



# FOREST SCHOOL

## Educational Visits Policy

Whole School Including

EYFS

v1.1

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# 1 INTRODUCTION

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1.1.1 This policy covers all age-groups within the School Community i.e. pupils from EYFS to Y13.

1.1.2 This document is informed by the following:

- The Revised Handbook for the Inspection of Independent Schools: The Regulatory Requirements. ([www.isi.net](http://www.isi.net)).
- DfE Health and Safety on Educational Visits – November 2018
- “Good Practice in Adventure Activities within the Education Sector,” An Adventure Licensing Authority guidance document ([www.aals.org.uk](http://www.aals.org.uk))
- School Visits” and “Minibus Safety”, ROSPA guidance documents ([www.rospa.com](http://www.rospa.com))
- “School Visits: Glenridding Beck,” and “Five Steps to Risk Assessment,” Health & Safety Executive guidance documents ([www.hse.gov.uk](http://www.hse.gov.uk))
- Outdoor Education Advisers Panel ([www.oicapng.info](http://www.oicapng.info))

1.1.3 This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- First Aid Policy
- Behaviour Policy
- School Rules
- Driving Policy
- Critical Incident Plan
- Staff Code of Conduct
- Medical Policies
- Risk Assessment Policy

## 2 INFORMATION FOR PARENTS

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### 2.1 INTRODUCTION

At Forest School, we believe that learning outside the classroom is essential. Educational Visits develop resourcefulness, resilience, social skills, independence, and an awareness of the world outside of Forest School. We encourage all academic departments to organise educational visits and each pupil will have the opportunity to partake in one of the numerous opportunities that are available every year. Educational Visits are filtered through academic and cultural value, value for money, and Health and Safety.

The aim of the policy is to ensure that the duty of care for its pupils placed upon the School is fulfilled, that parents are aware of the School's regulations and procedures, and that the position of members of staff is safeguarded.

## 2.2 OUR EDUCATIONAL VISITS

- 2.2.1 Day Visits – These include historic sites, museums, galleries, natural features and other destinations to support the curriculum. There are regular visits to theatre and concert venues and our sporting teams run a large programme of off-site and home fixtures.
- 2.2.2 Residential Visits – These include language exchanges, field visits, music tours, sport tours, and ski trips.
- 2.2.3 Outdoor Pursuits - Forest School has an active Duke of Edinburgh Award programme where students can pursue the Bronze, Silver, and Gold Awards which all involve a residential element.
- 2.2.4 CCF – Various camps and other visits are offered to pupils in both the Army and RAF sections.

## 2.3 INFORMATION ON PLANNED EDUCATIONAL VISITS AND ACTIVITIES

- 2.3.1 The online School calendar lists the visits that are due to take place over the coming term/academic year, together with a list of planned home and away sports fixtures. You will always be notified in advance:
  - a) If your child has been selected for a sports team – we very much welcome family and friends at all our matches, both home and away.

If your child is going to be out of School during the School day for an educational visit or a sporting fixture. We will always seek your permission if the visit involves an extra charge, requires a packed lunch, or if a late return to School is expected.
  - b) We endeavour to send details of planned educational visits and activities well in advance to all parents. Any residential visit, either in the UK or abroad, or any day visit abroad, will have a parental meeting beforehand to provide information and answer any further questions.

## 2.4 CONSENT

- 2.4.1 You will have completed (and updated as necessary) the lifetime Medical Indemnity Form which allows accompanying Forest School staff to act in *loco parentis* in the event of a medical emergency, and includes your contact details and any medical or other welfare details we need to know. However, we require in addition your specific, individual written consent if we are to take your child on a visit that extends beyond the normal School day, involves an overnight stay, collection from a different venue, an overseas visit or extra cost to you. Please note that we cannot take your child without a fully completed and signed consent form, which includes details of where you may be contacted in an emergency. This form will be sent to you well in advance and must reach the School at least 7 working days before the visit is due to commence.

## **2.5 ALLERGIES**

- 2.5.1 Forest School will always aim to ensure an environment where students with allergies are accommodated and not excluded from visits. However, we cannot guarantee an allergy free environment as students may not be with Forest staff always (homestays or billeting on sports tours). Parents should be aware of this before they commit to a visit as it cannot be used as justification to withdraw their child at a later stage. Any concerns must be discussed with the member of staff organising the visit, as soon as possible.

## **2.6 SAFETY**

- 2.6.1 Safety is our top priority. We expect you to support the School in ensuring that your child follows instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment appropriately. We reserve the right to send any pupil home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety, (or do not follow the Behaviour Policy ).
- 2.6.2 In the event of an accident or injury, a teacher must be judged to have acted as a "prudent parent" would have done. The degree of care required will depend on the age of the pupil, his/her known behaviour record, and any health problems which ought to have been known by the teacher. The School will not hesitate to exclude a pupil from a visit if it is felt we are unable to exercise adequate control (and thus care) over him/her. Older pupils may reasonably be exposed to greater risk than younger pupils, but the duty of care is not extinguished because a pupil is 18.

## **2.7 COSTS AND CHARGES**

- 2.7.1 It is School policy that day visits are charged to the budget of the department organising the visit and not to the pupil. Costs for residential visits not for curriculum- based purposes will be charged to the pupil taking part. Bursaries can sometimes provide some support in funding for individual pupils who find financial difficulty in participating in curriculum-orientated educational visits or visits which are intended to be representative (e.g. sports tours, choir visits or residential fieldwork). A discussion should take place with the Educational Visits Co-ordinator. An application form can then be given to the parents of the relevant pupil to apply for partial funding.

## **3 GUIDANCE FOR STAFF LEADING OR INVOLVED WITH SCHOOL EDUCATIONAL VISITS**

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### **3.1 INTRODUCTION**

Forest School recognises the educational benefits to be derived by pupils from experiencing educational visits and being out of the School environment, either during a school day or on residential visits. We expect that every member of our staff endorses the educational value of activities outside the classroom. We encourage all staff to participate in them, and to assist with the arrangements. We always welcome suggestions from staff for new educational visits to suit the changing curriculum. The School is also very appreciative of the drive and willingness of staff to organise and accompany such educational visits.

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Employees are required to take reasonable care and to cooperate with their employer by complying with the employer's policy and guidance.

### **3.2 ROLE OF THE EDUCATION VISITS COORDINATOR (EVC)**

The Deputy Head Co-Curricular supports the Leadership Team in the process of approving visits, ensuring that they are spread through the different age groups, and the School year, assists staff involved with organising visits, checking parental consent forms and keeping records of all previous visits, ensuring that risk assessments meet requirements, organising training and induction and overseeing the organisation of emergency arrangements, reviewing systems, monitoring practice and evaluation. The Co-Curriculum Office also keeps reports of any accidents or near misses.

The EVC and Co-Curriculum office will ensure that the staffing on any visit or trip will have the necessary experience and competence needed to ensure the trip runs safely. Where a trip is using an external provider, the Visit Leader will ensure they hold the appropriate qualifications and certifications before a trip is approved. If a staff member of Forest School is responsible for leading an activity, the EVC and Co-Curriculum office will ensure the relevant levels of competence, experience, and certification is met, before the trip is approved.

Avril Lincoln, Wayne Bishop, Yvonne Nicolson and Jacques Moore-Hurley, from the Co-Curricular Office and Sarah Campbell in the Preparatory School are all trained in the role of EVC and this is refreshed periodically.

### **3.3 ROLE OF THE VISIT LEADER**

- 3.3.1 Every visit, no matter how short, must be planned in advance by the member of staff who is responsible for organising and running it. He or she will be experienced in accompanying School visits before taking on the role of Visit Leader. The EVC provides guidance and support for all potential Visit Leaders, which covers practical advice on conducting risk assessments, emergency procedures, insurance, budgeting and action to be taken in an emergency. The Visit Leader is expected to be competent and in turn able to assess the competence of other adults supporting them.

- 3.3.2 Visit Leaders are directly responsible for pupils' behaviour whilst on the visit and for any necessary preparation (see below).
- 3.3.3 Every visit must have one or more members of staff who have a valid and appropriate First Aid qualification. If not, the Visit Leader must demonstrate that there are appropriate arrangements for dealing with first aid emergencies for the duration of the visit, including travelling. If anyone attending has other medical needs such as diabetes or is at risk of *anaphylactic* shock, the visit leader must ensure appropriate adults have received training and are competent to assist, take any urgent remedial action required, and be able to seek additional assistance without delay.
- 3.3.4 The Visit Leader has overall responsibility for the learning, development and supervision of the participants and the safety of all, including the rest of the staff as appropriate.
- 3.3.5 The key requirements for visit leaders are competence, confidence and accountability.
- 3.3.6 There must always be a single designated leader, or a clear handover if this role changes. Being competent means that the leader has demonstrated the ability to lead to the level demanded by the visit, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in. Competence is a combination of skills, knowledge, awareness, judgement, training and experience (and qualification if required). It is not necessarily related to age or position within the establishment. It is situational – a leader who is competent in one activity or environment may not be so in another - and it involves breadth as well as depth. Relevant experience is not necessarily gained by repeating the same thing several times, but by experiencing a range of different activities and environments. The Deputy Head Co-Curricular will have the final say on whether a member of staff is currently competent to act as the Visit lead.
- 3.3.7 Being confident includes the leader's capacity to take charge of a situation in an emergency and their awareness of their abilities as well as their limitations. Being accountable means that the leader has been engaged through a clear process which includes vetting and appropriate induction into Forest School policies and procedures. Regardless of employment status, Leaders must be clear about the chain of accountability and what is expected of them.
- 3.3.8 If you are designated as the Visit Leader, you must:
- Be specifically competent.
  - Be approved to carry out the lead role for the specific activity.
  - Be able to use the chosen environment or venue(s) to provide a wide range of learning or development outcomes.
  - Liaise with the Educational Visits Co-ordinator (EVC) to ensure that visits have clear aims and are planned to appropriately balance benefits and risks.
  - Ensure that there is effective supervision.
  - Take a lead on risk management. It is good practice to involve all the visit leadership team to ensure wide understanding and to give clarity about what they need to do. It is also good practice to involve young people wherever appropriate.

- Define the roles and responsibilities of other leaders (and participants) to ensure effective supervision, appointing a deputy wherever possible.
- Ensure that safeguarding issues are addressed (e.g. good safeguarding practice is followed and adults are appropriately vetted and checked in lines with Keeping Children Safe in Education and the Schools Safeguarding and Child Protection Policy).
- Provide relevant information to other leaders including the aims and how they can contribute to achieving these, the location, the participants (age, health information, capabilities, special needs, safeguarding and behavioural issues)
- Ensure that informed parental consent has been obtained as necessary.
- Provide relevant information to parents and participants, and arrange pre-visit information meetings where appropriate.
- Make sure there is access to first aid at an appropriate level.
- Ensure that if the visit leadership team includes someone with a close relationship to a member of the group, this is managed to avoid any possible compromise of effective supervision.
- Ensure that all leaders and any third party providers have access to emergency contact and emergency procedure details.
- Evaluate all aspects, both during and after the event.
- Report any accidents, incidents or near misses to Wayne Bishop, Health & Safety and Compliance Director.

3.3.9 When working with third-party activity providers it is essential to avoid 'grey areas'. There should be a clear handover before and after any activity led by a provider. Should a provider run an activity in a way that causes concern, the accompanying leaders should consider stopping the activity at the first appropriate moment. Such an intervention should be undertaken with sensitivity and discretion to ensure that it does not result in young people being put at greater risk.

3.3.10 In the case of Home Stays, at least one of the hosting parents must be enhanced DBS checked, including barred list check (formerly list 99) or the equivalent checks for that country. Forest School will work with partner schools or organisations abroad to ensure that similar assurances can be undertaken prior to a visit. Please refer to the Home Office guidance available from the Co-Curricular Office or the Health & Safety and Compliance Director. Forest School follows guidance within Annex D of Keeping Children Safe in Education – September 2012.

## **3.4 PERSONAL LIABILITY AND INSURANCE**



- 3.4.1 The law places the Visit Leader “*in loco parentis*”. [The DfE Guidance “Health and Safety on educational visits,”](#) must be read by all Visit 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 Forest School, as their employer, will always support them in the unlikely event of an accident occurring, provided they have exercised reasonable care, have not acted negligently or recklessly and followed School guidelines at all times.
- 3.4.2 Forest School has £25M of Employers’ Liability Insurance and £25M of Public Liability Insurance, as well as a Group Travel Policy that covers visits inside the UK. The policy covers most School visits, but does not cover all adventurous activities, such as Go Karting, climbing or scuba diving. The Visit Leader must ensure that appropriate insurance is arranged for participants on visits abroad and any member of staff organising an adventurous or hazardous activity must check, via the Clerk to the Governors, whether or not the activity is covered by the School’s policy. The Visit Leader must ensure s/he takes a copy of the School’s Travel Insurance with him/her on all but the shortest of visits.

### 3.5 ACCOUNTS

The Visit Leader has responsibility for:

- 3.5.1 All sums of money which are collected prior to the holiday should be payable direct to Forest School, deposited in the School's bank account and recorded by the School's Accountant. Payment by Bacs or through the School shop are the preferred methods of payment.
- 3.5.2 Collecting payments and lodging them with the Bursary.
- 3.5.3 Only paying a deposit to tour operators once all first instalments have been received by the Bursary.
- 3.5.4 Providing a copy of final costing for the visit. (Final accounts and receipts must be produced for the Bursar within one week of return from the visit).
- 3.5.5 Noting that the Bursary will charge a fee of £2.50 per pupil for the administration of the visit.
- 3.5.6 Understanding that if any pupil's school fees are outstanding, that pupil will not be permitted to attend a school visit.
- 3.5.7 Understanding that last minute withdrawal of a pupil from the visit will result in the full cost being charged to the pupil unless circumstances direct otherwise. This decision to be at the sole discretion of the School.
- 3.5.8 Returning any unused cash or travellers’ cheques to the Bursary.
- 3.5.9 Producing a schedule of all expenditure on the visit.

### **3.6 TRANSPORT: MINIBUSES AND USE OF PERSONAL VEHICLES**

No one should drive the School minibus unless s/he has qualified as a minibus driver. The School will arrange and fund First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits. At Forest School, we expect every member of staff to complete a “Drivers’ Declaration Form” before s/he drives pupils in a School minibus and to comply with the school policy on the use of minibuses, including following the School’s guidelines on checking roadworthiness and general suitability for use. Please refer to the Driving Policy for further information, especially relating to health and safety.

Forest School’s policy is to discourage staff from transporting pupils in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the School). When it is unavoidable that staff use their own vehicle, they may do so only if an insurance undertaking form has been completed and held by the Co-Curricular Office. This is a signed statement declaring that;

- 3.6.1 the vehicle has a valid MOT certificate and is in a roadworthy condition and subject to a satisfactory pre-use check;
- 3.6.2 the vehicle has valid road tax;
- 3.6.3 the drivers insurance covers business travel;
- 3.6.4 the driver is not taking any medication that may impair their driving ability.

The Co-Curricular Office attaches to this form a copy of the driver’s driving licence, evidence of the MOT and insurance. These papers are retained in the Co-Curricular Office. Staff can also arrange business insurance through the school. Further guidance on transporting pupils in private vehicles is outlined in the Staff Code of Conduct.

### **3.7 THE TIMING OF EDUCATIONAL VISITS**

- 3.7.1 Educational visits may be arranged by any department with a limit of one visit/subject/year group/academic year;
- 3.7.2 Timing of educational visits should be discussed with the Head of Department and/or
- 3.7.3 Director of Sixth Form, prior to any publicity surrounding the visit being given to pupils;
- 3.7.4 Educational visits for exam groups (Y11-13) may not be planned during lesson time after the Lent half term break and any educational visits for these groups in the Easter holiday must be either a) a maximum of one week’s duration or b) planned with specific arrangements for study and revision as part of the visit;
- 3.7.5 Final decisions rest with the Deputy Head Co-Curricular.

### **3.8 SAFETY OF STAFF AND PUPILS ON VISITS**

- 3.8.1 The visit summary and risk assessment for any visit must be completed through the relevant intranet pages (form 3) at least two weeks in advance to ensure the risk assessment can be scrutinised thoroughly by the Co-Curricular office, appropriate EVC and the Health & Safety and Compliance Director.
- 3.8.2 Any gaps or questions will be directed back to the visit leader to complete in more detail or add in additional controls, such as extra supervision, designated meeting points, lost child, injury or illness to staff, etc
- 3.8.3 Where these cannot be meet satisfactory the Health & Safety and Compliance Director will endeavour to find suitable solutions equal to but certainly no less equivalent measures.
- 3.8.4 A minimum of 2 members of staff will be required for any visit, however small the pupil numbers, one of whom must be first aid trained, unless authorisation has been given by a member of LT.
- 3.8.5 Final decision rests with the Health & Safety and Compliance Director.

### **3.9 PREPARING PUPILS**

- 3.9.1 The Visit Leader will ensure that pupils are well prepared before the visit takes place so they understand what the visit will entail, health and safety and the behaviour expected. For educational visits abroad, a meeting for pupils and parents will be held so that any concerns can be raised and arrangements can be discussed in more detail.
- 3.9.2 The conduct and behaviour of pupils on a School visit will be subject to all aspects of School policy e.g. obedience to members of staff, courtesy and good manners, rules appertaining to alcohol, smoking etc.
- 3.9.3 On matters not normally covered by School policy, organisers should make any decisions in the light of their *in loco parentis* responsibilities i.e. being able to justify their decisions as those which would be reasonable if made by a responsible parent. Visit Leaders will also be aware of any pupils requiring medication during educational visits and ensure that such pupils are able to either (a) manage their own medical needs or ( b) be sufficiently cared for by the accompanying staff.

### **3.10 ADVANCE PREPARATORY WORK FOR VISIT LEADER**

(please see appendix 1 for categories of visits)

- 3.10.1 The amount of advance preparatory work required may vary considerably with the type of activity. Very little preparation may be needed for walking with a group of pupils to a local museum, spending an hour there and returning in time for School lunch. By contrast, a visit lasting a week or more to a country outside the EU, requires considerable research and preparation. Repeat visits and shorter visits may need less planning, and can be arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits for School holidays and half- terms.

- 3.10.2 The list that follows is designed to cover all the planning that a Visit Leader needs to undertake for a longer type of visit. It is designed to be as comprehensive as possible.

Text in italics indicates that the action may not be required (or the timescale may be considerably shortened) for educational visits within the School day, theatre and museum visits, sports fixtures, or day visits using School transport.

### **3.11 AT LEAST TWELVE MONTHS IN ADVANCE FOR RESIDENTIALS (Cat. C)**

- 3.11.1 Obtain advice from the EVC, on suitable dates, precedents etc.
- 3.11.2 Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number and age of participants with EVC
- 3.11.3 Calculate the staff to pupil ratio, (see below)
- 3.11.4 Prepare a draft itinerary
- 3.11.5 Decide mode of transport for all parts of the journey.
- 3.11.6 Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included).
- 3.11.7 Check that the provider of adventurous activities is licensed, and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority (AALA).
- 3.11.8 Obtain clear statement from the activity centre about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments
- 3.11.9 Prepare the risk assessment(s), (see below),
- 3.11.10 *Check the School's insurance cover, (see above) if the visit involves hazardous activities.*
- 3.11.11 *Arrange appropriate additional travel insurance.*
- 3.11.12 Find other members of staff who are willing to participate in the visit, bearing in mind the need to have a gender mix when both sexes participate in a visit. It is desirable to have at least one member of staff who speaks the language of the country to be visited. We hope that Sports Coaches and Visiting Music Staff will participate in sports and music tours. They are also welcome to help with other visits. Office and other support staff may assist with day educational visits and theatre visits.
- 3.11.13 A minimum of 2 members of staff will be required for any visit, however small the pupil numbers, one of whom must be appropriately first aid trained, unless authorisation has been given by a member of LT.

- 3.11.14 The School must meet its obligations under the "Keeping Children Safe in Education" legislation, including the requirement that all accompanying staff have an enhanced Disclosure from the DBS.
- 3.11.15 *Teachers may be assisted by parents, but parents may not be in sole charge of pupils at any point during the visit unless they have been DBS checked by Forest School. If parent volunteers participate, the Visit Leader must arrange for any volunteers participating with the visit to obtain an enhanced DBS disclosure in advance of the visit. (The HR office will make the necessary applications).*
- 3.11.16 *Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.*
- 3.11.17 *Carry out an advance visit if the location is not one that the School has visited before and one that has associated risks that require to be checked in advance. (If such a visit is not possible, a reference from another School that has visited the site may suffice).*
- 3.11.18 *Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants)*
- 3.11.19 *Ascertain the medical and visa requirements*
- 3.11.20 *Establish when the deposits are required by tour operators/airlines/activity centre etc., and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff)*
- 3.11.21 *Depending upon the destination: check with the Travel Advice Unit of the Foreign and Commonwealth Office*
- 3.11.22 *If necessary, attend a First Aid and/or minibus driving course beforehand.*

### **3.12 SUPERVISION: STAFF/PUPIL RATIOS**

*(always a minimum of 2 members of staff or other adults)*

3.12.1 A guide for adult/pupil ratios for visits and off-site activities is set out below:

Ratio	Pupils' Year Group
1:4	EYFS
1:6	1- 3 inclusive
1:10	Years 4 – 6
1:15/20	Years 7 upwards (with a larger ratio permitted for over 16s)
1:10	All visits abroad

3.12.2 It is the responsibility of the Visit Leader to ensure that appropriate staff/pupil ratios and sufficient supervision is maintained at all times during the visit.

### **3.13 THE RISK ASSESSMENT**

- 3.13.1 All Visit Leaders at Forest School must have been trained in conducting risk assessments on the potential hazards involved in a visit or activity that they are planning. Visit Leaders should consider the following when preparing their risk assessments:
- a) Identifying the potential hazards of the place being visited.
  - b) Identifying the potential hazards of any transport being used.
  - c) Listing the groups of people that are especially at risk from the significant hazards, including pupils with learning, medical or other difficulties or disabilities.
  - d) Listing existing controls or notifying where the information may be found.
  - e) Considering how he/she would cope with the hazards which are not currently identified or fully controlled.
  - f) Carrying out continual monitoring of hazards throughout the visit.
- 3.13.2 Form 3 – Risk Assessment must be used as the template. However, please ensure all hazards and risks are identified. Expand the form if required or see the Health & Safety and Compliance Director for advice.
- 3.13.3 Additionally, guidance can be sought from the EVC who holds a number of standard risk assessment templates that cover sports fixtures, theatre and museum visits and most of our regular visits.
- 3.13.4 Certain visits fall within a group of visits that are called ‘Urban Visits’. Low risk activities such as taking pupils to a nearby School for a debating or maths competition, singing at a local care home, walks outside the School grounds. These visits may not require a risk assessment but the visit leader will need to confirm this through the Co-Curricular Office and check the Risk Assessment on file and add anything specific that needs to be factored in. The visit leader remains responsible for the visit and conducting any risk assessment that may be required.
- 3.13.5 Professionally operated licensed activity centres and tour operators specialising in School visits will conduct their own risk assessments. The Visit Leader should ask for copies at the planning stage. Provided that he/she is satisfied, it will meet the requirements of Forest School, for the activity part of the visit. Additional risk assessments will probably be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the School for previous visits can generally be updated and re-used, unless there has been a change of circumstances.
- 3.13.6 When planning an activity involving caving, climbing, trekking, skiing or water sports the leader of the visit must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales)

### **3.14 AFTER PERMISSION IS GRANTED**

(at least two terms in advance)

3.14.1 Write a *preliminary* letter to send to parents and guardians of the target age group, outlining the learning aims and purpose of the visit, the programme and the expected maximum cost. Ask for acceptance, together with a deposit (or full payment) by a specific date. *Mention that parents will be invited to a briefing meeting within six weeks of departure.* Explain any restrictions on numbers. At Forest School, we expect that these letters should always be cleared in advance with the EVC.

If a booking is to be placed through a Travel Agent/Tour Operator, the following wording must be included in the letter:

*"This visit is organised by.....(Company) who is ABTA/ATOL affiliated and is a recommended company in this field. As with other school educational visits, the School will act as agent for the parents in dealing with the administration of the visit and passing on of payments, but the parent's contract will be with.....(Company) and the School can accept no responsibility for the company's obligations."*

It is also recommended that the reply slip on the first letter include a request for the name of pupil as written on the passport. Names used in school are often different to those written on the pupils passports. An example is shown below:

Name as on passport (please print) \_\_\_\_\_ Date of Birth  
 \_/\_/\_\_\_\_\_  
 Passport issue date \_/\_/\_\_\_\_ Passport Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Issuing Office:  
 Nationality \_\_\_\_\_

Finally, please include the following paragraph in reference to the lifetime Indemnity Form now used by the school:

*Our insurers require the completion of an Indemnity Form by the parent or guardian of each pupil at the time the pupil commences his/her education at Forest School. Please advise the School, by return of the enclosed form, of any changes to the answers previously given so as to ensure that the School's records are fully up to date and accurate.*

- Please note that if no response is received to this enquiry then the School will be entitled to assume, and will assume, that the answers previously given remain the same.
- Brief the pupils about the visit, its dates and purpose. This may be either as a formal meeting with all pupils involved or as a discussion in an educational/classroom context.
- Check names of all pupils wishing to participate with Medical Centre. Discuss with EVC concerns about special arrangements that may be required for handling any specific medical or SEN issues.
- Collect payment and arrange with the Bursary to set up a unique cost centre in the School accounts for the visit.
- Arrange for the Bursary to pay required costs.
- *On exchanges: assign pupils to host families. Encourage an exchange of letters/emails/ photographs etc.*



### **3.15 AT LEAST A TERM IN ADVANCE**

- 3.15.1 Finalise the costs with Travel Company etc.*
- 3.15.2 Insist that all coaches are fitted with seat belts. (This may not be possible in every country).*
- 3.15.3 Calculate the final cost for parents (including contingency to cover delays etc.).*
- 3.15.4 Inform parents of the medical and visa requirements. Advise parents of non-British passport holders that they are responsible for ascertaining visa requirements of the country to be visited.*
- 3.15.5 Collect the balance from the pupils/parents and hand to Bursary for crediting to the visit account.*
- 3.15.6 Arrange for the Bursary to pay the balance to the airline, hotel, Travel Company etc.*
- 3.15.7 Brief and prepare the pupils in advance.*
- 3.15.8 Ensure they are given plenty of advance notice if they need special equipment (e.g. for skiing).*

### **3.16 HALF A TERM IN ADVANCE**

- 3.16.1 Provide the Bursary with details of requirements for foreign currency/travellers' cheques/pre-paid foreign currency card. Agree collection arrangements.*
- 3.16.2 Arrange meeting with parents to brief them on all aspects of the visit, including:*
  - a) The itinerary, including the meeting and collection points.*
  - b) Contact details for the hotels/hostels/ names and addresses of the host families.*
  - c) The money, clothing, kit, and equipment that the pupils need.*
  - d) The medical and visa requirements.*
  - e) The expected standards of behaviour, and the potential risks of irresponsible behaviour and the ground rules for behaviour in host families' houses.*
  - f) The ground rules on consumption of alcohol, tobacco, and illegal substances.*
  - g) Remind parents those pupils who ignore or flout the behaviour policy risk being sent home at their parents' expense. Pupils remain subject to School rules throughout the visit.*
  - h) Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.*
  - i) Arrangements for communicating with parents in the event that the return is delayed.*
  - j) The need to notify the School in the event of contact with an infectious disease within four weeks of travelling.*
  - k) The reasons why a completed consent form is essential.*
  - l) The need for a copy of each pupil's passport.*
- 3.16.3 Send all parents a copy of the Medical Update form with specified return date. This is a clear statement of the school's expectations and rules applicable to all pupils participating on school educational visits. In the case of Sixth Formers, permission must also be granted by parents to allow their son/daughter to drink alcohol whilst under the supervision of staff on the visit.*
- 3.16.4 If appropriate, book packed meals with the Catering Department*



3.16.5 Brief pupils on expectations of standards of behaviour and cultural differences

3.16.6 Book travelling first aid kit from the Medical Centre

### **3.17 TWO WEEKS IN ADVANCE**

3.17.1 Chase parents who have not returned their consent forms. Remind them that their child cannot participate unless the form is received within 3 working days of departure.

*3.17.2 Obtain photocopies of each pupil's passport*

*3.17.3 Check all tickets for accuracy. Store them in the School safe until collection*

3.17.4 Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Visit Leader and other accompanying staff, and emergency procedures.

3.17.5 The Co-Curricular Office will send check the list of pupils attending for any safeguarding concerns through the PA

3.17.6 Meet with the Leadership Team designated Safeguarding lead for the visit to discuss the group membership and any measures that may need to be in place to support pupils of concern.

3.17.7 Prepare packs for the EVC, Leadership Team Emergency Contact and for each member of accompanying staff, that contain the following information:

- a) The *itinerary (including address/phone numbers of all locations where the party is staying)*.
- b) The Visit Leader's mobile number,
- c) Mobile numbers of all participating staff,
- d) A list of pupils, together with copies of their parental contact forms (which includes details of each pupils' medical conditions – drawn down from PASS)
- e) Details of any regular medication required by pupils
- f) *Copies of all passports and travel documents*
- g) Emergency contact numbers for the members of the LT designated to be on-call
- h) Out of hours contact details for the LT Emergency Contacts
- i) *The address and contact details of the nearest British Consul*
- j) *On exchanges, the names and contact details of the exchange School and the host families that are accommodating each pupil*
- k) A copy of the tickets, travel insurance document (including emergency contact details)
- l) A copy of the risk assessment
- m) Location of local hospital or other appropriate medical centre.
- n) *Copies of the serial numbers of any travellers' cheques*

### **3.18 THE DAY PRIOR TO DEPARTURE/THE DAY OF DEPARTURE**

- a) Collect tickets and foreign currency from the Bursary.
- b) Give visit information packs to designated School recipients and to other staff participants

- c) *Give each pupil the names, addresses and phone numbers of their accommodation*
- d) Remind pupils about the rendezvous, dress code, standards of behaviour etc. e)  
Remind pupils of the potential risks of irresponsible behaviour
- e) *Remind pupils to bring passports. Ask to see each passport*
- f) Collect travelling first aid kit(s). Check contents
- g) Collect additional medications for pupils (where appropriate)
- h) Collect packed lunch
- i) Supervision: During the visit or activity

3.18.1 Primary responsibility for the safe conduct of the visit, including pupil behaviour, rests with Visit Leader. He/she has sole responsibility for amending the itinerary and risk assessment in the event of unforeseen events, delay or sudden deterioration in weather conditions. He/she will liaise with any partner School or other organisation in the event of difficulties between a pupil and their host family. He/she may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- a) Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- b) Checking that all pupils wear their seat belts.
- c) Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
- d) Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- e) Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- f) Asking all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the Visit Leader's mobile if they are going to be allowed out in small, unsupervised groups
- g) Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- h) Enforcing expected standards of behaviour.
- i) Looking after – or reminding pupils to look after – passports, valuables and medication
- j) Storing cash, travellers' cheques and tickets in the hotel safe.
- k) Keeping an account of all expenditure.
- l) Recording all accidents and near misses.
- m) Illness or minor accidents

3.18.2 If a Pupil has a minor accident or becomes ill, the Visit leader, or another member of staff will take him/her to the local hospital or clinic. If the visit is outside the UK, she/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the School's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The Visit Leader will phone the pupil's parents (or their Emergency Contact) if a child has an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

### **3.19 EMERGENCY PROCEDURES**

- 3.19.1 In the event of a serious accident resulting in death or injury of one or more of the pupils and staff, the Visit Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the LT Emergency Contact of what had happened would be the next tasks for the Visit Leader, who must give a full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he/she should say so, and ensure that follow-up communications with the School are maintained. He/she would also need to arrange (using another member of staff) for the School's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas. A full record should be kept of the incident, the injuries and of the actions taken.
- 3.19.2 The Health & Safety and Compliance Director will be informed as soon as possible by a member of the LT and this may result in the HSE being notified under the Reporting of Injuries and Illnesses Regulations (RIDDOR)
- 3.19.3 Depending on the nature of the incident, we may implement our own model communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has an injury. Students should therefore be asked not communicate via mobile or social media until authorised to do so. We will use mass communication methods (e.g. email, messages on our Website) for communicating with those whose children are not affected. This is in line with the School's Critical [Incident](#) Procedures held by the Leadership Team.
- 3.19.4 Communication with the media should be left to the Warden. The Visit Leader should refer the media to the School. Pupils must not talk to the media.

### **3.20 DELAYED RETURN**

- 3.20.1 If a visit is delayed, the Visit Leader should phone the School Office, or the LT Emergency Contact, who will in turn contact all the parents to alert them to the delay and the revised time of arrival.

### **3.21 ON RETURN**

- 3.21.1 A short evaluation should be submitted after the visit (within one week of return) to the EVC commenting on both the success of the tour and on any problems encountered. Referring to the following:
- a) Organisation of the visit,
  - b) Behaviour of pupils and staff,

- c) Any unexpected / unplanned events and how they were handled,
  - d) Particular successes or outstanding pupils.
- 3.21.2 If there is an injury, illness or dangerous occurrence (where something happens that does not result in an injury, but could have) or a medical emergency on a school visit there may be legal obligation to report it to the Health and Safety Executive (HSE). The Visit Leader will inform the EVC, Matron and Health & safety and Compliance Director, by email in the first instance. If deemed necessary then the appropriate paperwork (Reporting Injuries, illness and dangerous occurrence regulations, RIDDOR) would be completed by the Health & Safety and Compliance Director.
- 3.21.3 Any accidents that may have occurred whilst away must be documented using form (FS001), which should then be given to Matron. If a head injury has occurred a 'Head Injury' form should be given to parents on return of the visit and reported using FS001.
- 3.21.4 The Visit Leader should send a short report to the Co-Curricular Office about the visit, along with photographs for the website where possible.
- 3.21.5 The Visit leader must return all School property, together with a report of any lost or damaged property.
- 3.21.6 He or she should also:
- a) *Instruct all pupils to delete their records of any staff mobile telephones*
  - b) *Remind all staff to delete any records of pupils' mobile telephone numbers that they may have acquired during the visit.*
- 3.21.7 The School will regularly monitor educational visits for their effectiveness and as an aid to making future decisions regarding their suitability for the School's visit schedule.

### **3.22 LEGISLATION AFFECTING SCHOOL VISITS**

- 3.22.1 The main duties are set out in the Health and Safety at Work Act 1974. However, litigation against Governors, Heads and Teachers most frequently results from a breach of "duty of care". The School's own instrument of government, constitution and written down policy on educational visits are vital. A staff member who acts outside these, either negligently or recklessly, may become personally liable.
- 3.22.2 The Management of Health and Safety at Work Regulations 1992 require employers to assess the risks of activities and implement proportionate control measures and tell employees about these measures.

- 3.22.3 Staff are legally bound to carry out the directives of the Warden in regard to school visits and The Warden and Board of Governors are also legally bound to insist that they be followed to the letter. School visits can cause problems as a result of either inappropriate action on the part of teachers, or much more commonly, as a result of omission - where a teacher does not lay down guidelines to cover circumstances which could have been anticipated.
- 3.22.4 Although all educational visits involve some element of risk, this can be minimised to an acceptable level by careful planning and preparation. Communication with parents in writing on all aspects of the visit is also important.
- 3.22.5 There should be an emergency plan and communications plan, known to the trip leaders. The website of the Outdoor Educator's Advisors' Panel is a source of advice. Visits should be evaluated after completion and records kept of incidents, accidents and near misses.

## 4 APPENDIX 1

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Timeline for proposal and agreement of any educational visit

Visit category	Description	Deadline for submission of visit request to EVC	Deadline for approval by Warden, DHC & EVC	Deadline for Visit Leader completed checklist submission to EVC
A	<p>These visits are close to the school, done on a regular basis involving environments known to the staff. It would include normal daily life activities.</p> <p>Examples include walks and exploring the area near to the school site, visits to the local church, library, school sporting fixtures and other regular non-complex activity. It can also include transport if needed.</p>	<p>Minimum 4 weeks prior to proposed date</p> <p>NB – exceptional events will be considered and approved on an individual basis</p>	14 days prior to proposed date	7 days prior to proposed date
B	<p>These visits are to areas beyond the local area involving more complex environments and activity and will be a one off or irregular activity in the school year. The leaders will be approved to lead the visit by the EVC. There may be some specialist training attached to some activities in this area.</p> <p>Examples include visits further afield, farm visits, local parks, museum visits, swimming lessons in offsite pools, zoo visits, sporting festivals and larger</p>	Minimum 8 weeks prior to proposed date	4 weeks prior to proposed date	2 weeks prior to proposed date

	tournaments and some basic outdoor education activity.			
<b>C</b>	<p>Category C visits include residential visits and overseas visits, adventure activities and activities involving water.</p> <p>It is not possible to provide a completely definitive activities list. Examples of activities included would include Duke of Edinburgh expeditions, outdoor adventure activities including hills and mountains, adventures on water or field studies involving water and motor sports.</p>	To be submitted a minimum of one academic year prior to proposed visit	A minimum of one academic year prior to proposed visit	4 weeks prior to departure