

# Bedales Prep Educational Visits Policy

Implementation date:

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Author	Educational Visits Coordinator
Review body (individual or group)	SMT
Approval Body	The Head, Bedales Prep
ISI Regulatory Paragraph Number	Part 3, 14
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*Tick relevant box(es) ✓ how this Policy should appear:*

Inspector Folder		✓
Website	Upload	✓
	Signpost	
Internal only		
Parent Portal		
For Pupils/Students		

# Educational Visits Policy

## Introduction

Pupils can derive a good deal of educational benefit from taking part in external trips and visits. Educational visits (which refers to all trips) play a major role in the education and development of young people. They contribute significantly to the development of cross-curricular links and to personal and social education through encouraging responsibility, self-confidence and self-reliance. This policy is designed to ensure that teachers and pupils stay safe while on educational visits.

## Process for Approval

All day trips should be planned at least a term in advance. Residential trips should be planned a whole year in advance. Trips should be entered into the school calendar following approval by the Senior Management Team and by the calendar deadline (the half term prior to the term in which the trip takes place). All trips and visits are subject to calendar availability. Clashes will be examined at the calendar committee meeting. Trips entered following the calendar deadline will only be approved in special circumstances and if the calendar allows.

The following will also be taken into consideration in authorising a trip / visit:

- Cost: Trip leaders must consider the financial implications of the trip and it must be made clear from the outset who is to cover the cost. Parents must be informed at the earliest opportunity if they are to be charged.
- Educational value / benefits
- Impact on teaching and learning. Care should always be taken to minimise the amount of teaching time that is lost.

## Planning

*All trip arrangements must be approved by the Trips and Visits Coordinator, then signed off by them and the Head of Bedales Prep.*

Trips should be planned as far in advance as possible to enable staffing arrangements, timetabling, transport etc., and to avoid possible clashes.

In planning an off-site visit, the trip leader is responsible for the following:

- Pre-visit: Where possible, it is good practice to inspect a location prior to planning a visit, in order to check its suitability. Where a pre-visit is not feasible, the group leader will need to consider how best to complete assessment of the risks.
- Staffing: The correct staff: pupil ratios must be adhered to (see below).
- A new sub folder should be created in the Trips folder for the individual trip. Within this folder, the following is required:
  - A completed 'Off Site Day Visit Information Sheet'.
  - Risk assessments for each individual activity being undertaken. These must be digitally signed by each member of staff attending the trip to confirm these have been read and will be adhered to.
  - Medical Information for pupils attending the trip.
- Once complete, the Trips and Visits Coordinator should be alerted and will sign the 'Off Site Day Visit Information sheet'. The Head of Bedales Prep will then countersign this to give final authorisation for the trip to go ahead. In his absence, either of the Deputy Heads will sign.
- The trip organiser will then be alerted that the trip has been authorised.

- All staff attending a trip must have access to pupil medical records.
- Any required medication should be taken on all trips. A list of children who should carry an inhaler or Epi-pen is available from the matrons.
- Staff taking school matches do not need to complete an 'off site day visit information sheet' but they do need to produce a team list which should be given to Reception at least 2 days before, including departure and return times.
- All staff attending a trip should carry with them the school's Critical Incident Card'. It is the trip leader's responsibility to ensure that all staff on the trip have this before departing.

### Residential Trips

The amount of advance preparatory work needed will obviously vary considerably with the type of activity and location. A week-long trip abroad requires considerable research and preparation. Repeat visits and shorter trips will need less planning, and can be arranged at shorter notice,

When running a residential trip, the trip leader should refer to the Residential Trips Timeline ([Time Line.docx](#)) for a full checklist and guidance. A pre-trip visit should be undertaken by the trip leader and the [Pre trip visit checklist.docx](#) completed prior to any booking confirmation and payment being made.

The trip leader must then create a new sub folder in the Trips folder in which all completed paperwork must be saved.

- The [RESIDENTIAL TRIPS SUMMARY FORM.docx](#)
- A full itinerary
- A list of pupils attending, along with their medical files and parent contact details.
- Copies of parent consent forms (if applicable)
- A copy of any tickets / travel details and passports (if applicable)
- A copy of the risk assessments signed by all staff on the trip.

Once complete, the trip leader must meet with the Trips Co-Ordinator to check all paperwork and complete the [Trips Co-ordinator Meeting checklist.docx](#), which includes

- Nominated first aider(s) accompanying the trip.
- Location of nearest hospital.

The trip leader must ensure that all staff attending the trip should have access to the trips paperwork and have been issued with an up-to-date Critical Incident Card. It

### Accommodation

Where overnight accommodation is involved, fire exits and emergency evacuation procedures should be checked by the group leaders on arrival. The groups should then be given a briefing/fire drill.

Pupils should know where the staff rooms are located and these should be in the vicinity of pupil accommodation. Group accommodation should be located in one area rather than scattered in different parts of a residential complex. Staff may not use the same shared bathrooms and toilets as pupils. If staff are on the same corridor as pupils, there must be clear practices that avoid pupils and staff meeting in a state of undress, including not leaving rooms when in a state of undress and knocking and waiting for an ok before entering rooms. It is important to have proper details of the accommodation that is being provided before the visit, even if a pre-visit is not possible. The group leaders should have a room list. Clear expectations about behaviour should be set and a reminder that school rules still apply; no girls in boys' accommodation and vice-versa.

## Tour Companies and External Providers

In the UK, only licensed providers (e.g. Adventurous Activities Licensing Authority AALA) may be used. In the case of overseas providers, trip leaders should establish the appropriateness of their provision, including speaking with the DSL about Safeguarding. It is advisable to obtain recommendations from other schools that have used the provider, if the company is otherwise unknown to you.

It is the responsibility of the Group Leader to assess the appropriateness of any external company used. This includes the activities undertaken, accommodation and instructors / non-school staff. Risk assessments for all activities, accommodation and travel should be undertaken and authorised by the Trips and Visits Coordinator.

## Transport

Coaches and minibuses should be booked through Bedales Prep Reception.

### Minibuses

- If you are using the school minibus you must be on the list of approved drivers held by the Bursar. Please also adhere to the school's Minibus Policy. For visits involving travel over some distance, the driving should be shared and therefore the party should include at least two approved drivers per vehicle.
- It is vital to remember that the safety of the children must come first. By taking them in the minibus, you are accepting a serious responsibility.
- Please see below for staff/pupil ratios.
- The Facilities team carry out regular checks of the minibuses, but it is your responsibility to make sure it is as expected. If there is anything wrong; if the vehicle is considered unroadworthy, it should not be used, and the office contacted for an alternative.
- It is the driver's responsibility to ensure that all children are wearing seatbelts, properly fastened, before starting. *This is a legal requirement and should be in your risk assessment.*
- All bags, etc. should be stowed under seats, and gangways kept clear. If the roof rack is used, great care must be taken to secure everything.
- In the event of an accident or breakdown please refer to the 'Critical Incident Card' that you have in your possession, as should all adult supervisors helping you with the trip.

### Other Travel Arrangements

- If you are using your own private vehicle on necessary school business to transport pupils you must have a valid driving license, with no penalty points. While the school's comprehensive insurance policy gives cover for such use of your vehicle, you must check your own insurance policy and how this is viewed by your insurance. You must also adhere to the school's Safeguarding Policy.
- For train travel and underground, particular care needs to be given to the risk of some pupils being separated from the rest of the groups and this must be set out in the risk assessment.
- When travelling abroad pupils need to be briefed on matters such as securing passports and visas and baggage security and airport security checks. It is good practice that once you are at your destination (or all passport check have been completed) that the group leader collects all passports and stores them in a safe place, taking advantage of lockable facilities where possible).
- When travelling on ferries it is good practice to have a known rendezvous point for the duration of the trip, where pupils know that they can always find a member of staff if needed. Advice on staying in small groups (age dependant) should be given and clear instructions on meeting times should always be given.

Pupils must be required to wear safety belts in all vehicles. It is the group leaders and staff who are responsible for ensuring that this requirement is enforced on all journeys.

If driving abroad it is likely that you will need to obtain an international driving licence. If you are hiring a self-drive minibus the cost should be included in the trip cost and you must inform the Bursar's Assistant of the registration number a minimum of three days in advance of the trip, to arrange insurance cover.

### Transport Ratios

Car: 1 – 5 Pupils Driver (car must have appropriate number of seat belts and booster cushions where appropriate)

Minibus: 1 – 5 Pupils Driver  
6 – 15 Pupils Driver\*

Coach: 1 – 15 Pupils Driver + 1 Adult  
16 – 34 Pupils Driver + 2 Adults  
35 – 52 Pupils Driver + 3 Adults

NB Statutory Speed Limits for the minibus are:  
Motorways 70 mph  
Dual carriageways 60 mph  
Other roads 50 mph

\* Additional adult is recommended, especially if the destination is likely to be over 30 minutes from school. An exception to this is where multiple buses are travelling in convoy.

### Risk Assessments for all Trips

*Risk assessments must be approved by the Trips and Visits Coordinator*

A full written Risk Assessment is required for all trips. The Risk Assessment must:

- Identify specific hazards/risks
- State who is at risk
- Set out measures to control / minimize the risk
- Calculate the estimated Risk Rating
- Set out the emergency procedure to be followed

All Risk Assessments must be visit specific and must cover the full itinerary. Risk Assessments should be reviewed and, if necessary, updated, even for visits/expeditions that occur regularly.

If a licensed provider is responsible for a visit/activity, you are advised to ask for a copy of their own Risk Assessment and to refer to and include it as part of your own. There must be an on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require.

Pupils must not be made to undertake or continue with an activity if they are expressing serious concerns about their health, wellbeing and overall safety. Any pupil who is deemed to be a risk to the safety of the other pupils should not be allowed on a trip. (In such circumstances you must discuss the matter with the

Deputy Head, Pastoral in the first instance). It is important that pupils going on the visit are properly briefed before departure and are given clear instructions as the visit progresses.

Generic risk assessments are available in the Trips folder [3. Risk Assessments Generic](#) and may be helpful (though they must be adapted to the specific visit).

### **Code of Conduct and Behaviour**

On all trips pupils should be reminded of the basic requirements of safeguarding the safety of each other; courtesy and consideration towards members of the public and conduct that enhances the reputations of the school. They should also be reminded that school responsibilities still apply on school trips – even if the trip is taking place in the school holidays.

### **First Aid**

One member of staff must be nominated as being i/c First Aid (any staff member who wishes to be trained should liaise with the Health Centre staff who will give further information on available course). It is a requirement that all residential trips and also good practice for day trips to have a qualified first aider on their staff team. The need for a first aider on day trips, will be assessed as part of the 'risk assessment' process.

This member of staff is:


- Responsible for the first aid bag. This should be taken on all trips.
- To liaise with the school matron before the trip to ensure any specific information or equipment/first aid kit is needed for the planned trip.
- To administer basic first aid, though the person responsible must be careful to avoid administering medical treatment beyond their training, skill and knowledge.
- To remain with the casualty while emergency help is summoned and, if needed, accompany the casualty to hospital.

### **Insurance**

The law places the Group Leader "in loco parentis". The DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)), should be read by all Group Leaders. It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances." Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Bedales School, as their employer, is committed to supporting them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

Bedales has £20M of Employers' Liability Insurance and £20M of Public Liability Insurance, as well as a Group Travel Policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays; but does not cover all adventurous activities, such as climbing, sand boarding or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Bursar, whether or not the activity is covered by the school's policy. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the school's travel insurance with him/her on all but the shortest of visits.

**Emergency Procedures** All staff members on a trip should carry in their possession a Critical Incident Card (see below) and refer to this should an emergency occur. Contact with the school should take place as soon as possible.

<p><b>When informing your base contact they will require the following info; remember to agree a time and means of further contact</b></p> <ul style="list-style-type: none"> <li>• Time and date</li> <li>• Time at incident site if overseas</li> <li>• Contact name</li> <li>• Contact number</li> <li>• Contact mobile number</li> <li>• Contact e-mail</li> <li>• Contact location</li> <li>• Nature of incident</li> <li>• Time and date of incident</li> <li>• Brief description of incident</li> <li>• Location of incident</li> <li>• Names of individuals involved confirm that the details you have as base-contact are correct</li> <li>• Current situation</li> <li>• Survivors</li> <li>• Fatalities</li> <li>• Hospitalised</li> <li>• Missing</li> <li>• Authorities involved: Police, Embassy if overseas</li> <li>• Agree time and means of further contact</li> <li>• Consult a copy of the School Critical Incident Policy for further guidance</li> </ul>	<table border="1"> <tr> <td>1</td> <td>Will Bray</td> <td>07970772570</td> </tr> <tr> <td>2</td> <td>Colin Baty</td> <td>07833 668 359</td> </tr> <tr> <td>3</td> <td>Andy Wiggins</td> <td>07970772564</td> </tr> <tr> <td>4</td> <td>Graeme Thomson</td> <td>07929020961</td> </tr> <tr> <td>5</td> <td>Dunhurst Reception</td> <td>01730 300200</td> </tr> <tr> <td>6</td> <td>Matrons Office</td> <td>01730 711753</td> </tr> <tr> <td>7</td> <td>Rob Reynolds</td> <td>01730 711577 07768 944185</td> </tr> <tr> <td>8</td> <td>Will Goldsmith</td> <td>01730 711551 01730 711644</td> </tr> </table>	1	Will Bray	07970772570	2	Colin Baty	07833 668 359	3	Andy Wiggins	07970772564	4	Graeme Thomson	07929020961	5	Dunhurst Reception	01730 300200	6	Matrons Office	01730 711753	7	Rob Reynolds	01730 711577 07768 944185	8	Will Goldsmith	01730 711551 01730 711644	<p><b>CRITICAL INCIDENT CHECKLIST 2023-24</b></p> 
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<p><b>Emergency procedures – carried by Bedales trip staff</b></p> <p><b>General Principles</b></p> <ul style="list-style-type: none"> <li>• Ensure that all staff are briefed for a medical or missing person emergency</li> <li>• Ensure that location of student medical details and trip insurance details are known to all staff</li> <li>• Manage communication effectively and write things down</li> </ul> <p><b>Medical Emergency/Accident</b></p> <ol style="list-style-type: none"> <li>1. Take steps to prevent injury to others in your charge or in the vicinity. Enlist others to help you and give first aid</li> <li>2. Contact the emergency services and tour operator</li> <li>3. Arrange documentation required – EHIC, Insurance, Student medical details</li> <li>4. Arrange transport and staff supervision</li> <li>5. Contact School base-contact (see checklist below) – who will inform parents</li> <li>6. Notify the British Embassy/Consulate if an emergency occurs abroad</li> <li>7. Manage communication by rest of group; explain why you will not allow students to 'phone home. Do not name the casualty or give other than brief factual information to local media after liaising with the base contact</li> <li>8. Record in writing – nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)</li> <li>9. No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the School</li> </ol>	<p><b>Missing Person</b></p> <ol style="list-style-type: none"> <li>1. Make a plan with all supervising staff – have specific times to meet and review. Do not rely on mobile phones</li> <li>2. Manage and brief the rest of the group</li> <li>3. Ensure a system for communication between staff and base</li> <li>4. Contact local emergency services and tour operator; notify the British Embassy/Consulate if an emergency occurs abroad</li> <li>5. Contact SMT base contact – who will inform parents</li> <li>6. Manage communication by rest of group; explain why you will not allow students to 'phone home. Do not name the casualty or give other than brief factual information to local media after liaising with the base contact</li> <li>7. Record in writing – nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)</li> <li>8. No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from their Governing Body</li> </ol> <p><b>Media</b> "Refer any media enquiries to the school rather than handling yourself. In extremis, please note the following advice, and also contact Rob Reynolds for advice prior to responding to the media.</p> <ul style="list-style-type: none"> <li>• Remember – Pity, Praise and Promises</li> <li>• Sympathy for those involved and their families</li> <li>• Praise for those undertaking rescue/incident control</li> <li>• Promise full investigation/co-operation with other agencies</li> </ul> <p><b>Do not</b></p> <ul style="list-style-type: none"> <li>• Do not reply to 'why' and 'how' questions</li> <li>• Do not name individuals – explain that names will not be released until next of kin have been informed</li> <li>• Don't say 'no comment' – explain why you cannot comment and state when an update will be provided and by whom</li> </ul>	<p><b>Terrorism note:</b></p> <ul style="list-style-type: none"> <li>• Be especially vigilant (staff should be doing this anyway);</li> <li>• Keep an eye on the news for any changes;</li> <li>• Avoid any areas which the Police state to avoid;</li> <li>• Ensure that you have a 'Plan B' in place for the day, if necessary and enact it.</li> <li>• Continue to undertake due diligence and dynamic risk assessment.</li> </ul> <p>British Consulate/Embassy – You can find this at: <a href="http://www.fco.gov.uk/en/travel-and-living-abroad/find-an-embassy/">www.fco.gov.uk/en/travel-and-living-abroad/find-an-embassy/</a></p> <p><b>Breakdown (QBE Insurance)</b></p> <ul style="list-style-type: none"> <li>• Call the QBE Helpline on 08003891708</li> <li>• Quote the registration number</li> <li>• Advise of the location and fault</li> </ul> <p><b>School Travel Insurance</b> Chubb Travel Insurance <b>Policy number:</b> UKBCHC39228 <b>Contact numbers:</b> Outside UK +44 (0) 20 3282 0107 Within UK 020 3282 0107</p>																								

## Reporting after an accident

Should an accident occur on a trip then an Accident / Near Miss / Dangerous Occurrence Form should be completed as soon as reasonably possible and sent to the Health and Safety Manager on return to school.

## Parent consent

Parents sign a generic consent form when they accept a place at the school for their child. This covers most trips that don't involve an overnight stay. No pupils may go on an overnight visit without parents' consent. Parents must give this consent on the basis on having been fully informed of the arrangements for the visit. They should not be informed on a 'need to know' basis only. When parents give their consent, they should be aware of the following as applicable to the specific visit:

- The full itinerary, including travel arrangements.

- Any hazardous activities, the supervision and the risk assessment
- Medical arrangements e.g., policy on the dispensing of medications. These should be handed to the group leader, who will store and distribute as required.
- Full contact details of the hotel/place of residence and the group leaders
- Parents should also be aware of the behaviour expected on the trip and consequences of pupils who 'get it wrong'.

A copy of the signed consent form and emergency contact details of parents/guardian should be held with the group leaders at all times whilst on the trip.

### **Staffing**

#### **Responsibilities of the Group Leader**

The group leader will have overall responsibility for the trip at all times. In delegating supervisory roles to other adults in the group the group leader will ensure that:

- Approval is sought from the Head / Deputy Head.
- The appropriate planning has been completed prior to the trip taking place.
- All planning documents and risk assessments have been completed and submitted to the Trips and Visits Coordinator.
- Where pupils are split into groups, each adult knows which pupils they are responsible for and each pupil knows which adult is responsible for them.
- Any parents accompanying the trip are not allowed to have sole charge of a group of named pupils.
- All adults and pupils are aware of the expected standards of behaviour.
- Staff are suitably competent to instruct pupils in an activity.
- Adequate first aid provision is available.
- Ratio of staff to pupils is adequate.
- He/she continually monitors the appropriateness of the activity throughout its duration considering where appropriate the abilities of the group members and the prevailing conditions.
- Ensure children and staff are aware of the behavioural expectations whilst on the trip.
- All teachers of lessons that will be affected by the trip have been informed (including internal and visiting teachers).
- The group leader will be expected to have made an exploratory visit to the location or researched the visit in advance if a visit is not possible.

#### **Responsibilities of Supervising Staff**

Individual supervisors will be expected to:

- Have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities.
- Directly supervise the pupils, particularly when they are mingling with the public and may not be easily identified.
- Regularly check that the entire group is present.
- Have a clear plan of the activity to be undertaken and its educational objectives
- Have the means to contact the group leader or other supervisors if needing help.
- Have prior knowledge of the venue (the group leader should normally have made an exploratory visit).
- Anticipate any potential risk by recognising hazards and act promptly where necessary.
- Continuously monitor the appropriateness of all activities and the physical and mental condition and abilities of the group and suitability of prevailing conditions.
- Exercise appropriate control of the group and ensure that pupils abide by the agreed standards of behaviour.

- Have a clear understanding of emergency procedures and be able to carry them out.
- Carry in their possession a Critical Incident Card and refer to this when required.
- Ensure that all pupils are aware of an appropriate rendezvous point.
- Ensure that all pupils know what to do if they become separated from the group.
- Have appropriate access to first aid.

ADULT:PUPIL RATIOS		
CATEGORY	GROUPS 1, 2 & 3	BLOCKS 1 & 2
1. Petersfield (Wed/Sat)	1/15	Unaccompanied in minimum group size of 4
2. Day visits (off-site)	1/10*	1/10*
3. Overnight visits (UK)	1/8	1/8
4. All trips abroad	1/8	1/8

\* With the exception of sports fixtures, provided the match is being played at another school. In this instance guidance from the PE Department handbook should be followed.

## Regular Annual / Bi-Annual Trips

Autumn	Spring	Summer
<b>Day Trips</b> G1 Bedales Library G1 Matilda G2 Butser Ancient Farm G1 Pallant House Gallery G3 D-Day Museum	<b>Day Trips</b> B2 Oxford Art trip B2 Science Fair	<b>Day Trips</b> G2 Mary Rose Museum G2 Intech B1 Arundel B2 Les Miserables G3 Wisley 'Planting for the Planet'
<b>Residential</b> B1+2 French Trip	<b>Residential</b> B2 Spanish Trip	<b>Residential</b> All Years Camps Week Cricket Tour
<b>Bi-annual Sports Tours</b> <b>Football Tour</b>	<b>Bi-annual Sports Tours</b> <b>Hockey Tour</b> <b>Netball Tour</b>	<b>Bi-annual Sports Tours</b> Cricket Tour

Year 1 / Year 2 / Annual

NB: Included in this overview are the annual trips that take place regularly. Other trips are added to this programme as opportunities arise.

