichment, to break down barriers and to develop wider social, emotional and communication and interaction skills.

Staff must be capable, competent and able to fulfil their roles at all times while responsible for students and others. Staff must be qualified to supervise the planned activity. The Principal must approve all proposed activities prior to them taking place. Evidence of qualifications or training will be requested in the case of specific activities, and as required. Staff must be aware of the current health and safety regulations for any activities offered, and all health and safety regulations specific to the activity must be followed at all times.

Only activities that have been fully risk assessed in line with health and safety and other relevant legislation and policies, and approved by The Principal, will be permitted.

**Factors to consider:**

- Safety and availability of equipment
- Safety of location, risk factors e.g. weather, ground surfaces etc.
- Capabilities of student cohort, including any medical conditions, allergies etc.
- Availability and location of first aid equipment, and a first aider being accessible
- Safe storage of equipment prior to, during and after activities
- Students should be made aware that the school behaviour policy also applies to all activities. Staff must ensure that all students taking part have listened to, and understood, the instructions provided. Students should not take part in activities if there are concerns around their ability to understand, or follow, the instructions given, or where their, or others, health and safety may be compromised by doing so
- Prior to starting, staff must be confident that they can safely undertake the activities with the student/cohort of students involved. If in any doubt, the activity should not go ahead
- Is activity age and ability level appropriate
- Group sizes and individual need. General guide, 3:1 ratio of students to staff as a minimum – this will be dependent on individual student risk assessments and the activity planned
- The emotional temperature of the group at the time

**9. Residential Visits**

The Principal, together with the governing body, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

- 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 pupils 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. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

## **10. Review**

This policy will be reviewed every two years by the Principal, Educational Visits Coordinator/Health and Safety Officer. At every review, the policy will be shared with the full Governing Body of Goldwyn School.

## **11. Links with other policies**

This policy links with the following policies and procedures:

Health and safety policy

Charging and remissions policy

Behaviour policy

Child protection policy

First aid policy

Supporting pupils with medical conditions policy

Special educational needs (SEN) policy

Equality information and objectives

Accessibility plan

**Appendix 1:** proposed visit planning information: To be completed by the staff member proposing the educational visit, and submitted to the Educational Visits Coordinator, Mark Sibley - supported By Tammy Brooks - All trips are to be signed off by the Principal, Kerry Greene.



Goldwyn School  
Aspire • Empower • Achieve

# Educational Visits

**Educational visits are a valuable way in which to complement and enhance the curriculum, expand students' education and provide enriching social and cultural experiences, teach life skills and promote independent learning thereby providing a foundation for lifelong learning. They form an integral part of our approach to furthering our student' education and personal growth.**

An educational visit can be seen as any aspect of a student's education that takes place off the main school site and as such should include:

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school

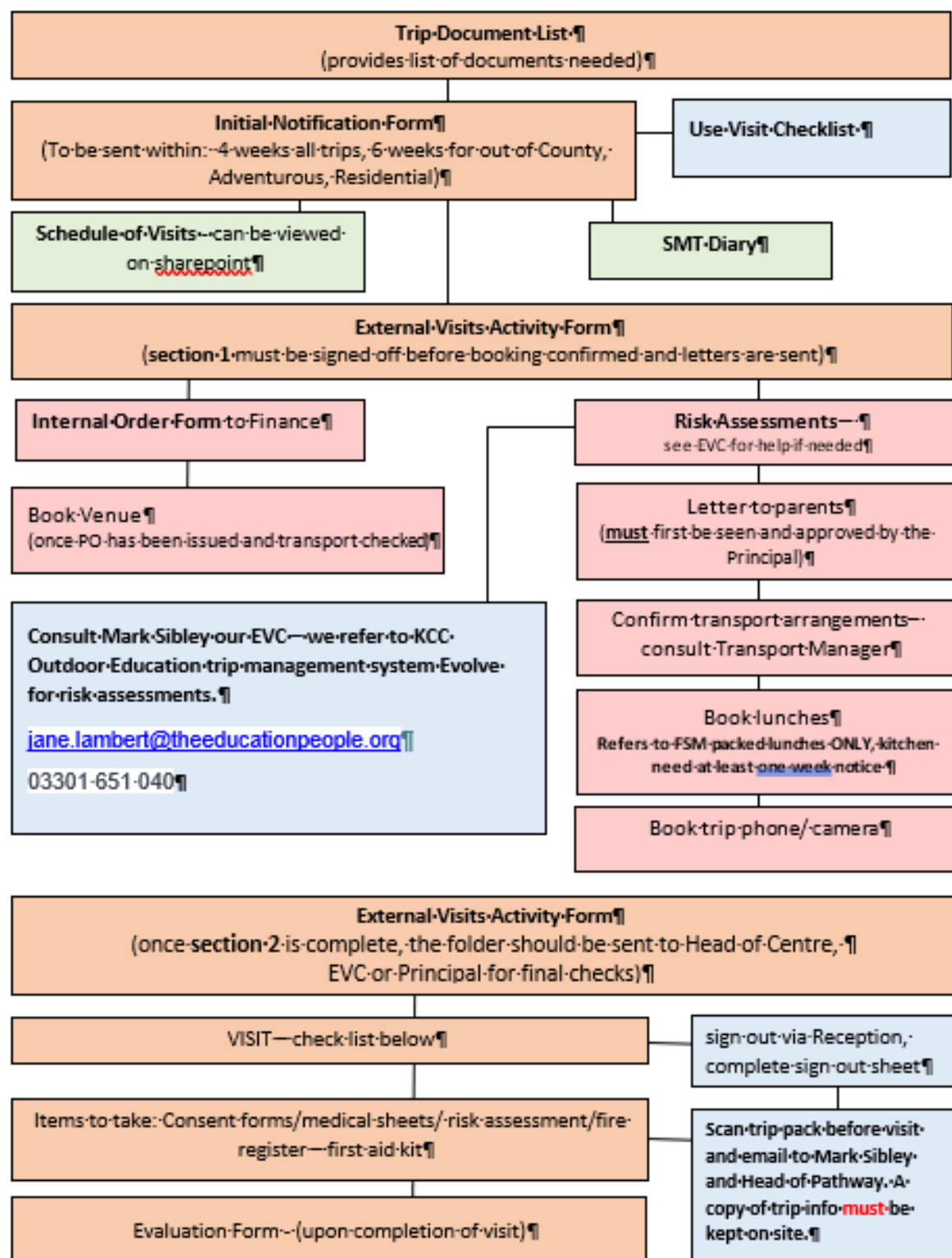
**The paperwork enclosed is to help in the planning of educational visits and ensure that we follow health and safety practices.**

Please refer to the Goldwyn Educational Visits Policy for more detailed information.

## Educational Visits Process

All off-site visits need to be authorised by the Principal. If you need any advice or guidance then please contact our Educational Visits Coordinator, Mark Sibley on ext 279.

*A copy of all forms can be found in the Educational Visits Planning pack on sharepoint.*





### Educational Visits – Initial Notification Form of Proposed Visit

Please scan and email a copy of this form to the following:  
Kerry Greene, the Head of School for your site, Mark Sibley, Tammy Brooks

The notification period is 4 weeks for all trips and 6 weeks for out of county, adventurous or residential trips.

|   |  |                      |
|---|--|----------------------|
| <b>Visit Leader:</b>  |  |                      |
| <b>Date of Proposed Visit:</b><br><i>(Check whole school diary first with SMT)</i>  |  |                      |
| <b>Venue:</b>   |  |                      |
| <b>(Pre-site visit required?)</b>   | Yes/No   |                      |
| <b>Checked with KCC Outdoor Education?</b>  | Yes/No   |                      |
| <b>Transport:</b>   |  |                      |
| <b>Have you consulted with Transport Manager?</b>   | Yes/No   |                      |
| <b>No of pupils:</b>  |  |                      |
| <b>No of staff:</b>   |  |                      |
| <b>Purpose of visit:</b><br>Please provide a brief description of the trip and how it links to the curriculum or give details of enrichment objective | Curriculum / Enrichment (please delete as necessary) |                      |
| <b>Cost:</b>  | Budget:  | Parent contribution: |
| <b>Date of notification:</b>  |  |                      |

This form is to notify the Principal and the Head of School for your site of an intended school trip. **You will need to complete and submit part 1 of External Visit Activity Checklist for official approval.**



**BOOKINGS SHOULD NOT BE MADE OR PUPILS NOTIFIED UNTIL FINAL APPROVAL HAS BEEN GIVEN.**

### **GOLDWYN SCHOOL VISIT CHECK LIST**

#### **STEP 1**

Initial process to be followed:

- Check diary with SMT
- Complete initial notification form
- Check transport availability
- Initial risk assessments (contact Mark Sibley)
- External visits activity form
- Read and sign trip leader responsibilities sheet

#### **STEP 2**

This stage to be completed once official approval has been sought.

- Internal order form to Finance
- Confirm Finance have booked venue
- Letter to parents
- Book lunches (need minimum one week notice) for Free School Meals ONLY
- Confirm transport
- Book telephone
- Book camera
- Ensure Head of Pathway or Principal have seen and approved completed external visits activity form.

#### **STEP 3**

Documents needed on the day:

Student consent forms

Student medical sheet

Student risk assessments

Student / Staff off-site Fire Register

You should also have a first aid kit.

Please scan and send a copy of the completed trip pack to Mark Sibley and your Head of Pathway. This should include copy of consent forms/medical sheet and risk assessments.

**All forms can be located in sharepoint under trips.**



## **Educational Visits and Offsite Activities**

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### **Visit Leaders Legal Responsibilities**

The 'duty of care' means that the leader must act in the same way that a reasonably careful parent would, although it has to be remembered that they may have a group of 10 or 30 people in their care. This latter point means that they must act in a professional manner, taking all reasonable measures to ensure that everyone under their control and supervision is safe and protected from unacceptable risks.

The leader may be aware of special factors, or have received specialist training, that are unknown or unavailable to parents. This would lead to an expectation of a higher duty of care of the children/young people.

The law is not expecting anyone to do the impossible, or to be perfect. The leader must be careful and not careless or, as it may be referred to in this context, negligent. Negligence means doing something that a reasonable person would not do in the same circumstances, or failing to do what a reasonable person would have done.

This duty of care remains throughout the whole venture and is not confined to particular hours or situations. It can not be delegated to anyone else. Support staff 'support' the professionally qualified leader and do not take the same duty of care for their sub group or part of the activity.

(Non qualified support leaders such as parents or governors can clearly assist with supervision and organisation. Heads of establishment must satisfy themselves that they are responsible adults, as they must accept the normal common law duty of care towards the children. They must act as a reasonable person.)

Signed \_\_\_\_\_

Date\_\_\_\_\_

## Goldwyn School - External Visits



Please complete this form 4 weeks before visit or 7 weeks if EVOLVE required.

### Section 1:

|  |                    |                         |                       |
|--|--------------------|-------------------------|-----------------------|
| Date:  | Time of Departure: | Time of Return:         | Entered in SMT Diary: |
|  |                    |                         |                       |
| Location:  |                    |                         | Transport method      |
|  |                    |                         |                       |
| Visit Leader:  |                    | Cost:                   |                       |
| No of Staff:   |                    | No of Pupils:           |                       |
| Risk Assessments Completed: YES/NO                   |                    | Signed: _____           |                       |
| To be completed by visit leader and checked with EVC |                    | Name: _____ Date: _____ |                       |

### Pupil information

| Name | ESM | Unit/Class | Individual RA | Emergency Meds Form | Paid | Consent letter for activity specified |
|------|-----|------------|---------------|---------------------|------|---------------------------------------|
|      |     |            |               |                     |      |                                       |
|      |     |            |               |                     |      |                                       |
|      |     |            |               |                     |      |                                       |
|      |     |            |               |                     |      |                                       |
|      |     |            |               |                     |      |                                       |
|      |     |            |               |                     |      |                                       |
|      |     |            |               |                     |      |                                       |

*Continue overleaf if necessary*



|  |                           |                 |
|--|---------------------------|-----------------|
| EVO Risk Assessment, checked and completed                   | Y/N                       | Date:           |
| Visit Leaders' Legal Responsibilities form signed            |                           | Y/N             |
| Student Individual Risk Assessments                          |                           | Y/N             |
| Travel arrangements in and out of School (vehicle required?) |                           | Date completed: |
| Transport booked? Y/N  | (transport to be advised) |                 |
| Approved by Head of School                                   | Y/N                       | Date            |
| Approved by EVC  | Y/N                       | Date            |
| Approved by Principal  | Y/N                       | Date            |
| Governors informed (residential visits)                      |                           | Y/N             |

### Section 2: ONCE SIGNED THE FOLLOWING CAN BE ACTIONED

|   |            |
|---|------------|
| Purchase order obtained   |            |
| Bookings to be made by Finance  |            |
| Parent/Carer Letter sent<br>(must be approved by SMT and sent on confirmation of principal) | Date:      |
| Lunch Arrangements - Kitchen to be informed - one week before - lunch form                  | Date:      |
| Number of Free School Meals? Check and order lunches with Kitchen                           | Date:      |
| Any special arrangements? If yes, provide details   |            |
| Mobile Phone required   | Booked Y/N |
| School camera required  | Booked Y/N |
| Emergency Medical Consent forms completed and packed  | Y/N        |
| Student Individual Risk Assessments Packed  | Y/N        |
| Copies to   | Kitchen    |
|   | Transport  |
|   | Finance    |



If the details on this sheet need to change you must complete a new sheet for signing



Goldwyn School  
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## Educational Visits – Evaluation Form

Please complete this form once your visit is complete.

|                                  |  |
|----------------------------------|--|
| <b>Visit Leader:</b>             |  |
| <b>Date of Visit:</b>            |  |
| <b>Evaluation of Venue</b>       |  |
| Location                         |  |
| Activities offered               |  |
| Facilities available             |  |
| Experience of staff with SEMH    |  |
| Adequate supervision at location |  |
| Was pre-visit beneficial         |  |
| Transport – time required        |  |
| Cost per child                   |  |
| Cost per adult                   |  |
| <b>Evaluation of Trip</b>        |  |
| Aims and objectives              |  |
| Value for Money                  |  |
| Student response                 |  |
| Adult response                   |  |
| Group Behaviour                  |  |
| Would you recommend a revisit?   |  |



## **Appendix 2: risk assessment template**

**Date of assessment:**

**Date(s) of trip:**

**Trip leader:**

**Assessor:**

**Trip destination:**

Checked by:

| Hazard                              | who might be harmed and how? | what are you already doing?   | do you need to do anything else to control this risk?                | Action: Who? | Action: When?    | Done |
|-------------------------------------|------------------------------|---|--|--------------|------------------|------|
| Slips and falls caused by wet floor | Students and staff           | Appropriate footwear to be worn, first aid kit to be carried at all times | Follow additional instructions from destination staff as appropriate | Trip leader  | Duration of trip |      |
|                                     |                              |   |  |              |                  |      |
|                                     |                              |   |  |              |                  |      |
|                                     |                              |   |  |              |                  |      |

### **Appendix 3: volunteer behaviour and code of conduct**

This code of conduct sets out the expected behaviour for volunteers attending school trips. 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 [insert member of staff] at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found [insert location].

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip 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 pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible
- Volunteers agree **not** to:
  - Exchange contact details with pupils unless told to by a member of staff
  - Engage in physical contact with pupils unless appropriate or required
  - Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
  - Use demeaning, offensive, abusive or insensitive language
  - Smoke, 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 pupil unless previously agreed with staff
  - Take photographs or record pupils without the permission of pupils and staff

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

**Signed:**

**Date:**

#### **Appendix 4: template letter for parents/carers and consent form**

This form is based on the Department for Education's [consent form for school trips and other off-site activities](#).

Parents and carers should sign and date the form and return it to [their child's teacher/the Principal/the Visit Leader].

**Trip destination:**

**Trip date(s):**

I, \_\_\_\_\_, confirm that I am happy for my child, \_\_\_\_\_, to take part in the school trip to [insert destination].

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.

#### **Contact information**

I can be contacted using the following details:

Work telephone:

Home telephone:

E-mail address:

Alternatively, please contact \_\_\_\_\_. Their relationship with the student is \_\_\_\_\_

Work telephone:

Home telephone:

E-mail address:

#### **Image Consent**

I give my consent for photos and videos of my child to be used on promotional media/marketing materials used by the school, including the school prospectus (name will be omitted). YES / NO

The name and contact details of our family doctor are:

#### **Medical information**

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them.

I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.



## **Appendix 5:**

### **Category A - Internal Approval required (approved by somebody within the establishment who is competent and has the appropriate experience to make the relevant judgments)**

These are activities that are part of the regular curriculum and life of the school/unit/youth centre/project. They take place locally; involve walking or a short vehicle journey and where the activities present no significant risks.

They should be supervised by a member of staff who has been assessed by the Principal\* as being suitably and appropriately experienced and competent to lead this category of visit.

The member of staff does not normally need to hold National Governing Body (NGB) Awards or other accreditation. Some activities, such as cycling in school grounds as part of the Cycle Proficiency Scheme (Bikeability) will require staff with specialist qualifications.

- The visit or activity should be conducted following KCC Regulations and Guidance for the Safe Practice of Offsite Activities and the establishments own Educational Visits/Offsite Activities Policy.
- Pre-visits are strongly recommended whenever possible.
- Risk assessments must be carried out and recorded for all aspects of the visit/venture.

Examples include:

- Walking in the park or on non remote country paths under close supervision.
- Visits to public swimming pools, museums, art galleries.
- School PE/sports fixtures.
- Cycling in the grounds of own establishment.
- Orienteering in an enclosed area known to the school/unit/youth centre or project.
- Field Studies in environments presenting no significant hazards. This includes visits to: Environmental Centre and Horton Kirby Environmental Centre.
- Farm Visits.
- Geological fieldwork in environments presenting no significant hazards.

\* This role may be delegated to the EVC

### **Category B – L.A Approval required**

These are activities not regularly or routinely undertaken by the school/unit/youth centre or project and/or include some higher risk or higher profile activities.

Safe supervision requires the leader to have:

- recent relevant experience
- undergone additional activity and/or site specific training
- to hold either a relevant qualification, or be judged as appropriately competent by the Outdoor Education Adviser and Head of Establishment.

The Outdoor Education Adviser and Head of Establishment may delegate these powers to an appropriately qualified and experienced Educational Visit Coordinator/Youth Hub Manager/Duke of Edinburgh's Award County Coordinator.

These activities include;

- Walking in non-remote country where a remote supervision style is used.
- Camping in lowland non remote areas
- Orienteering in a public or non-enclosed area
- Cycling on roads or non-remote off - road terrain
- Geological fieldwork in a coastal location or in or by water
- Low level initiative challenges
- Beach barbecues/Beach activities (not swimming)
- Theme Parks
- Water Parks
- Adventure Playgrounds
- Student Exchange Visits
- Field Studies \* in a coastal location or in or by water
- Visits to the following KCC managed Outdoor Education Centres:
  - Kent Mountain Centre
  - Swattenden Centre
  - Bewl Water Outdoor Centre
  - Centre d'Hardelot \*
  - Kearsney Campsite\*\*

\* Excluding the KCC managed Environmental Education Centres

\*\* Activities that are booked whilst staying at both Centre d'Hardelot and

Kearsney Campsite and take place outside the grounds have not been 'vetted' for use and therefore a programme that includes any adventurous activities when visiting these venues will fall within Category C.

### **Category C – L.A Approval required**

This category includes all the activities that are within scope of the Adventurous Activity Licensing Regulations 1996. It also includes a range of activities that fall outside the scope of the above licensing regulations but are commonly pursued by school/units/youth centres and projects.

An example of such an activity is motor sports where safe supervision requires the leader to have completed some prior test of his or her specific competence. Such competence might include a recognised training course, the recorded accumulation of relevant experience, or an assessment of competence by an appropriate body.

Category C requires that the leader should have undergone a recognised course of training, have gained relevant experience, and have been assessed as competent, usually by being in possession of a current National Governing Body qualification. Leaders of activities must provide evidence of their qualification and recent and relevant experience to the Outdoor Education Adviser.

Activities in Category C include:

Watersports  
Climbing (on artificial walls and rock)  
Hill and Moorland walking  
Mountaineering  
Skiing  
Adventure Activities including river, stream and gorge walks  
Caving and Potholing  
Horse riding  
Swimming in the sea or inland waters

**Appendix C – adventurous/hazardous activities requiring LA approval.**

Abseiling Mountain Biking  
Angling Mountaineering  
Archery Open country activities and field studies  
Ballooning Paintball  
Bungee Jumping Parachuting  
Camping Paragliding  
Canal Boating Pony Trekking  
Canoeing Potholing  
Caving Power Boating  
Challenge or Assault Courses Rafting (improvised and white-water)  
Climbing - Outdoors and Indoors Rowing  
Cycling (other than Cycle Proficiency) Sailing  
Expeditioning Sea Level Traversing and Coasteering  
Flying (other than with Commercial Company) Shooting  
Gliding Skiing  
Hill Walking Snowboarding  
Horse Riding Sub Aqua/Snorkeling  
Initiative Courses Surfing  
Kite Surfing Swimming (other than in public pool)  
Land Yachting Water Skiing  
Low and High Ropes Courses Windsurfing  
Motor Sports  
Zorbing

## Appendix 6

| TRIPS AND VISITS CHECKLIST          |  |                          |
|-------------------------------------|--|--------------------------|
| For UK/Residential/Day Trips Abroad |  |                          |
| 1.                                  | Obtain initial approval - complete Request Approval for visit;<br>Check calendar (online), check cover implications .<br>What is plan 'B'?   | <input type="checkbox"/> |
| 2.                                  | Liaise with external providers and venues. Do they meet expected standards?  | <input type="checkbox"/> |
| 3.                                  | Thorough Risk Assessments completed and specific activities have been considered. Which adults are on the visit? DBS checks? Male/Female staff?  | <input type="checkbox"/> |
| 5.                                  | Risk Assessment and Itinerary Walk Through with EVC  | <input type="checkbox"/> |
| 6.                                  | Complete EVOLVE online as required   | <input type="checkbox"/> |
|                                     | Letter sent to parents at least 4 weeks before visit. This <b>must</b> be approved by the Principal  | <input type="checkbox"/> |
| 7.                                  | If the trip involves a cost, confirm payment arrangements.<br>Inform Finance Department of any sundry expenses that will be required on the day and arrange insurance if necessary.  | <input type="checkbox"/> |
| 8.                                  | Organise travel/transport  | <input type="checkbox"/> |
| 9.                                  | Notify Hubs and arrange meals for FSM students.  | <input type="checkbox"/> |
| 10.                                 | Notify site team (SD, MS, Caretakers) (If early start/late return arrange gate key/access to school if appropriate)  | <input type="checkbox"/> |
| 11.                                 | Who are the designated first aiders? Get First Aid kits prepared (at least one week's notice)  | <input type="checkbox"/> |
| 12.                                 | Inform staff of students who are out (at least two weeks' notice)  | <input type="checkbox"/> |
| 13.                                 | Book school mobile phone, if necessary   | <input type="checkbox"/> |
| 14.                                 | Ensure that you have an up to date list of students/student risk assessments/contact details/medical and allergy information – staff/students (one copy of all documentation to be left with EVC. Final register to be taken on the day and Attendance Officer informed. | <input type="checkbox"/> |
| 15.                                 | Provide instructions/expectations/Code of Conduct to students  | <input type="checkbox"/> |
| 16.                                 | Provide packs and brief accompanying staff. Are they clear about any risks and their roles?  | <input type="checkbox"/> |
| 18.                                 | All relevant paperwork/final pack must be left with EVC, (Request Approval for a Trip/Visit, Itinerary, final list of students, contact telephone number)  | <input type="checkbox"/> |

|     |   |                          |
|-----|---|--------------------------|
| 19. | If the return time is late at night, arrange to contact parents/site team (as applicable) in the event of a delay/emergency/access.   | <input type="checkbox"/> |
| 20. | If more than one coach is involved, make a note of the mobile phone number of a member of staff on each coach   | <input type="checkbox"/> |
| 21. | Ensure that you have all the signed permission slips – no slip, no trip.  | <input type="checkbox"/> |
| 22. | Check medical information on students prior to confirming with the student they have been allocated a place.  | <input type="checkbox"/> |
| 23. | <p><b><i>On the day:</i></b></p> <ul style="list-style-type: none"> <li>• Check the details and student/staff list is <u>up-to-date</u></li> <li>• Check you have packed lunches for FSM students</li> <li>• Check you have the Emergency contact details for all students, staff, each vehicle and EVC/Principal, a first aid kit, any medications required and a mobile phone</li> <li>• Check you have appropriate access arrangements for site if returning late at night/that parents are aware of drop-off times</li> </ul> | <input type="checkbox"/> |