



EDUCATIONAL VISITS POLICY

Date adopted: 19th November 2024

Date for next adoption: Autumn Term 2025

Reviewed by: F&R Committee

We believe that safely managed educational visits should form an integral part of the school curriculum in every subject where they serve to enhance the learning experience. The purpose of each visit should be clearly stated so that pupils, parents and colleagues understand its importance and function.

Parents are expected to pay for all educational visits. In exceptional circumstances of extreme financial hardship, the Guild of Help may consider paying for a pupil to participate in a visit when it is considered that failure to do so would be to the educational detriment of the pupil, e.g. a field trip or theatre visit to see a set text.

The school adopts the guidance and procedures issued by BCP Council *Educational Visits Guidelines* and the DfES document *Health and Safety of Pupils on Educational Visits (HASPEV)*. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits.

General guidance is available at:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>

and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP) <https://oeapng.info>

The process of Educational Visits Coordination is overseen by the SLT and JSHM in particular

Broad Guidelines

1 SLT/JSHM responsibility:

- To support the Head and Governors with approval and other decisions, including assessing the competence of leaders and other adults proposed for the visit, and any staff training requirements.
- To provide adequate support to staff planning trips and visits.
- To ensure all off-site visits are thoroughly planned and risk assessed.
- To work with the visit leader to obtain the consent of parents and to provide full details of the visit beforehand so that parents can consent on a fully informed basis.
- To ensure visits have appropriate staff/pupil ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- Ensure that Disclosure and Barring Service disclosures are in place as necessary.
- To oversee the emergency arrangements and ensure there is an emergency contact for each visit.
- To arrange for the recording of accidents and the reporting of serious injuries as required.
- To review systems and monitor practice.

2 Visit Leader Responsibility:

The Visit Leader has full responsibility for the safe running of the activity including pre-planning and following guidance and ensuring all participants are aware of their roles.

- To ensure that the SLT/JSHM/Head of Faculty/Department Head of Faculty sanction the visit.
- To check that the date is agreed well in advance by Events Coordinator and JSHM (for both Senior and Junior School) and that the date is in the school diary (no firm booking is to be made at this point – SLT approval is still required)
- To liaise with the SLT/Events Coordinator regarding the organisation of the visit and to complete TV1 (trip proposal form)
- To follow the school procedures as laid out in **TV1-TV5**

This includes:

- To prepare a detailed risk assessment and if necessary to undertake inspection visit
- To discuss staffing requirements with the SLT/ Events Coordinator, as appropriate, ensuring that there is adequate pupil supervision on the visit (reference should be made to the BCP guidelines) and requirements for a First Aider.
- To give a detailed costing of the trip to the Finance Office.
- To arrange the transport.
- To Inform parents of the proposed visit in a timely fashion, ensuring that all pupils have equal opportunity of applying for a place on a non-compulsory trip.
- To ensure no pupil is taken on the visit if parental consent has not been received.
- To liaise with Boarding regarding any boarders who are going on the trip
- To liaise with the School Nurse regarding medical issues.
- To liaise with form /subject staff and the Catering Manager as appropriate.

3 Form Teacher Responsibility:

- As above, if organising the visit.
- To ensure pupils catch up work missed as the result of a visit.

4 Head of Faculty /Junior School Key Stage Co-ordinator's Responsibility:

- To monitor regularly that the guidance is being followed within the faculty.
- To ensure that trips have a curriculum focus

5 Pupil Responsibility:

- To dress appropriately for the visit and to comply with school rules for dress and behaviour.
- To behave in a responsible manner and obey instructions immediately.
- To inform a member of staff accompanying the visit if any medication is being taken or if they become unwell.
- To complete all catch-up work (from missed lessons) in a suitable time period following the trip

6 Parent Responsibility:

- Carefully read all information regarding the proposed visit before giving written consent.
- To ensure that parental consent google form is signed and all the appropriate information regarding their daughter is completed
- Provide up to date medical and emergency contact details, informing the school of any changes before the visit commences.
- Inform the school immediately if their child has to pull out the trip for any reason, honouring any outstanding commitments to further payments.
- Support the school in upholding the behavioural code for the visit.
- To deliver and collect the pupil promptly at the agreed departure/collection point if this is before/after normal school hours or other than at Talbot Heath

Conclusion

If the above policy is followed, all educational visits should proceed in a safe, orderly way and all concerned should benefit from them.

Appendices:

Appendix 1: Trip Checklist

Appendix 2: TV1 Talbot Heath Trips and Visits Form (PP, Junior, Senior and Swim Academy)

Appendix 3: TV2 Overseas and Residential

Appendix 4: TV4 Sports Fixtures procedures

Appendix 5: TV5 Off-Site incident report

Appendix 1: **TRIP CHECKLIST**

TRIP CHECKLIST 2024	
PREPARATION	
1	Trip Organiser to complete Event/Trip Proposal form in the staff area
2	SLT approve/ reject (Events Coordinator) will load on to the relevant school calendar TRIP Leader to ensure everything is on the calendar correctly
3	<p>Trip Leader please complete/collate:</p> <ul style="list-style-type: none"> • Relevant TV Form • Transport quotes: phone/email minibus@talbotheath.org or coach company • Draft letter to parents • Risk Assessment Form (RA Guidelines to be found in folder) • Costings /invoices. • Information from venue <p>Blank copies of TV forms, letter template and RA in s drive Trip folders blank forms Save all documentation in S Drive as below: JUNIOR S:\DATA\Shared Documents\Junior School\TRIPS EVENTS Junior SENIOR S:\DATA\Shared Documents\Senior Trips and Events Paper version of all info to be handed to Celia or Kay for signing and approval</p>
4	<p>Once approved:</p> <ul style="list-style-type: none"> • Junior/Senior office to help set up google form for trip and add link to letter. • Send letter • For Residential /Oversees trip arrange parent/pupil informtion meeting with events
5	<p>Trip Leader to contact:</p> <ul style="list-style-type: none"> • Nurses for 1st Aid and medical information • IT for phones • Holroyd Howe for catering /lunches • Pastoral Lead re any pupil concerns
6	Trip Leader to communicate cover and lesson impact to relevant staff
7	Trip Leader to identify any pupils not attending and make approppriate arrangements
8	Trip Leader to consider beginning and end of the day (buses) and alert minibus team
9	Trip Leader to consider Music lessons /Clubs - alert music dept, and relevant office
10	Trip Leader to collect coach drivers' tip from Finance.
11	Junior/Senior office to produce the Emergency contact list
12	<p>At least 48 hours before trip. Please can Trip Leader</p> <ul style="list-style-type: none"> • Ensure all paperwork saved in correct trip folder • Hand EPU and Junior/Senior Office a paper trip pack with emergency contacts details for day. • Confirm lunch arrangements with Holroyd Howe • Confirm transport • Ensure cover is in place • Brief accompanying staff and pupils, organise groups if necessary

REQUIREMENTS DURING TRIP

The following should be taken on the trip. If the group is going to be split up, each adult leading a group should have all the documentation.

PLEASE BE MINDFUL OF GDPR WHEN CARRYING TRIP INFORMATION.

TRIP PACK

1	First Aid Kit and medication	
2	School Mobile Phone(s)	
3	Emergency contact details of pupils	
4	Emergency contact details of accompanying staff	
5	List of medical information (from Nurses)	
6	School contact details	
7	Contact information for member of SLT who is acting as emergency contact	
8	Copy of emergency action procedure/Incident report forms in s drive folder	

ON RETURN

1	Trip Leader to sign Risk Assessment and complete feedback note. Hand to relevant office.	
2	Inform relevant office if any pupil did not go on trip	
3	Shred all contact and personal information	
4	Write a thank you letter to any helpers / venues	

Appendix 2:

TALBOT HEATH DAY TRIPS AND VISITS FORM

TALBOT HEATH TRIPS AND VISITS FORM TV1	
Please follow the trip procedure check list	
Please complete this form and email to jshm@talbotheath.org for sign off. .	
SECTION A: TRIP DETAILS	
Ratio to be a minimum of: EYFS 1 adult per 4 pupils, KS1 - 1 adult per 8 pupils, KS2 - 1 adult per 12 pupils Senior as appropriate to activity and level of risk.	
Organiser	
Curriculum Focus	
Destination	
Date(s)	
Number of Staff Required	
Number of Pupils	
Year Group(s)	
Nominated Adults' Names and number of lessons missed by each adult	
Please indicate if First Aider(s)	
Number of additional volunteers required	
Time of Departure	
Time of Return	
Method of Transport: School minibus/coach company	
Head of Junior School Approval	
Date	

SECTION B: FINANCE/COSTINGS	
Transport	
Driver's Tip if coach company used (£10 standard)	
Total Entry Fee	
Other Costs xxxx	
Total Cost of Trip	
Number of Pupils	
AMOUNT TO BE BILLED TO PUPIL	
Is cash required from Finance?	Yes/No
Details of requirements	
Bursar Approval	
Date	

SECTION C: GENERAL INFORMATION	
Completed Risk Assessment saved in S Drive	Yes/No
Draft Letter saved in S Drive	Yes/No

SECTION D: AFTER TRIP	
Evaluation completed / signed	Yes/No
Trip information completed	Yes/No

TV1: TALBOT HEATH SWIMMING FIXTURE FORM

SECTION A: Proposal			
Organiser (Coach):		Organising Body of Fixture:	
Fixture Venue:		Date of Fixture:	
Number of Pupils:		Year Groups Included:	
Number of Staff Required*:		First Aider:	
Staff Names:		Staff: Pupil Ratio Agreed with Head of Junior School	Yes []
Method of Transport:			
Head of PE to Check Details and Approve			
Signed:		Date:	

*Ratio of Adults to Child is 1:8 for KS1, 1: 8 for KS2

SECTION B: Finance and Costing					
Transport Costs (Attach Quote)					£
Drivers Tip if Coach Company Used £10.00 Standard (Organisers Discretion)					£
Entry Fee (Fixed Fee- detail cost) or Per Pupil (complete next line)					£
Number of Pupils		Cost Per Pupil		Total:	£
Further Costs Details					£
Total Cost of Trip					£
Is this to be billed to pupils		Yes []	No []		
Amount to be Billed Per Pupil					£
Is a cash box required		Yes []	No []		
Reason for Cash Box and amount					£
Director of Finance to Check Costing and Approve					
Signed:			Date:		

SECTION C: General Information			
Time of Departure:		Time of Return:	
Risk Assessment Attached:	Yes []	Draft Letter to Parents attached:	Yes []
Head of Junior School to Finalise approval			
Signed:		Date:	
Head Approval			
Signed		Date:	

Appendix 3:

TV2: TALBOT HEATH OVERSEAS AND RESIDENTIAL TRIPS AND VISITS FORM

SECTION A Proposal

Organiser		Curriculum Focus	
Destination			
Proposed dates			
Number of pupils	Maximum: Minimum:	Year Group/age	
Number of staff		First aiders	
Proposed staff: lessons missed / unavailable to cover			
Date/Time of departure		Date/Time of return	
Trip organiser (signature)		Line manager (signature)	
Date		Date	
Events Coordinator / JSHM approval	Yes/No	Date	

SECTION B Finance

Method(s) of transport			
Transport providers			
Transport quotation	Yes/No	Attached	Yes/No
Driver tip required (£10)	Yes/No		
Entry fee			
Other costs			
Add 10% Finance Dept. Admin. charge			
Costing/pupil	Based on minimum number of pupils		
	Based on maximum number of pupils		
Director of Finance approval	Yes/No	Recommendations / concerns	
Date:			

Section C General Information

Risk Assessment attached	Yes/No	SLT review	Approved / changes required
Proposed timetable for trip attached	Yes/No	SLT review	Approved / changes required
Draft letter attached	Yes/No	SLT review	Approved / changes required
Trip approved	Yes/No /With changes	Changes required	
Booking may commence	Yes/No		
Events Coordinator informed	Yes/No		

Appendix 4:

TV4: SPORTS FIXTURES

Talbot Heath Physical Education Department Procedure

Staffing Ratio of 1:16 if travel is up to 45 minutes away (ideally 1 staff/umpire per team)

Minimum of 2 staff/supervising adults required if travel is over 45minutes (ideally a second minibus driver if travelling by school minibus)

Procedure	
1	Fixture added to PE fixture diary <ul style="list-style-type: none">• Date availability checked• PE minibus availability confirmed (or liaise with TH Transport Team/external hire)• PE staff drive (approx. 1 hour), then have a second driver/book a bus/driver (implications on budget).
2	Fixture published on Socs <ul style="list-style-type: none">• Parents and pupils able to view team sheet/fixture details.
3	Home fixtures <ul style="list-style-type: none">• Event form completed (to confirm catering arrangements for match teas – as required)
4	Liaison with Grounds Team <ul style="list-style-type: none">• For “home” fixtures e.g. hockey/football/tennis/ lacrosse pitches/lines ready and goals in place.
5	Team Sheet <ul style="list-style-type: none">• Emailed to staff/hard copy on Staff Room notice board (Seniors) and in Front Office copy (Seniors).
6a	Juniors <ul style="list-style-type: none">• Information communicated via email to parents (details/letter of fixture by staff)
6b	Seniors <ul style="list-style-type: none">• Team sheet email out to pupils to confirm attendance and parents if away fixture (Seniors).
7	Team sheet <ul style="list-style-type: none">• Put on PE notice board in Sports Hall (confirming team/ details where to meet/reminders etc.)
8	Generic PE risk assessment <ul style="list-style-type: none">• Reviewed by PE Dept. Accompanying staff use for reference.
9	Medical Information <ul style="list-style-type: none">• List created with medical information/emergency contact details for pupils.• Liaison with Nursing Team re:medical issues/extra first aid kits, e.g. Epi-pens/AAls• First Aid kit collected on morning of fixture
11	Missed lessons <ul style="list-style-type: none">• The expectation is that all pupils are expected to catch up on work missed. Seniors may use Core PE time to help catch up (with prior agreement of PE teacher).

Appendix 5:

TV5: OFF-SITE INCIDENT REPORT FORM

OFF SITE VISIT INCIDENT REPORT

COMPLETE THIS FORM IN AS MUCH DETAIL AS POSSIBLE AND AS SOON AS POSSIBLE

DATE:	TIME:	TRIP DETAILS:
NOTIFIED BY		
NAME		
GROUP LEADER (if different)		
<u>PROCEDURES FOLLOWING AN INCIDENT ON A TRIP</u>		
<p>1. One member of staff to act as incident manager. They should:</p> <ul style="list-style-type: none">a) Contact Emergency Services if necessaryb) Contact the emergency contact named on the trip risk assessmentc) Contact the Head, if she is not the emergency contact mentioned on the Risk Assessmentd) Complete information sheet asap so that details are not forgotten.e) Subsequent information should be added to the log as it happens.		
<p>2. Gather all pupils in a place of safety together with the members of staff present. Take a register.</p>		
<p>3. Staff to reassure the group and keep them calm.</p>		
<p>4. No pupil should contact their parents / friends etc. using their mobile phone and nothing should be placed on social media.</p>		
<p>5. Wait for instructions on the next steps to be taken.</p>		
<p>6. Complete log of events so there is an accurate record.</p>		

INCIDENT SHEET

WHAT has happened?

.....
.....
.....

WHERE did it happen?

.....

WHEN (time of incident)?

.....

Number of people affected

.....

Names of people affected

.....
.....
.....
.....

Damage to property / other effects

.....
.....

ANY OTHER IMPORTANT INFORMATION

.....
.....
.....
.....

LOG

TIME

RECORD OF SUBSEQUENT EVENTS/ACTIVITIES

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