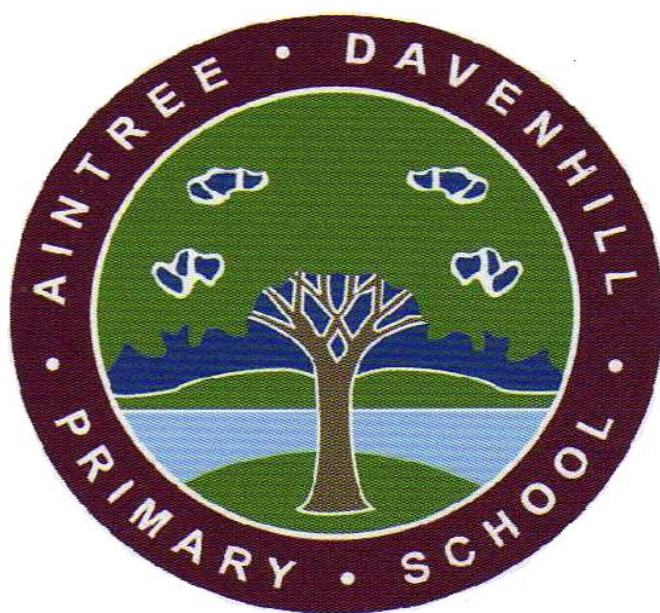


# Aintree Davenhill Primary School



## Educational Visits and School Trips Policy

Approved by the Headteacher

July 2026

## **Statement of Intent**

Aintree Davenhill Primary School understands that visits, trips and workshops can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting. Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

Sefton MBC and Aintree Davenhill, as the employer, is responsible for the health and safety of pupils, members of staff and volunteers and aims to protect them from getting hurt while on educational visits or school trips.

## 1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Sefton MBC's Outdoor Education and Visits Guidance
- OEAP National Guidance ([WWW.oeapng.info](http://WWW.oeapng.info))
- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behavioural Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus Policy
- Equal Opportunities Policy
- DBS Policy

## 2. Definitions

**'In loco parentis'** means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

**'School trip'** means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

**'Residential'** means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

## 3. Key Roles and Responsibilities

The governing board is responsible for:

- The overall implementation of this policy.

- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

The head teacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visit's coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.
- Ensuring that any problems are raised in a meeting with the governing board.

The educational visits coordinator (in liaison with the head teacher) has responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Organising, with the head teacher, any relevant trip training so staff and volunteers can feel confident in conducting their duties.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.

- Pre-approving all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe. This is then sent via EVOLVE to the head teacher for approval.
- Ensuring the competency of the designated trip leader, in consultation with the head teacher, by organising training for staff and volunteers.

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Discussing the outline proposal with the head teacher. Identifying the educational purpose of the trip or activity and presenting the benefits, dates, transport, and costs to the head teacher.
- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visit coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents, and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity with enough notice as possible (preferably at least two weeks).
- Distributing permission slips to parents two weeks prior to the trip and chasing up any permission slips that have not been returned a week prior to the trip.
- Completing EVOLVE and pre-approval from the educational visit coordinator.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members, including the designated deputy leader, on the school trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.
- Ensuring at least one First Aider is present on the visit.

The designated deputy leader supports the trip leader and will assume the trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g. is unwell at short notice. They are also responsible for:

- Supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.

- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean, and free from litter during the trip.

Volunteers and/or carers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Participating in any relevant checks before the trip in line with the DBS Policy.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.
- Assisting pupils during activities, if DBS cleared and asked by staff member only.
- Attending any relevant meetings or induction evenings before the trip.

Pupils are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school and for following the behaviour rules set out in the school's Behavioural Policy with regards to this policy.

## **4. Equal Opportunities**

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed, and conducted in accordance with the school's Equal Opportunities Policy.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

## **5. Safeguarding**

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues.
- Have access during a visit to the DSL (or trained deputy) either directly or through the school contact number.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to Child Protection and Safeguarding Policy

## **6. Insurance and Licensing**

When planning activities of an adventurous nature in the UK, the educational visits coordinator and head teacher will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in the school office.

## **7. Finance**

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school via the School Gateway app. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the head teacher's discretion as to whether a refund is given to parents. The head teacher will consult the governing board on the matter, considering the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the head teacher's discretion as to whether a refund is given to parents. The head teacher will consult the governing board on the matter, considering the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. Any excess of expenditure will be subsidised by the school fund.

## **8. Risk Assessment Process**

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

## **9. Vetting Providers**

When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the designated trip leader with support from the educational visit coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

## **10. Visit Planning and Management System**

Prior to planning a school trip, the following guidance will be read by the organisers:



- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

In considering risk, there are 3 levels of which visit leaders should be mindful:

- 1) **Generic Risks** – normal risks attached to any activity out of school.
- 2) **Event Specific Risk** – any significant hazard or risk relating to the specific activity and outside the scope of item 1.
- 3) **Ongoing/Dynamic Risk** – the monitoring of risks throughout the actual visit as circumstances change.

## School Visit Categories

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Evolve is the Sefton MBC's web-based system used to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own account which is set up by the Educational Visits Co-ordinator.

### Category 1

Visits within the school day only, not involving travel outside the local area, and not involving adventures/activities. This category is intended to cover swimming and sports fixtures and regular or routine visits to local establishments and facilities. Category 1 visits are agreed by parents at the beginning of their child's school career. Head teacher and parents will be informed when the children will be off the premises.

### Category 2

Visits, which involve a day or extended day visit outside the local area, using transport. Local area visits involving adventurous activities, including water activities. EVOLVE MUST be completed **two** weeks prior to the visit. Compliance Health and Safety MUST be notified **at least six** weeks in advance, to discuss risk assessments for adventurous activities, including water activities.

### Category 3

Residential visits, overseas visits and visits involving adventurous activities. Residential visits must be discussed with the head teacher prior to booking and Compliance Health and

Safety MUST be notified **at least six** weeks in advance, to discuss risk assessments. EVOLVE must be completed **three** weeks prior to the visit.

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be considered, particularly when using facilities which may not have a trained lifeguard present. **(appendix 1)**

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size, or finding a venue which can cater for all pupils. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents in a letter home, or via ClassDojo or Parent Mail.

Approval of visits will be made as detailed below. Initial approval in principal will be sent via Evolve to the Head Teacher for final approval.

**Visit planning approval summary table for Aintree Davenhill Primary School (below)**

|                                                                               | <b>Planning/Recording Process</b> | <b>Risk Management</b>                                                                                                                                                                                                                | <b>Final Approval</b> |
|-------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| On-site/Local Learning Area<br>(Possible route required)<br><b>Category 1</b> | Recorded on Evolve                | Local Learning Area (LLA) risk assessment supplemented by specific documentation where necessary                                                                                                                                      | EVC/Head              |
| Day Visit outside Local Learning Area<br><b>Category 2</b>                    | Recorded on Evolve                | School risk assessment manages journey and non-provider led activities using LLA risk assessment supplemented by specific documentation where necessary. Risk assessment sent to Compliance for check for any adventurous activities. | EVC/Head              |
| Overseas<br><b>Category 3</b>                                                 | Recorded on Evolve                | LLA risk assessment and supplemented by specific documentation necessary. Risk assessments sent to                                                                                                                                    | Adviser               |

|                                              |                    |                                                                                                                                                                                                                                                  |         |
|----------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|                                              |                    | Compliance for checks, 6 weeks prior.                                                                                                                                                                                                            |         |
| Residential<br><b>Category 3</b>             | Recorded on Evolve | LLA risk management and supplemented by specific documentation necessary. Risk assessments sent to Compliance for checks, 6 weeks prior.                                                                                                         | Head    |
| Adventure, provider led<br><b>Category 3</b> | Recorded on Evolve | Provider risk manages activities<br>School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary. Risk assessments sent to Compliance for checks, 6 weeks prior. | Head    |
| Adventure, self-led<br><b>Category 3</b>     | Recorded on Evolve | Local Learning Policy/Specific Risk Management. Risk assessments sent to Compliance for checks, 6 weeks prior.                                                                                                                                   | Adviser |

### Prior to the Visit Day

1. Inform and gain permission from the Head. (use EVOLVE, [www.seftonvisits.org.uk](http://www.seftonvisits.org.uk) )
2. Obtain parental permission for each child.
3. Use the templates and procedures available from the online EVOLVE programme.
4. Carry out a pre-visit and complete a risk assessment (see below) if it is a venue you have used before you MUST be sure that nothing has changed. If you are using a risk assessment carried out previously it must be checked and re-dated.
5. Children must be allowed to go on the trip regardless of whether they have contributed to cost, if you believe taking a child on the trip will compromise Health

and Safety you must discuss this with one of the SLT. Discuss Pupil Premium children with head teacher.

6. Discuss the particular needs of SEND children with the SENCO if necessary.
7. Try to use adult helpers who do not have children in the group. This is because such adults are likely to concentrate on their own child in the event of an incident. If it cannot be avoided, **ratios should be increased** (see below) **and the parent placed in a different group to their child**.
8. You must inform the kitchen at least **two** weeks before the visit and remember to inform anyone else who might be affected e.g. peripatetic or SEN teachers, club leaders, PPA staff.

Think about what could change (e.g. weather/transport) and have a Plan B ready. Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

### **Before Leaving School**

1. Collect packed lunches from the kitchen.
2. Brief the children and adults regarding behaviour expectations and health and safety issues (this should include giving adults copies of RA or similar).
3. Ensure that there is adequate first aid for the proposed trip, i.e. first aid kits/sickness kit.
4. Ensure that any medication needed for the children, is taken on the trip and has adequate supplies, etc. (pumps, etc.). The medication should be held by a member of staff (or the child's parent if it is necessary for them to be on the visit).
5. Give adult helpers a list of the children in their charge. Ensure that you have lists of all the groups. The class teacher has responsibility for all children in their class but if smaller group of children are needed then a member of staff **MUST** be in charge of that group and their groups should stay near the teacher.
6. Ensure all the children go to the toilet and then organise the children into groups before leaving school.
7. Leave a list of everyone on each coach in the school office (if one coach class register should be given to office).
8. Ensure that you and other adults have the school phone number with them.
9. Take money/card and mobile phone for use in emergency.

**Never** label children with their name. If a group of children need identification, then the name of the school and telephone number may be used.

### **Transport**

Children must have seat belts fastened before the vehicle moves. Children should not change seats, kneel up, eat, or be allowed to open windows.

Children must not sit in the middle seat at the back of the bus, facing the aisle, facing the luggage compartment or next to the emergency exit. At the top of the bus, children must not

sit opposite the stairwell entrance or again in the middle seat, facing the aisle at the back of the bus, behind the stairwell, or in the two sets of seats at the front on the top deck.

Adults must be well spread out – one should sit near the back to keep an overall view. Adults should sit on the outer seat (**appendix 2**)

When getting off the vehicle, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. A head count should be taken when they are off the transport. A member of staff should lead and another staff member should be at the rear. Any other adults should stay with the children in the middle. Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Children must NEVER step into the road until given permission by an adult.

### **During the Visit**

1. Regular head counts should be made and a register taken.
2. All children must be supervised at all times.
3. If children need to go to the toilet at any time, only a member of school staff should supervise them.
4. Only school staff (or volunteers with a suitable level of DBS check) should ever be left unsupervised with a group.
5. Ensure that the venue tells you/or children about fire drill procedures.
6. Make sure everyone knows the pick-up point and leaving time.
7. Advise school of any delays, etc. as soon as possible and updated regularly so they can update waiting parents, etc.

## **11. Staffing Ratios**

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios is as follows:

1. 1 adult to every 4 or 5 children in Reception (EYFS) (ratios not available for Nursery but 1 adult to every 3 children would be reasonable)
2. 1 adult to every 6 children in school Years 1 to 3
3. 1 adult to every 10 children in Years 4 to 6 (this is above the recommendation by the DfE which is 10-15 children)

### **Ratios for Low Risk Activities**

Please note that these ratios are for guidance only and refer mainly to day trips where vehicles are used to transport children. Local trips may require fewer adults, whereas trips involving public transport may require more adults. If you decide, following your risk assessment, that fewer or more adults are needed, please note accordingly in your risk assessment.

A minimum of two staff should accompany children on any visit of the kind described above. Teaching Assistants may accompany children on local, low risk activities following risk assessment.

**If any adult has their own child in the group, then one other adult must be added to the minimum ratio.**

Children with physical disabilities and/or medical needs will need a higher level of support. Their individual needs should be discussed with SENCO. If possible, use adults with DBS clearance. This is not essential provided that the adult is not left in sole charge of children, e.g. for toileting, etc.

## **12. Safe Use of Minibuses and Seatbelts**

The health and safety officer is responsible for arranging the annual maintenance of the minibuses, including MOTs, insurance and road tax. The use of minibuses will be organised in accordance with the Minibus Policy.

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 school trip. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy. Drivers will complete the relevant form from the LA and supply a photocopy of their driving licence.

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school 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. Booster seats will be provided for those children who need one. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school. The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus

|                  |                |
|------------------|----------------|
| Graham Cobain    | Karen Parker   |
| Sharon Johnstone | Suzanne Miller |

## **13. Parental Consent**

Parental consent is required for all off-site activities that require transportation.

Examples including:

- Activities of an adventurous nature
- Residential trips
- Trips outside of school hours
- Off-site activities that require transportation

Parents complete a consent form at the start of their child's school career which gives consent for their child to be involved in any and all activities, both on and off-site, that take

place at any time, around the local area. Separate consent will be sought for trips which require payment. Parents will be informed of activities by letter and/or via Parent Mail /Class dojo and will have the opportunity to withdraw their child from taking part.

## **14. Medical**

The school is committed to ensuring that children with medical needs are able to participate safely and fully in educational visits wherever reasonably practicable. Prior to any visits, relevant medical information, healthcare plans, emergency procedures, medication requirements and parental consent will be reviewed and considered as part of the risk assessment.

Visit leaders will:

Identify and assess medical needs of participating pupils before the visit.

Ensure appropriate arrangements are in place to support pupils with medical conditions.

Carry copies of relevant healthcare plans.

Ensure prescribed medication (such as inhalers, auto-injectors, insulin or other essential medication) is readily available throughout the visit.

Be aware of emergency procedures and know how to respond if a medical incident occurs.

Ensure sufficient trained staff are available where specific medical support is needed.

Liaise with parents/carers and health care professionals, where appropriate, to ensure suitable arrangements are in place and maintain confidentiality whilst sharing information.

No child will be excluded from an educational visit solely because of a medical condition unless a thorough risk assessment identifies that participation cannot be made safe, even with reasonable adjustments and support measures in place.

All arrangements will be made in accordance with the school's Supporting Pupils with Medical Conditions Policy, safeguarding procedures and relevant health and safety guidance.

### **Benedict's Law 2026**

The school will have spare auto-injector pens for pupils requiring them, but the pupils requiring them must have their own AAI's on their person, to ensure in the event of Anaphylaxis, the adrenaline is immediately available, not in a medication grab bag or first aid kit. AAIs **MUST** be taken on all visits with pupil requiring them.

## **15. Pupils with SEND**

Where possible activities and visits will be adapted to enable pupils with SEND to take part, where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

## **16. Accidents and Incidents**

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, via Sefton's online accident reporting system, as detailed in the Health and Safety Policy.

### **Emergency Procedures (appendix 3)**

Teachers in charge of visits have a duty of care to make sure that their pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would.

In an emergency the group leader would usually take control of the situation. They have a responsibility to link the group with the school and to aid as necessary. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

#### **If an accident happens the priorities are**

- To assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services
- Inform school or the home contact
- Ensure that a member of staff accompanies any casualties to hospital if necessary and the rest of the group are supervised
- Notify the police if needed
- Ascertain telephone numbers for any future calls
- Write down accurately all relevant facts and witness details and preserve all vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible
- No one in the group should speak to the media and no names should be provided
- No one in the group should discuss any legal liability with other parties

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. The 'One Day Emergency First Aid Work' for the appointed person is the minimum requirement for residential visits and specific Paediatric or Activity First Aid qualifications may be needed for Early Years or Adventurous Activities. Two first aid kits are available specifically for the visit; if the visit involves the party splitting up by any distance, a kit should be taken for each group.



The head teacher will keep written records of any incidents, accidents, and near misses.

Media enquiries will be referred to the head teacher or, if they are not available, the deputy head teacher or the clerk to governors.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of pupils 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, e.g. a terrorist attack. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils 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.

To ensure pupils are easily identifiable, whenever appropriate school uniform must be worn.

## **17. Missing Person Procedure**

The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with **section 5** of this policy. The designated trip leader will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the designated trip leader will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with **section 13** of this policy.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. The designated trip lead will carry the school mobile phone and it is advisable that all staff members carry mobile phones with them at all times.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. When appropriate, pupils will wear school uniform, in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

### **In the event someone goes missing whilst on a school trip:**

- The designated trip leader will ensure the safety of the remaining pupils 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 will be contacted.

- If the police are called, the trip leader will contact the head teacher, or other available person, back at the school 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 school. If this is not possible, e.g. when a trip is taking place abroad, the head teacher will arrange to ensure the group's safety, e.g. by changing venues or cancelling visits.

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. Evaluating Trips and Visits

Following an educational trip and/or visit, the designated leader will complete the evaluation form on EVOLVE/Google form to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits. It is important to assess the value and Health and Safety aspects of the visit on your return to school, use the evaluation form on EVOLVE.

1. Ask your helpers for their views on return and bear them in mind when planning the next trip.
2. Amend your Risk Assessment sheet so that it is ready for your next visit.
3. Comment on the value of the trip in your school plans and let your parents know what the children learnt from the trip (most of the parents will have paid for the trip and so it is important that they get feedback) this could be done via the school newsletter or ClassDojo
4. Report any accidents and/or incidents to the EVC.

## Steps to be completed for Each Visit (appendix 1)

|                  |                                                                                                                               |
|------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Planning Form    | To be completed as soon as your trip has been booked and handed to the office staff                                           |
| Letters          | Sent home to parents: medical and volunteers slips sent in to class teacher (preferably at least two weeks prior to the trip) |
| EVOLVE Started   | Prior Risk Assessment completed if necessary                                                                                  |
| EVOLVE Completed | Two weeks before – complete EVOLVE, inform if any staff need duties covering, and inform kitchen and other staff.             |

|                                                      |                                                          |
|------------------------------------------------------|----------------------------------------------------------|
| Adults supporting visits Form<br><b>(Appendix 4)</b> | To be left at the office (staff & volunteers names only) |
| Planning Checklist for Group Leaders                 | Ongoing throughout the planning process                  |
| Evaluation                                           | Complete the evaluation form on EVOLVE/Google form       |

#### Note about Risk Assessments:

A risk assessment is nothing more than a careful examination of what could cause harm to people so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. You need to decide whether a hazard is significant and whether you have it covered by satisfactory precautions so that the risk is low. Some generic examples are given on the form which can be deleted if not applicable. Outdoor centres will be registered with the Adventure Activities Licensing Authority (AALA). You can check if the venue is licensed by going to [www.aala.org.uk](http://www.aala.org.uk). Other venues will have their own Risk Assessment which you should obtain and read carefully. There is no need to duplicate what is in these RAs in your own.

## 19. Monitoring and Review

The effectiveness of this policy will be monitored by the head teacher. The governing board will review this policy annually. The scheduled review date for this policy is July 2026.

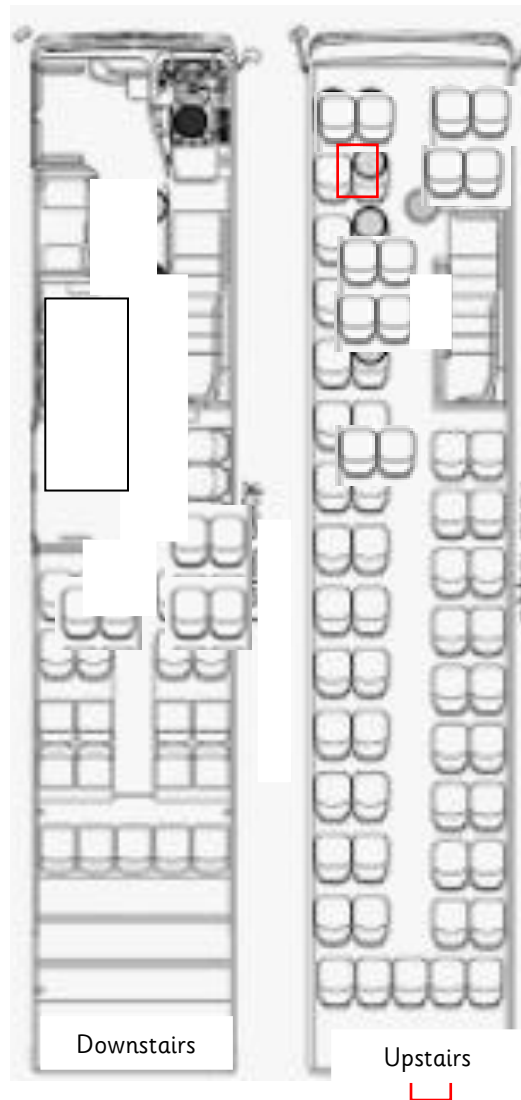
## Appendix 1 Educational Visits Planning Checklist for Group Leaders

| Educational Visits Planning Checklist for Group Leaders                                                                                                                                                                                                                                                                                                               | Tick when done |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Read the school Educational visits policy and <ul style="list-style-type: none"> <li>• DfE (2018) 'Health and safety on educational visits'</li> <li>• HSE (2011) 'School trips and outdoor learning activities'</li> </ul>                                                                                                                                           |                |
| Discuss the outline proposal with the head teacher. The outline should include aims, dates, transport, costs, and insurance.                                                                                                                                                                                                                                          |                |
| Discuss visit planning with the designated deputy leader including notes of meetings and copies of letters and information sent to parents. (Others may need to access if you are not available.)                                                                                                                                                                     |                |
| Seek approval for the visit to go ahead from the head teacher.                                                                                                                                                                                                                                                                                                        |                |
| Identify teachers, staff and volunteers willing to participate in the visit. Arrange a meeting to establish and agree roles and responsibilities.                                                                                                                                                                                                                     |                |
| Check that all visit staff and volunteers have appropriate qualifications and experience. In the case of volunteers, DBS checks should be done, if the persons are to have unsupervised access to children.                                                                                                                                                           |                |
| If school minibus is to be used make sure that you have sufficient qualified and experienced drivers. Drivers should not be included in the First Aid provision.                                                                                                                                                                                                      |                |
| Make provisional arrangements with providers of services, activities, or accommodation. Establish costs.                                                                                                                                                                                                                                                              |                |
| Work out a budget for the visit, including a contingency for unforeseen costs.                                                                                                                                                                                                                                                                                        |                |
| When approval is obtained write to parents / carers with information about the visit including: <ul style="list-style-type: none"> <li>• The aims and educational benefit of the visit;</li> <li>• The proposed itinerary;</li> <li>• Departure and return times;</li> <li>• Costs and financial arrangements;</li> <li>• Clothing and equipment required;</li> </ul> |                |
| Obtain the consent of parents.                                                                                                                                                                                                                                                                                                                                        |                |
| Arrange a preliminary visit to the venue where possible. Do not rely on out of-date information.                                                                                                                                                                                                                                                                      |                |
| Confirm bookings with service, activity, and accommodation providers.                                                                                                                                                                                                                                                                                                 |                |
| Carry out risk assessments or check risk assessments that have already been carried out for all parts of the visit.                                                                                                                                                                                                                                                   |                |
| Arrange a briefing meeting with pupils, parents or carers, visit staff and volunteers to discuss risk assessment, itinerary, code of conduct, emergency arrangements, and answer questions. (Category 3 visits) Give out risk assessments to volunteers before visit.                                                                                                 |                |
| Complete EVOLVE - 2 weeks for Category 2 visits, 3 weeks for category 3 visits.                                                                                                                                                                                                                                                                                       |                |
| Arrange for the head teacher, EVC or other member(s) of staff approved by will need a full list of pupils and emergency contact details for parents or carers. 24-hour contact must be available for residential visits.                                                                                                                                              |                |
| Hold a meeting on the day of the visit with visit staff and volunteers to confirm arrangements for supervision. Each adult should have a precise list of all the pupils (Volunteers first names only). In the event of pupils failing to attend for departure, all lists must be amended.                                                                             |                |
| Keep additional copies of this guidance note, as they may have to be referred to while the visit takes place.                                                                                                                                                                                                                                                         |                |

## Appendix 2

## Bus Seating Layout

Front



Rear

Example only, please refer to section 9 in the EVC Policy

## Appendix 3

### Emergency Plan

#### Immediate Action

Establish the nature and extent of the emergency  
Account for the entire party and protect them from immediate danger  
Call emergency services and render first aid

#### At the incident

Give emergency service details of the Incident, including

- Time of incident;
- Details of injuries;
- Number of injured;
- Names of injured or missing;
  - Action taken;
- Contact number for group leader

Restrict access by pupils to telephones.

Remove remainder of party to safety and give reassurance and support. Ensure that two members of staff accompany pupils to hospital.

One adult should remain at incident to liaise with emergency services.

Advise other groups of the incident and ask them to return to base.

Refer press to LEA Emergency Planning Officer.

#### **DO NOT MAKE STATEMENTS TO THE PRESS.**

Legal liability should not be discussed.

Complete accident forms.

Write report of events, times and contacts while still fresh in the memory

#### Contact School

Give school contact as much information as possible, to include:

- Time of incident;
- Names of injured or missing;
  - Details of injuries;
  - Action taken
  - Action to be taken

Establish lines of communication between incident - group leader - school - LEA Emergency Planning Officer.

School contact should inform head teacher EVC and LEA Emergency Planning Officer.

Head teacher should contact parents of those involved giving a full factual account of incident.

For serious incidents, all the parents should be contacted in order to give reassurance.

Media should be referred to the Press Office.

Legal liability should not be discussed.

Notify insurers which may include emergency assistance.

## Emergency Plan, After an Accident

### Immediate Action

If an accident or incident occurs the priorities are to

- Assess the situation
- Safeguard the members of the group
- Attend to casualties
- Inform the emergency services / call for first aider

The group leader or person in charge of the group would normally take charge of the immediate action. In doing so they would draw on the expertise of others in the group who may have more experience and training. If the group leader is not with the group having the incident s/he should be informed as soon as possible. The group leader will then take responsibility for informing the head teacher/EVC or school contact as soon as possible.

They should give as much information as possible, including:

### At the incident

#### Assess the situation

Give emergency service details of the Incident, including

- Time of incident;
- Details of injuries;
- Number of injured;
- Names of injured or missing;
  - Action taken;
- Contact number for group leader

Restrict access by pupils to telephones.

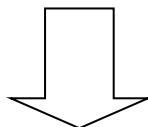
Remove remainder of party to safety and give reassurance and support. Ensure that two members of staff accompany pupils to hospital.

One adult should remain at the incident to liaise with emergency services.

Advise other groups of the incident and ask them to return to base.

Complete accident forms.

Write report of events, times and contacts while still fresh in the memory



### **Injury to an individual on school visits**

In the event of injury or medical emergency, children /staff will be directed to an appointed first aider.

#### **IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY BY DIALLING 999/112.**

If an incident, illness, or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge, If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, and then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives.

In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

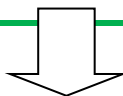
#### **Where the seriously injured or unwell individual is a pupil, the following process will be followed:**

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Another member of staff then contacts the visit leader and site office staff to ensure emergency help knows where to go and ensures other pupils are removed from the area.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and the head teacher calls the pupil's parent as soon as



possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.

- Where an ambulance is not required, but medical attention is needed, the pupil's parent is called as soon as possible to inform them that the pupil will need to be taken to a hospital or a doctor.
- If a parent/guardian cannot be contacted the pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one of whom to drive the car, (with business insurance) and one of whom, a first aider, to sit with the pupil in the back seat and attend to their medical needs. A taxi should be taken if a car is unavailable.
- The parent will be contacted that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.



### **Contact School / Head teacher as soon as possible**

Give as much information as possible, to include:

- Time of incident;
- Names of injured or missing;
  - Details of injuries;
  - Action taken
- Action to be taken

Establish lines of communication between - group leader - school - LEA Emergency Planning Officer.

School contact should inform head teacher EVC, LEA Emergency Planning Officer.

Head teacher should contact parents of those involved giving a full factual account of incident.

For serious incidents, all the parents should be contacted in order to give reassurance.

Media should be referred to the Press Office.

Legal liability should not be discussed.

Notify insurers which may include emergency assistance.

## **Appendix 4    AINTREE DAVENHILL PRIMARY SCHOOL**

### **ADULTS SUPPORTING EDUCATIONAL VISITS**

**This form must be left at the school office.**

Venue: \_\_\_\_\_

Year group: \_\_\_\_\_      Date: \_\_\_\_\_

#### **VOLUNTEERS NAMES:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Vehicle Registration Number** \_\_\_\_\_

**IF TWO COACHES USED PLEASE USE SEPARATE SHEET FOR EACH COACH.**

**Completed by staff member on the day of the visit and amended if needed. This form must be left at the school office.**