

**Educational Visits Policy**  
including  
**Local Area Visits**

The Bishop of Winchester Academy



Sapere Aude

Policy Control Table	
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<b>Author/s: Name, Code, Role</b>	Moira Lyons-Montgomery, MLM, EVC Reviewed by Dorset Council's Education Adviser 16.10.25
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A review or ratification/approval date is not a sunset clause.

The policy remains in place until such time as it has been reviewed, re-ratified/approved or superseded by updated relevant statutory guidance.

Policy History			
V	Date	Author	Revision Summary
1	P2 2024	SHA	Last approved, by ALT May 2024.
2	M1 2025		Re-reviewed in entirety on advice of Outdoor Education Advisor, Dorset Council.

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## Sponsors' Statement

All The Bishop of Winchester Academy (TBOWA) policies exist to support the sponsors' vision, Christian ethos and values that are embedded in the day-to-day and long-term running of the academy. Each policy evidences the commitment of the sponsors to the principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. This policy contributes to the development of young people and the community through all academy activities.

### 1. Introduction

- 1.1. At TBOWA we recognise that safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all students, including enrichment of their understanding of themselves, others and the world around them. They can be catalyst for improved personal performance, promote a lifetime interest and, in some cases, lead to professional fulfilment. The aim is to promote best practice and ensure that students can confidently engage in safe, meaningful learning beyond the classroom. The Academy's policy and procedures are formulated in conjunction with the advice, guidance and training provided by **Dorset Council** (the outdoor education team) and national guidance from [The Association of Advisers for Outdoor Learning and Educational Visits](#) (OEAPNG).

#### Scope

- 1.2. This policy applies to all staff involved in planning and leading educational visits, local area visits (e.g. trips to St Antony's Church) and sports fixtures. It includes activities that take place off-site, whether during or outside the Academy day and activities on-site, that fall beyond normal curricular activities (e.g. sixth form's YMCA Sleep Easy and 'adventurous' activities such as mobile climbing towers used on-site in activities week).

### 2. Policy and guidance

- 2.1. Prior to planning a trip, **visit leaders must reference** this guidance:
- Evolve (Dorset Council) / Resources / View Guidance, Policies and Documents
  - DfE guidance - '[Health and safety on educational visits - GOV.UK](#)
  - the Outdoor Advisers' Panel National Guidance [oeapng.info](#),
  - [Driving Academy minibuses: advice for Academics and local authorities - GOV.UK](#)
  - Health and Safety Executive (HSE) [Academy trips - HSE](#)
  - procedures as advised by Dorset Council's Outdoor Education Adviser at [trips@dorsetcouncil.gov.uk](mailto:trips@dorsetcouncil.gov.uk)
  - **Review** the DfE 'Health and Safety: Advice on legal duties and powers': [Health and safety: advice for Academics - GOV.UK](#)
  - **Review** the HSE Academy Trips: [Guidance and publications - HSE](#)
  - **Review**, if leaders are planning **trips involving adventurous activities**, [Glenridding Beck investigation - HSE](#)
- 2.2. In the event of conflict between TBOWA policy and OEANG, clarification must be sought from leadership.

### 3. Types of educational visits

- 3.1. A range of educational visit opportunities are open to TBOWA students:
- **Day visits and sports fixtures within the defined Local Area**, where the destination is achieved by walking, and the risk presents as similar to that of activity within the Academy (see section Local Area Visits and Activities)
  - **Day visits beyond the Local Area**
  - **Sports fixtures** beyond the Local Area
  - **Adventurous activities** – whether on site or as an external destination
  - Domestic **Residential** visits
  - **Overseas** residential visits

### 4. Roles and Responsibilities

- 4.1. Educational visits operate on the principle that the employer, the Academy Trust, holds ultimate responsibility for health and safety. Under the Health and Safety at Work Act 1974, this overall duty rests with the employer. In practice, day-to-day responsibility is delegated to the Principal, supported by a trained Educational Visits Coordinator (EVC), the authorising Vice Principal, and experienced visit leaders.

#### The Trust Board

4.2 As the employer, the Trust Board is responsible for ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, as well as others who may be affected by the Trust's activities. The Board also has a duty to ensure compliance with the Equality Act 2010.

### The Principal

4.3 The Principal will ensure that the Academy complies with this policy and OEAPNG. The Principal delegates approval of all visits to a Vice Principal, and will ensure that suitable and sufficient risk management is in place. The Vice Principal will approve the EVC, and ensure training is provided them and visit leaders in line with <https://oeapng.info/visit-leader/>.

### Educational Visits Coordinator (EVC)

4.4 Any new EVC will attend an initial full day EVC course and will maintain this award by attending an EVC refresher course every three years. Their responsibilities include ensuring visit leaders are competent, maintaining training records, advising on risk assessments, monitoring the quality of visits, and supporting evaluation. .

### Visit Leaders

4.5 Visit leaders are responsible for organising and leading the trip. They are accountable for the group's safety, authoring risk assessments using the SAGED model, and ensuring that all procedures and expectations are followed.

4.6 Every educational visit will have 1 member of staff designated as the trip leader.

4.7 The trip leader must:

- i. Complete the **National College Certificate in Organising and Managing Academy Trips for Secondary Academies** and add this to their own Evolve profile and share their certificate with HR to be added to their personnel record.
- ii. Plan the proposed visit by
  - a. completing and submitting Form 1 Educational Visit Proposal to the authorising Vice Principal and following [TBOWA's approval, planning and documentation process](#)
  - b. ensuring that **all pre-visit documentation is submitted on Evolve**
- iii. Take into account the health and safety risks to students, staff and volunteers- refer to all sections within this policy
- iv. Make sure the needs of everyone taking part are considered, including coordinating any additional support needed
- v. Assign staff and volunteer roles, as needed – speaking with the authorising Vice Principal first – to ensure staff suitability
- vi. Make sure staff are capable and qualified and able to fulfil their roles at all times while responsible for students and others
- vii. Make sure the Academy has accurate and up-to-date information about the trip destination, to be used in risk assessments
- viii. Brief accompanying staff on their roles and responsibilities
- ix. Communicate key details about the visit and all locations to staff, students and parents/carers, including roles and responsibilities and expected behaviour
- x. Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the Academy
- xi. Review the links in the [Policy and Guidance section](#)

### Staff

4.8 All accompanying staff must **actively seek briefing on the trip from the visit leader**. Supervision duties must be clearly delegated, and staff must be able to respond appropriately to emergencies.

### Volunteers

4.9 Volunteers are not resourced to assist with trips.

### Parents/Carers

4.10 Parents must be provided with sufficient information to make informed decisions about visits. Where necessary, they should attend briefing meetings and provide up-to-date medical and emergency contact information using the forms provided to them by the visit leader.

## 5. Organisation and management

- 5.1. Following the guidelines set by Dorset Council and national guidance from the OEAPNG the following process of approval, risk management, supervision and inclusion have been established. Where there appears to be any conflict between national guidance and Academy policy, then policy must be followed and clarification sought from the Educational Visits Coordinator.
  - 5.1.1. An Educational Visits Coordinator (EVC) is appointed and keeps up to date with the latest guidance. The EVC will be suitably qualified and revalidate training regularly with the approving leader.
  - 5.1.2. All educational visits are fully integrated into the ethos and culture of the Academy and all key policies are considered for their relevance and adaptations outside of the Academy environment, in particular policy on Safeguarding, Behaviour and Learning.
  - 5.1.3. Governors are kept informed of the overall policy and programme, as well as being given information regarding specific visits and the monitoring of educational visits across the Academy.
- 5.2. As an employer TBOWA ensures that its employees are provided with appropriate guidance, that there are training regimes in place to support it and that the guidance is understood. This is done by ensuring:
  - 5.2.1 There are clear policies and procedures to ensure that staff are directed to follow employer guidance.
  - 5.2.2 Training is provided to ensure that employees understand the guidance e.g., EVC training, visit leader training.
  - 5.2.3 Supporting information and advice is made available, e.g., there are appropriate resources to support policy implementation and compliance within Evolve and TBOWA's internal processes.
  - 5.2.4 Policies and procedures are in place to ensure that legal duties, such as training, monitoring and guidance, are complied with.
  - 5.2.5 Where duties are delegated, the roles and responsibilities of all are clearly defined and specified within guidance documents, cross referencing with relevant job descriptions.
- 5.3. TBOWA retains the services of competent and experienced technical advisers to oversee all aspects of their provision of outdoor learning, off-site visits via Dorset Council's Outdoor Education Advisory Service.
- 5.4. TBOWA provides appropriate emergency planning procedures in the event of a critical incident.

## 6. Approval, planning and documentation process

- 6.1. TBOWA uses the online platform, **Evolve – Dorset Council**, for the planning, approval and management of educational visits. Staff access is provided by the EVC.
- 6.2. Visit leaders submit Form 1 'Visit Proposal' to the Vice Principals for approval, sourced from:  
Q-Drive Q:\1. Administration\Admin\Trips\0.1 Trip Planning
- 6.3. Once a visit has outline approval the visit leader completes more detailed planning on venue and transport in conjunction with the Finance Director, or assigned finance team member.
- 6.4. Adventure activity providers that do not hold the Learning Outside the Classroom (LOtC) Quality Badge must be asked by the visit leader to complete a Form 5 Provider Form which the leader must upload to Evolve.
- 6.5. All planning documentation including letters, risk assessment and itineraries are to be uploaded to Evolve prior to final approval being granted by the EVC and the approving Vice Principal. Student registers must be completed on Evolve to aid in the event of an emergency.

## 7. Categories of Visit / Activity

Visits are categorised to reflect their level of complexity and risk:

### Category 1

Routine **local area visits** during the Academy day with no significant risks –where **students will walk to the venues** e.g. St Francis Church, Bournemouth Academy, Bournemouth Academy for Girls, Castlepoint Shopping Centre. See [Local Area](#) section.

Category 1 visits **must be logged by trip leaders on Evolve using the 'Local Area Visit' tab at least 2 weeks prior to the trip.**

### **Category 2**

Visits **outside the local area** visits delineation, or **involving transport** – whether the Academy’s minibuses or hired transport, **unusual environments** or **low-level adventurous activity and including adventurous activities hosted on the Academy’s site**, led either by suitably qualified Academy staff or third-party providers with evidenced qualifications and insurance.

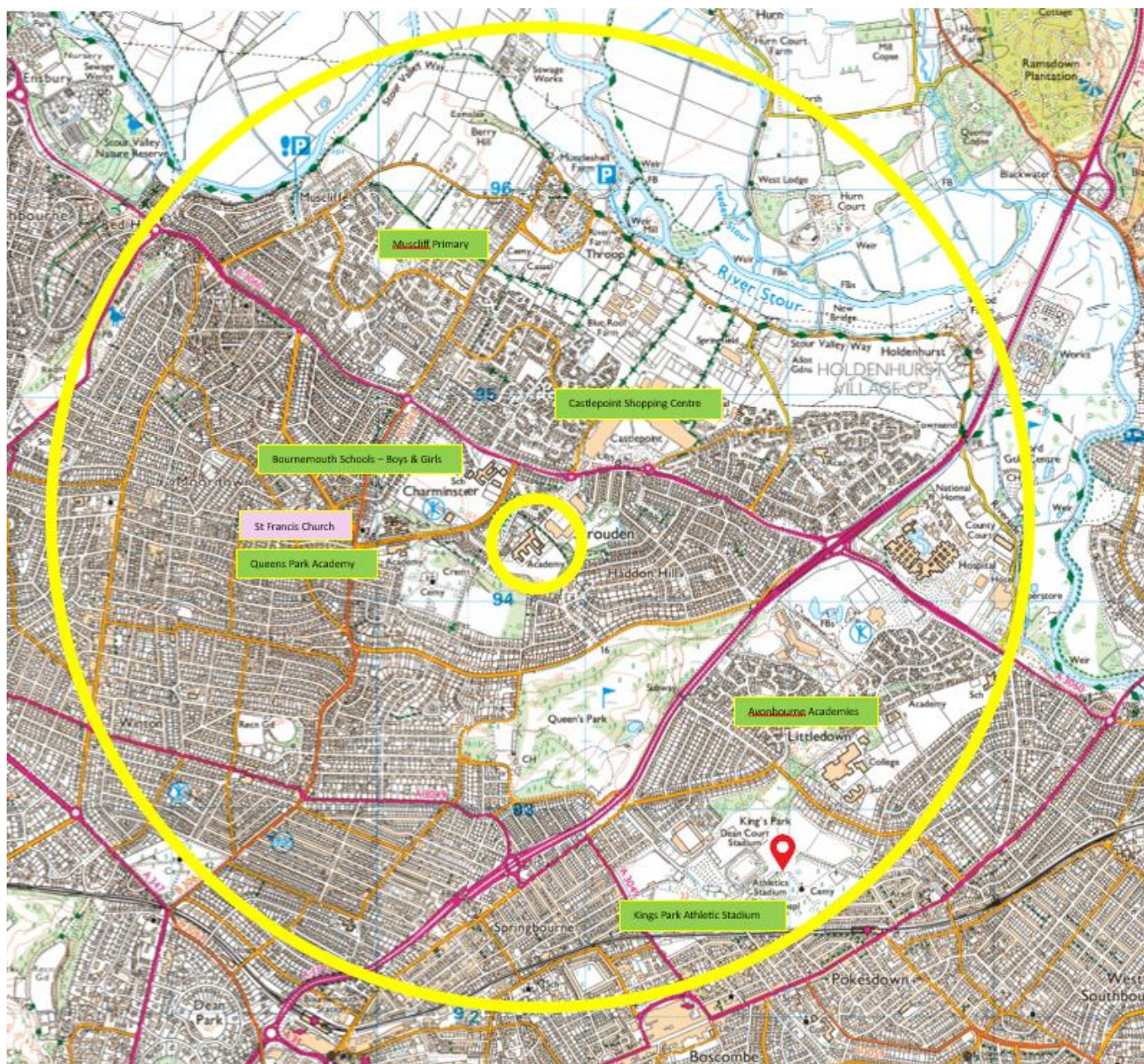
Category 2 visits **must be logged by trip leaders on Evolve using the ‘Visit Form’ tab at least 3 weeks prior to the trip.**

### **Category 3**

**Residential visits, visits abroad**, those involving **high-risk activities**, such as **water sports, climbing**, led either by suitably qualified Academy staff or third-party providers with evidenced qualifications and insurance. Category 3 includes on-site high-risk activities.

Category 3 visits **must be logged by trip leaders on Evolve using the ‘Visit Form’ tab at least 6 weeks before departure** as Local Authority notification and approval is required.

## 8. Local Area Visits



### Local Learning Area Boundaries

- 8.1. The boundaries of the Local Learning Area are shown on the map. This area includes, but is not limited to, the following frequently used venues: Bournemouth Academy, Bournemouth Academy for Girls, St Francis Church. King's Park Stadium – providing it is reached by foot from the Academy. (If minibuses are used, the 'Visit Form' tab must be used on Evolve – not the 'Local Area Visit'.
- 8.2. Visits/activities within the 'Local Area' that are part of the normal curriculum and take place during the **normal Academy day** and follow the Operating Procedure, where students are at the same no higher level of risk, than that within TBOWA.
- 8.3. Local Area visits/activities:
  - must be recorded on Evolve via the 'Local Area Visit' tab.
  - do not normally require parental consent
  - do not normally need additional risk assessments other than following the [Operating Procedure](#).
  - must still be appropriately planned and risk-assessed using the SAGED methodology (see Risk Assessment section).

## Operating Procedure for Local Area Visits

- 8.4. Trip leaders must assess potentially significant issues/hazards within our Local Learning Area, including:
- Road traffic.
  - Other people / members of the public / animals.
  - Losing a student.
  - Uneven surfaces and slips, trips, and falls.
  - Weather conditions.
  - Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc.).
- 8.5. These are managed by a combination of the following:
- The visit leader must 'check out' with a Vice Principal before a group leaves, and 'check in' on return with the same Vice Principal.
  - Only staff judged competent by ALT will accompany visits.
  - There will be a minimum of two staff members.
  - Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
  - Students have been trained and have practiced standard techniques for road crossings in a group.
  - Where appropriate, students are fully briefed on what to do if they become separated from the group. - wait where they are, providing it is safe to do so.
  - All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
  - Students' clothing and footwear is checked for appropriateness prior to leaving Academy.
  - Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
  - Staff will record the activity on Evolve using the Local Area Visit tab
  - A mobile is taken by the visit leader and mobile numbers are exchanged between accompanying staff members.
  - Appropriate personal protective equipment is taken when needed (e.g. gloves)

## 9. Inclusion

- 9.1. TBOWA is an inclusive Academy that ensures;
- an entitlement to participate for all
  - accessibility through adaptation or modification (where necessary and appropriate)
  - integration through participation with peers
- 9.2. Educational visit activities are available and accessible to all, irrespective of special educational or medical needs, disability or protected characteristics of individual students. The Academy ensures that when visits are being planned all reasonably practicable measures are taken to find venues and activities that are suitable and accessible allowing the whole group to participate fully and be actively involved. As stated within the Equality Act 2010.
- 9.3. In the event that it may not be possible to make reasonable adjustments to include a student, nor to provide the rest of the group with a suitable alternative it would not be necessary to deprive the whole group of worthwhile opportunities. Instead, the Academy will take into consideration the impact of excluding any individual student from a visit and ensure a suitable alternative is provided (for compulsory trips and visits). All those that have responsibility for the student will be consulted.
- 9.4. Where it may be reasonable to exclude a student from an educational visit, where their behaviour presents a significant, unmanageable and unacceptable risk. However, if this occurs the Academy would provide an alternative way of achieving the same learning outcomes. Where there is doubt whether or not a student should be excluded from a visit on these grounds the following process should apply;
- Early identification of possible issues at the planning stage
  - Involvement of ALT
  - Attempt to establish a behaviour management plan
  - Establishment of behaviour targets with timescales to be met to allow inclusion
  - Consideration of using an additional adult on the visit as support to manage behaviour issues
  - Consideration of what is expected of staff is reasonable and within their competence

## 10. Behaviour

- 10.1. High standards of conduct are expected during all visits. Students and parents must be made aware of the behaviour code, and visit leaders must enforce consequences for breaches. Where behaviour poses a risk to the group, the Academy reserves the right to withdraw a student's place and behaviour contracts may be used.

## 11. Safeguarding

- 11.1. It is the responsibility of the Visit Leader, and all other staff involved, to safeguard and promote the welfare of students during an educational visit. It is important that Visit leaders ensure they are informed of any student who may be particularly vulnerable or have specific safeguarding needs, and ensure that other staff are made aware as necessary.
- 11.2. The Academy's Child Protection Policy, the DfE's Keeping Children Safe in Education and the [OEAPNG national guidance for safeguarding](#) provides further clarification of expectations whilst on an educational visit.
- 11.3. Mobile communication and social media can be a useful tool in organising visits. For example, they can be used for disseminating information such as keeping parents informed about the progress of a residential visit. However, the Academy encourages staff to be aware of the following:
  - Comments and/or photographs shared on social media can appear very different when seen in another context.
  - Any personal information about vulnerable individuals being shared on social media could pose a risk (such as details of where they are spending a residential visit)
  - Smartphones may give students access to unsuitable web content
  - Individuals may be vulnerable to cyber-bullying

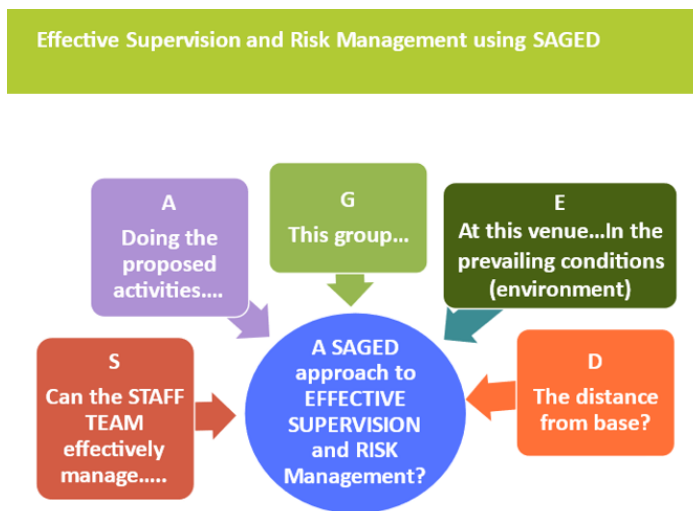
## 12. Emergency Planning

- 12.1. Each visit leader will ensure there is a designated TBOWA emergency contact available throughout the duration. The Visit Leader must carry emergency procedures, emergency contact numbers for ALT and have access to a fully charged mobile phone. In the event of a critical incident, the Trust's Critical Incident Plan must be activated. All incidents must be reported to ALT and will be reviewed for learning.

## 13. Risk management and benefit assessment

- 13.1. All activities involving young people learning outside the classroom are associated with the possibility of misadventure. Safety for educational off-site visits and for outdoor adventurous activities is dependent on the quality of leadership, whether this is provider selected and dependent, or internally led. While this policy aims to minimise the potential for misadventure, risk cannot be fully eliminated.
- 13.2. As part of planning any educational visit a clear process is followed:
  - Analysis of the benefits of the activity translated into clear objectives and expectations
  - An assessment of the risk of harm and its likelihood is made, followed by putting clear control measures in place so that they can be satisfactorily managed
- 13.3. Whilst visit leaders may make use of or refer to generic or pre-prepared risk assessments the Academy expects a site-specific risk assessment to be uploaded to Evolve for each visit this should take into consideration specific factors such as the nature of the group of students which generic and pre-prepared documents would not take into account.
- 13.4. All categories of visits, including those within the Local Learning Area, must apply the SAGED risk management process:  
**S:** Staffing – who is leading and supporting the visit?  
**A:** Activity – what are the risks and benefits of the planned activity?  
**G:** Group – what are the needs, behaviours and vulnerabilities of the group?  
**E:** Environment – what is the location and how might weather or terrain influence risk?

D: Distance – how far are you from support or emergency assistance?



- 13.5. Risk assessments should be dynamic, reviewed in real-time, and proportionate to the level of risk.
- 13.6. Visit leaders need to be aware of the increased prevalence of severe allergies and asthma conditions amongst students. Awareness of specific student conditions by all visit staff and external providers should allow dynamic risk assessment with medical steps that need to be followed should a student experience an allergic reaction.

#### 14. Consent and communications with parents

- 14.1. Parental consent must be obtained as follows:
  - **Blanket consent:** covers routine visits within the Local Area
  - **Specific consent:** required for residential, overseas, adventurous, or out-of-hours activities
  - **Fixture consent:** gained annually with individual notifications issued before each event
- 14.2. Visit leaders should refer to OEAPNG National Guidance document 4.3d “Parental Consent and Informing Parents”)
- 14.3. Parents must be provided with all relevant details before visits and invited to attend briefings where appropriate. Form 5 and the Parent Information and Medical Form must be completed for all residential or adventurous trips.
- 14.4. Parents (or persons with parental responsibility) are informed at the start of the academic year that local visits during the Academy day will occur with blanket consent sought through the return of parental data collection sheet.
- 14.5. All Visit consent forms must remind parents to update changes in medical information. Only residential visits require detailed specific medical forms to be completed.
- 14.6. Information to parents regarding proposed educational visits should include:
  - The purpose of the trip.
  - The date and timings of the trip.
  - Details of transport arrangements.
  - Details of food/drink provision or what students should bring with them.
  - Special clothing requirements: Academy uniform, waterproofs, warm clothing, sports kits etc.
  - Details for collecting the students at the end of the trip.
  - Details of charges to be made, including the paragraph stating this is a voluntary contribution.
  - An invitation to parents to notify you as the organiser of any special dietary requirements, etc.
  - A clear consent form, restating the date, times and venue for the trip, confirming payment of any voluntary charges,
  - Confirmation of parental consent/signature and date.
- 14.7. For visits away from the Academy, detailed information will be sent to parents on transport, residential and overseas issues, and their specific consent requested. In the case of residential and overseas visits parents would usually be invited to an information evening.

#### 15. Supervision and ratios

- 15.1. Ratios are a risk management issue and should be determined through the process of risk assessment. Visit Leaders must ensure that young people are supervised in accordance with the principles of [Effective Supervision](#), requiring them to take account of:
- The nature of the activity (including its duration).
  - The location and environment in which the activity is to take place.
  - The age and gender (including developmental age) of the young people to be supervised.
  - The ability of the young people (including their behavioural, medical, emotional and educational needs).
  - Staff competence.
- 15.2. Supervision strategies are taken from OEAPNG guidance on Group Management and Supervision and include:
- **Direct** - the group remain within sight and contact of a leader.
  - **Indirect** - occurs when a group is given the freedom to explore an environment or engage in an activity away from direct adult supervision but within clearly identified and agreed boundaries
  - **Remote** - occurs when a group works at such a distance that direct supervision would take some time to be re-established (e.g., during a remotely supervised adventure walk; or, students travelling independently to a venue).
- 15.3. Trip leaders will reference the following which, for staff, must be rounded up to the nearest whole number. Exceptions must be agreed with the approving Vice Principal in advance of the trip being logged on Evolve.

Destination	Year group	Ratio minimum Staff/students
<b>Walking destinations within the defined Local Area</b>	7-11	1:15
- including sports fixtures within this area	12-13	1:20
<b>Day destinations beyond the Local Area</b>	7-11	1:15
- where transport is by coach or when students are parent-delivered	12-13	1:20
<b>Destinations where students are transported using minibuses</b>	7-13	2:any
- either Academy owned transport or hired provision		
UK Residential	7-9	1:10
	10-11	1:10
	12-13	1:10
Abroad	7-11	1:10
	12-13	1:15
Additional staff must be factored into staff ratios to cover staff illness or unplanned absence. The number of additional staff will depend on the trip location, the authorising Vice Principal will allocate staff.		

- 15.4. There must always be a minimum of 2 staff per visit, except for sports fixtures within the Local Area. Where possible, one member of each sex for visits involving boys and girls unless a vice principal has agreed to an alternative arrangement.

## 16. Emergency procedures and incident reporting

- 16.1. A serious accident or incident is defined as:
- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
  - circumstances in which a group member might be at serious risk or have a
  - serious illness
  - any situation in which the press or media are or might be involved.
- 16.2. Leaders will contact the Principal and authorising Vice Principal immediately.
- 16.3. The Academy provides guidance for staff on emergency procedures and incident reporting. at staff induction. Additional guidance is available for visit leaders in the shared Q-Drive Q:\1. Administration\Admin\Trips\0.1 Trip Planning, refer to the section [Trip management tools](#) and the .

- 16.4. In the case of accidents and injuries while on an Academy trip in the UK, the Academy's accident reporting process will begin, as detailed in the Health and Safety Policy. In the case of accidents and injuries while on a Academy trip abroad:
- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
  - The first point of contact within the UK will be the Principal who will contact the family of the injured person.
  - Students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
  - The British Embassy/Consulate will be informed.
  - The insurer will be notified.
- 16.5. The Principal will keep written records of any incidents, accidents and near misses.
- 16.6. Media enquiries will be referred to the Principal or, if they are not available, the authorising Vice Principal.
- 16.7. Staff will use guidance as set out in the 'Off-site Emergency Plan', to ensure the safety of students and staff should anything happen, e.g., a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Students and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

## **17. Missing person procedure**

- 17.1. The Academy places pupil and staff safety as its top priority when participating in Academy trips, either domestically or abroad.
- 17.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The trip leader will communicate with the venues of the Academy trips to ensure the correct group sizes are planned for each setting.
- 17.3. When travelling with a pupil with SEND, the trip leader will ensure an adult is with them at all times (if appropriate for the student and their level of need) and that the visit is adequately modified to suit the pupil's needs in accordance with this policy.
- 17.4. Everyone on the trip will be provided with the trip leader(s) phone number(s) for that trip, in the event they are unable to locate their group. All staff members and students will be required to carry mobile phones with them at all times. If a pupil doesn't own a mobile phone, they will be paired up with a pupil who has a mobile phone.
- 17.5. Upon arriving at every venue, the designated trip leader will identify a rendezvous point where Students and adults should go if they become separated from the rest of the group.
- 17.6. Regular registration of all students and staff will take place throughout the day to ensure all persons are present at all times.
- 17.7. In the event someone goes missing whilst on a trip domestically or abroad:
- The designated trip leader will ensure the safety of the remaining students and staff by taking a register to identify who is missing.
  - The designated trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
  - Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
  - If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g., the British Embassy, will be contacted.
  - If the police are called, the trip leader will contact the Principal, or DSL at the Academy, and inform them of what has happened.
  - If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
  - If the missing person cannot be found, the group will return to Academy. If this is not possible, e.g., when a trip is taking place abroad, the EVC will make arrangements to ensure the group's safety, e.g., by changing venues or cancelling visits.
- 17.8. If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

## **18. Trips Abroad**

- 18.1. When planning Academy trips abroad, the Academy will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2022) and, where an activity poses significant risks, the Academy will also consult the British Standard for adventurous activities outside the UK.
- 18.2. Validity of passports, visa requirements and other entry requirements, e.g., vaccination status, will be researched and dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.
- 18.3. Staff and Students will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.
- 18.4. Students will wear Academy-provided identity badges worn inside outer clothing.
- 18.5. Before the trip the educational visit coordinator will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.
- 18.6. Staff and Students will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.
- 18.7. Before the trip, the relevant healthcare and travel insurance checks (RPA) will be conducted to ensure attendees are covered for medical issues or accidents.
- 18.8. Students and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.
- 18.9. Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, Students will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.
- 18.10. Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of Students are known at all times.
- 18.11. Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.
- 18.12. At the start of the trip, all Students and staff are provided with an emergency card which includes the trip leaders' mobile phone numbers, as well as the name, phone number and address of the accommodation in which students are staying.
- 18.13. The EVC will discuss the use of external providers abroad with Dorset Council's Outdoor Education Adviser at the earliest stages of planning for the trip – before it is logged on Evolve.

## **19. Academy Minibus Protocol**

- 19.1. The site team is responsible for regular checking of Academy vehicles and arranging the maintenance of the minibuses, including MOTs and road tax.
- 19.2. Academy drivers must conduct a 360 walk-about of the vehicle prior to leaving any location and ensure a first aid kit is on board.
- 19.3. The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic Academy trip. Before driving abroad, the EVC will contact the LA for guidance on licence requirements. Drivers must supply a photocopy of their driving licence to the Finance Director.
- 19.4. If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.

- 19.5. Internal damage to the minibus is the responsibility of the staff member accompanying the driver minibus. The Academy will decide who is responsible for covering the cost of any repairs. The minibus will carry strictly one person per seat and seatbelts must be worn at all times. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.
- 19.6. Start and finish mileage, along with any potential risks, defects or damage identified, must be reported by email to the Finance Director upon return to the Academy. The Finance Director holds a table of staff members holding the required licence and who have completed specific training which allows them to drive the Academy minibuses.

## **20. Trip Evaluation**

- 20.1. The 'Evaluation' function within Evolve enables staff, Academy leaders and the board the opportunity to monitor educational visits at any time.
- 20.2. On occasion throughout the academic year the EVC/ALT will conduct monitoring visits. During their monitoring visits they check;
- The educational visits policy was made available to all staff who are involved in off-site activities and visits.
  - All activities and visits comply with employer's guidance and are formally approved as required.
  - All staff involved in the visit are specifically competent to carry out such responsibilities as allocated.
  - They are assured that transport arrangements are suitable and meet any regulatory requirements.
  - Details related to specific off-site activities (including both participants and staff) are accessible to a designated 24/7 emergency contact(s) at all times, in case of a serious incident.
  - A Academy Risk assessment and Management Form is in place which is suitable, sufficient and based on the 'Principles of Sensible Risk Management'.
  - Staff are aware of appropriate emergency procedures and what to do in the case of other serious incident or 'near-miss' situations.

## **21. Training and Evolve access**

- 21.1. All new staff will receive a log in to Evolve from the EVC. who will provide guidance on Academy policy, procedure and expectations.
- 21.2. The Academy ensures that the designated EVC is fully trained. Visit leaders will receive support from the EVC and access to guidance and training. Staff with specific qualifications and training that allow them to run adventurous activities must record this on Evolve uploading, relevant certification to their personal area.

## **22. Insurance and property on trips**

- 22.1. Students and staff are responsible for their own property for the duration of any trip.
- 22.2. Full details of the Academy's insurance can be obtained from the Finance Director, including travel, employer's liability and public liability.

## **23. Finance and Charging for Trips**

- 23.1. Educational visits must be planned with cost-effectiveness and transparency. Voluntary contributions may be requested for enrichment activities not part of the statutory curriculum. No student will be excluded on financial grounds if the visit is essential to the curriculum. The Trips Calculation of Costs Form must be used for financial planning.
- 23.2. Leaders must refer to and observe OEAPNG's [Charging for activities – what schools and local authorities need to know |](#)
- 23.3. When calculating the cost of an educational visit the Visit Leader should take into consideration the cost of entrance tickets, transport, reprographics, postage, equipment, ScoPay transaction charges and all contingencies.
- 23.4. VAT may be reclaimed on expenditure, provided the Academy did not set out with the intention of making a profit on Academy visits. However, fortuitous profits, e.g., non-refunded costs for students absent on day of visit are acceptable. Educational visits will qualify for VAT Avoidance providing they have a clear educational purpose and are not purely recreational or social visits. Invoices showing a clear breakdown of VAT must be supplied prior to payment in order that VAT may be reclaimed.

- 23.5. VAT cannot be reclaimed for Academy visits abroad. This needs to be borne in mind when budgeting for the cost of the trip.
- 23.6. As a publicly funded body, the Academy must protect itself from loss of funds due to parental late-notice cancellation and requesting refunds. Visit leaders will notify parents of a cancellation deadline, after which no money will be refunded.
- 23.7. It is important that visit leaders bear in mind that all visits have to be self-financing and that any debts incurred will come out of the department's budget.
- 23.8. The Finance Director will order currency for visits abroad. Visit leaders must ensure currency is ordered at least 10 days prior to the visit.
- 23.9. Visit leaders are expected to keep a regular check on each visit account balances. The designated finance team member will provide balance enquiries when required. Once all transactions have been completed the finance team should be informed and will ensure all costs have been covered.

## **24. Alcohol, substance abuse on Academy trips**

- 24.1. Students must not consume alcohol, even if of legal age, or abuse substances on Academy trips. If students are caught with alcohol, they will be sent home. Parents will be responsible for any associated costs and may have to collect the student from the trip venue. Staff must be clear to students of 18 years and older that this will be the protocol.
- 24.2. Staff must not consume alcohol or use illicit or controlled substances on Academy trips, and no member of staff should be intoxicated or under the influence of alcohol or any other prohibited substances.
- 24.3. Staff on medication must make this known

## **25. Data protection**

- 25.1. Trip Leaders must ensure that personal data (e.g. medical information and emergency contacts) is handled securely and in line with UK GDPR and Academy policies.

## **26. Trip management forms**

Available Q-Drive Q:\1. Administration\Admin\Trips\0.1 Trip Planning

- Form 1: Educational Visit Proposal Form
- Form 2: Trip Proposal Checklist
- Form 3: Day Visits Information Form
- Parent Information and Medical Form
- Trips Calculation of Costs Form
- SAGED Template
- Consent Forms and Templates
- Critical Incident Contact Card
- Evaluation – Trip evaluation must be made by the Visit Leader for Category 2-3 trips (non-sport fixtures) on Evolve after the trip has returned
- Form 5: Residential and Adventurous Activity Form - via Evolve

And within this policy;

- [Trip team – Emergency Action Card](#)

27. Trip team – Emergency Action Card



# Trip Team—Emergency Action Card

**Priorities**  
 All your actions during the incident should be guided by the following:

1. Keep your group alive and safe
2. Prevent the situation getting worse
3. Promote recovery and repatriation to base

**Immediate action**

1. REMAIN CALM—Assess the situation and establish the name and extent of the emergency
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
  - ⇒ Accounted for
  - ⇒ Safe
  - ⇒ Adequately supervised
  - ⇒ Briefed to ensure that they understand what to do to remain safe
3. Delegate other leaders, if possible, so you can keep an overview of events and to allow ‘concurrent’ activity
4. Call emergency services as appropriate
5. See to the First Aid needs of casualties. BEWARE of the quiet casualty

**Once the incident is contained**  
 Contact your name Academy contact or the Academy.  
 They will need to know:

- Who you are
- The number to call you on
- The nature of the emergency
- Number of casualties and their status
- Total number in your group
- Your current location
- Are you staying put or moving?
  - If moving where to?
- Time the incident happened

**Emergency contacts (to include any country specific emergency service numbers):**

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**Don't forget:**

- Safeguard your group
- Their physical needs in terms of shelter, refreshments, transportation
- The emotional needs, eg. Removing from scene of accident; providing comfort
- Control communications—avoid group members using communication devices unsupervised
- Keep a written log (see over)
- Refer press enquiries to the Academy
- Liaise with take / take advice from emergency services and the Academy Leadership Team
- If abroad inform the Consular Assistance Team
- Review your actions—what more can you do?
- Arrange contact with home when safe to do so