

### 0. Review of Policy

This policy is reviewed **annually**, or more regularly as required, prior to approval by governors.

Policy written by:	Lucy Szemerenyi
Date policy last reviewed:	August 2023
Approved by:	Board of Governors
Date approved:	Awaiting Governor approval
Next review date:	

### Contents

1.	Introduction
2.	Roles and Responsibilities
3.	Procedural Requirements
4.	Monitoring and Evaluation
5.	Training and Competence
6.	Risk Management
7.	Assessing venues and providers
8.	Inclusion
9.	Safeguarding
10.	Medical Issues
11.	Emergency procedures
12.	Code of Conduct
13.	Insurance
14.	Consent and Finance
15.	Data Protection
16.	Visiting CLS / CLSG and 'Local Visits'
	Appendices

## 1. Introduction

- 1.1 Learning is enriched by the provision of well-organised and well-led co-curricular and educational visits, both residential and non-residential. The School has a history of operating a successful and broad programme of such activities. Visits and trips can directly support and stimulate curriculum learning or be provided to help support co-curricular objectives and the general social, cultural and spiritual development of students. The Governors of the School recognise the value of educational visits and are grateful for the energy, commitment and professional skills of the staff involved.
- 1.2 It is essential that the utmost care and attention is given to the planning and running of educational visits to ensure the safety of pupils and staff involved is fully protected. Safety is the top priority for the School, and each Visit Leader understands that they have a duty to act as a responsible parent would in looking after the pupils in his / her care under the particular circumstances of the visit; there is also a responsibility within the conditions of employment to maintain order and discipline and for safeguarding the health and safety of the pupils, whether on School premises or on authorised activities elsewhere.
- 1.3 The Educational Visits Policy and the Educational Visits Handbook have been written with reference to Department for Education guidance: Health and Safety: Responsibilities and Duties for School (Updated November 2018)<sup>1</sup>, Guidance on Health and Safety on Educational Visits (November 2018)<sup>2</sup>. The School also makes extensive use of National Guidance (for the management of outdoor learning, off-site visits and learning outside the classroom) produced by the Outdoor Education Advisers Panel. All staff organizing and running trips, particularly those which carry a higher-level of risk are encouraged to use the National Guidance Website [www.oeapng.info](http://www.oeapng.info)
- 1.4 This policy should be read in conjunction with:
- Safeguarding and Child Protection Policy
  - Health and Safety Policy
  - First Aid Policy
  - Medical Conditions, Medicine and Infection Control Policy
  - Risk Assessment Policy

---

<sup>1</sup>See:<https://www.gov.uk/government/publications/health-and-safety-adviceforschools/responsibilities-and-duties-for-schools>

<sup>2</sup>See:<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

- 1.5 This policy has regard to Part 3 (Welfare, health and safety of pupils), Paragraph 16 (Risk Assessment) and Part 4 (Suitability of staff, supply staff, and proprietors) of the Independent School Standards Regulations.

## **2. Roles and Responsibilities**

### **2.1 Governors**

Governors have oversight of the Educational Visits Policy, procedures and implementation as part of their overview of Health and Safety.

Further information on the role of the Governors can be found at:

<https://oeapng.info/governors/> (National Guidance 3.4f)

### **2.2 The Head**

The Head delegates some of the responsibilities for educational visits to the Educational Visits Coordinator (EVC)<sup>3</sup>

The Head is required to provide outline and final approval for all residential and/or overseas visits which involve high risk or adventure activity. For standard day visits, the Head is notified but outline and final approval is provided only by the EVC.

The Head has the following principal functions. To:

- Ensure that arrangements are in place for informing the governing body about visits
- Ensure that the governing body has approved the Educational Visits Policy and receives reports on visits as appropriate
- Ensure that visit arrangements and outcomes are evaluated to inform future visits and staff training needs
- Arrange for the reporting of accidents and incidents as required. Records of these should be reviewed regularly, and the information used to inform future visits.
- Ensure that proper support systems are in place to cope with incidents, emergencies and critical incidents, including the means of contacting the relevant parties in the event of an emergency
- Provide a rich and varied programme of opportunities for young people to learn outside the classroom. The programme of visits should be structured and progressive to gradually develop young people's confidence, independence and responsibility.

<sup>3</sup>This role is currently performed by the Deputy Head

- Make sufficient time and resources available for the EVC to arrange induction and training of staff and volunteers. This should include opportunities for staff to develop competence in dynamic risk management by assisting more experienced colleagues on a range of educational visits and by attending relevant training courses
- Check that the EVC has designated an appropriately competent visit leader who will meet the employer's criteria for ensuring the best interests of the pupils. The Headmistress should make a judgement on a member of staff's competence and suitability to lead a visit. It should be borne in mind that discipline on an educational visit may have to be stricter than in the School
- Ensure that appropriate provider assurances are in place
- Check that the visit leader or another leader is familiar with the location where the activity will take place
- Ensure that the educational objectives of a visit are fully inclusive, are set out in the pre-visit documentation, and are made known to all relevant parties
- Ensure that charging procedures for visits are implemented and comply with the establishment policy and legal requirements
- Ensure that the visit emergency contacts are part of the critical incident team and are clear about their roles
- Ensure GDPR compliance
- Ensure that an incident management contingency plan is in place for each visit and that all responsible adults are fully conversant with its content

Further information on the role of the Head can be found at:  
<https://oeapng.info/head-manager> (National Guidance 3.4g)

### 2.3 **The Educational Visits Coordinator**

The Educational Visits Coordinator has the following principal functions. To:

- Promote an understanding of how outdoor learning, off-site visits and Learning Outside the Classroom can support a wide range of outcomes for pupils, and raise achievement
- Liaise with the Governors over all matters relating to educational visits
- Ensure that all activities and visits meet guidance requirements
- Ensure that all staff have access to an appropriate level of training to ensure that educational visits procedures are properly understood
- Maintain the Educational Visits Policy and Handbook
- Support the Head with approval of visits and other decisions
- Support the Head in ensuring that all members of visit leadership teams are competent
- Monitor Visit Leaders' planning, and sample monitoring of visits
- Organise the training of members of visit leadership teams

- Ensure that where the visit leadership team includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management
- Ensure that DBS checks are in place as required
- Ensure that the School's policy and handbook provides sufficient guidance to Visit Leaders about information for parents and parental consent
- Check that there are 24/7 School emergency contacts for each and every visit and that emergency procedures are in place
- Ensure that medical and first aid issues are addressed
- Ensure that emergency arrangements include Emergency Contact access to all relevant records, including medical and next of kin information for all members of the party, including staff
- Ensure that individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, complying with Employer requirements and Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Ensure that policies and procedures are reviewed regularly. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary
- Ensure that there is a School procedure for recording "near accidents/near misses", including any resulting learning points and action.
- Keep a record of all educational visits
- Ensure all key staff have access to the final arrangements for all educational visits on Evolve and final paperwork for educational visits is available to the Head, Junior School Reception and any Emergency Contact (Including designated members of CLS or CLSG SLT where Year 5 and 6 girls or Year 6 CLS (OG) boys are involved)
- Ensure GDPR compliance
- Ensure that an incident management contingency plan is in place for each visit and that all responsible adults are fully conversant with its content

Further information on the role of the EVC can be found at:

<https://oeapng.info/evc> (National Guidance 3.4k)

## 2.4 The Visit Leader

The Visit Leader has the overall responsibility for supervision and conduct of each visit. To ensure accountability and to avoid potential confusion, there is a single Visit Leader for each visit.

The Visit Leader's primary responsibilities are as follows. To:

- Liaise with the Educational Visits Coordinator (EVC)
- Be formally approved to carry out the visit
- Be specifically competent
- Plan and prepare for the visit, taking a lead on risk management

- Define the roles and responsibilities of other staff (and young people) to ensure effective supervision, appointing a deputy wherever possible
- Ensure that child protection issues are addressed (e.g. good safeguarding practice is followed, and adults are appropriately vetted and checked)
- Provide relevant information to supporting staff, including about the nature and location of the visit and about the participants (age, health information, capabilities, special needs, safeguarding and behavioural issues)
- Ensure that informed parental consent has been obtained as necessary
- Provide relevant information to parents and pupils, and arrange pre-visit information meetings where appropriate
- Make sure there is access to first aid at an appropriate level
- Ensure the activity/visit is effectively supervised. Ensure that all staff and any third-party providers have access to emergency contact and emergency procedure details
- Evaluate all aspects of the visit, both during and after the event
- Report any accidents, incidents or near misses
- When working with third-party activity providers it is imperative to avoid 'grey areas', so there should be a clear handover before and after any activity led by a provider. Should a provider run an activity in a way that causes concern, the accompanying staff should consider stopping the activity at the first appropriate moment. Such an intervention should be done with sensitivity and discretion to ensure that it does not result in young people being put at greater risk.
- Ensure GDPR compliance

### **3. Procedural Requirements**

3.1 An Educational Visits Handbook is maintained which details all the key procedures relating to the running of educational visits. This is available to staff on Evolve and the CJS Staff SharePoint.

3.2 

- The Educational Visits Handbook covers the following areas:

- [Outline and Final Approval](#)
- Parental Consent
- Ratios
- Information for Parents
- Information for the EVC
- Risk Assessments
- Medical Issues
- Hazardous Activities
- Safeguarding
- Transport
- Researching Providers, Facilities and Venues

- Further Guidance for Overseas Trips
- Critical Incidents
- Insurance and Finance
- Data Protection
- Visit Evaluation
- Sources of Advice

## 4. Monitoring and Evaluation

- 4.1 The School understands the need to monitor all aspects of the educational visits process in order to:
- Enable the School to celebrate success and share good practice
  - Help identify areas to improve and CPD requirements
  - Help to ensure high quality learning experiences
  - Help to keep young people safe

The EVC has the primary responsibility for the monitoring of educational visits and reviews the arrangements for all visits. This supports the role of the Head in facilitating Educational Visits within the school.

A record is kept of the relevant paperwork for all educational visits on Evolve (and any non-Evolve versions by the Head's PA).

- 4.2 Evaluation after an educational visit is an important aid to planning future visits and should be completed by the Visit Leader as prompted in Evolve. One must always be completed if an incident occurred that could have had severe consequences to the welfare of any participant or staff member, and any failure of the services offered by a provider. A member of SLT will be informed in the event of any such incident at the time of the event.

On return to School, the standard School accident report form must be submitted to the Health and Safety Officer for an accident that resulted, or could have resulted, in serious injury. Further information on an Accident Reporting may be found in the Health and Safety Policy.

## 5. Training and Competence

- 5.1 The EVC must have an appropriate level of experience and training to discharge the principal functions of the role. [The recommended deliverer of this training is the Outdoor Education Advisers Panel.](#)

Further information on leader competence can be found at: <https://oeapng.info/evc> (National Guidance 3.2d)

- 5.2 The key requirements for Visit Leaders are that they must be accountable, confident and competent to lead the visit/activity, not that they hold a particular post, title or job description.

Being confident includes leaders having the ability to take charge of a situation while being aware of, and understanding, their abilities, as well as their limitations.

Being competent means that the leader has demonstrated the ability to operate effectively, and has sufficient relevant experience and knowledge of the activities, the group, and the environments in which the visit will take place. Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the School. It is situational – a leader who is competent in one activity or environment may not be so in another, and it involves breadth as well as depth. Relevant experience is not necessarily gained by repeating the same thing several times, but by experiencing a range of different activities and environments.

- 5.3 Training on educational visits forms part of the staff induction [process](#).

Regular updates are provided for all staff on educational visits procedures and an Educational Visits Handbook is available on Evolve. [The EVC provides one-to-one training for staff new to leading visits at CJS. Online training is also recommended through IHASCO for all visit leaders.](#)

An appropriate level of training is required for those leading or participating in visits involving potentially hazardous activities. As part of their CPD, staff are encouraged to take advantage of specialist training courses that are available.

## **6. Risk Management**

- 6.1 The School recognises that risk management in the context of educational visits is a two stage process:

1. The identification of the potential benefits to be gained from an activity, along with any risks to the health and safety of those involved.
2. The implementation of a plan to best realise these benefits, using professional judgements to ensure that the level of risk does not exceed that which can be justified by the benefits.

- 6.2 Most human activity involves benefits and risks. It is impossible to have all the benefits without the risks. Risk can only be eliminated by stopping the activity, but then all the benefits are lost. This is recognised by both the Health and Safety Executive (HSE) and the Department for Education (DfE).



6.3 It is a requirement that the Visit Leader carries out a Risk Assessment for every educational visit.

Further information on risk assessments can be found at:  
<https://oeapng.info> (National Guidance 4.3 c/f/g)

6.4 The following principles underpin all risk assessments:

- Risk assessment documentation considers the nature of the specific group and the particular venue(s) to which they will be taken. It also addresses the 'STAGED' variables (Staff, Timing, Activity, Group, Environment, Distance)
- All those involved in the visit understand the risk assessment as much as they need to, particularly their role and responsibilities within it and what they need to do
- What is recorded happens in practice

6.5 There must also be on-going risk assessment by Visit Leaders and staff as the visit progresses and as circumstances require. On expeditions and visits which involve any hazardous activity, Visit Leaders and staff should always have and be prepared to revert to a 'Plan B'.

6.6 Generic risk assessments are available on Evolve, although they must be adapted to the specific visit and signed by the Visit Leader.

## **7. Assessing Venues and Providers**

7.1 Visit Leaders have a responsibility to thoroughly research the suitability of venues and check that facilities and third-party provision meet the group's needs and expectations.

7.2 Researching Providers

- Visit Leaders are encouraged to take advantage of nationally accredited provider assurance schemes. Examples of such schemes include:
- Learning Outside the Classroom (LOtC) Quality Badge (covers both quality and safety of all activities offered – consider due diligence completed).
- Adventure Activities Licensing Authority (AALA) licence (this statutory scheme covers only safety management).
- Adventuremark (covers only safety).
- National Governing Body centre approval schemes (applicable where the only provision is a single, specialist activity).

7.3 If an organisation does not hold a LOtC Quality badge, the following will be considered in making a judgement if they are an appropriate organisation to use. These are detailed in the Educational Visits Handbook and include requesting the organisation complete a Provider Form and considering:

- their insurance
- that they meet legal requirements
- their health and safety and emergency policies
- control measures
- their risk assessments
- their use of vehicles
- staff competence
- safeguarding
- accommodation
- any sub-contracting arrangements they have
- that they have a licence where needed

Further guidance on assessing the suitability of a Provider is in the Educational Visits Handbook.

The EVC will require a copy of the 'Activity Provider – Provider Statement' before authorising the trip. This can be found at <https://oeapng.info/downloads/all-documents/> (National Guidance 8q).

#### 7.4 **Researching Facilities or Venues**

Where reasonably practical Visit Leaders should carry out a preliminary visit to any unfamiliar facility or venue, including those used by a provider. The cost of this can be built into the pricing of the visit.

Where a preliminary visit is not reasonably practicable, the Visit Leader should consider how they can gather sufficient information to make an adequate assessment of the venue, facilities or provider. In the absence of first-hand observations and credible assurances as set out above, they should seek information from reliable sources such as:

- The EVC
- Colleagues
- Similar groups that have recently visited the venue or used the facility/provider
- Reputable organisations such as tourist boards
- Expedition Providers Association (EPA)

## 8. **Inclusion**

8.1 The Equality Act 2010 states that the responsible body of a school or, for other provision, the service provider, must not discriminate against, harass or victimise a pupil or young person because of one of the protected characteristics (disability; gender reassignment;

pregnancy and maternity; race; religion or belief; sex; sexual orientation) in the way that it provides (or not) a benefit, facility or service. There is a duty to make reasonable adjustments. Activities should be available and accessible to all, irrespective of special educational or medical needs or protected characteristics.

- 8.2 The School undertakes, when a visit or activity is being planned, to take all reasonably practicable measures which must be taken to include all young people. Every reasonable effort is made to find a venue and activities that are both suitable and accessible and that enable the whole group to participate fully and be actively involved.

## **9. Safeguarding**

- 9.1 All staff have a responsibility to safeguard and promote the welfare of pupils during educational visits. Further guidance regarding safeguarding is in the Educational Visits Handbook.
- 9.2 This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy. Every educational visit must operate within the statutory protocols detailed in Keeping Children Safe in Education .
- 9.3 **Vetting Suitability**  
The suitability of all volunteers (including parents) must be vetted following all the relevant procedures required by the School's HR departments and stipulated in Keeping Children Safe in Education.  
Anyone on an educational visit who engages in regulated activity with pupils must have undergone an enhanced DBS check, with barred list check.  
Visit Leaders must always consult with the HR department about the need for an enhanced DBS check for volunteers. The Visit Leader must provide specific information to the HR department regarding the roles and detailed responsibilities of volunteers.

## **10. Medical Issues**

- 10.1 On all trips the Visit Leader and staff member responsible for first aid should have quick access to all relevant medical information and carry a copy. For ALL trips the Visit Leader is expected to liaise with the School Nurse in order to discuss the specific medical needs of the group or individuals.
- 10.2 If required, the Visit Leader must ensure appropriate emergency medication is taken on the trip.

**Pupils cannot attend a visit of any kind without the appropriate emergency medication.**

Further information on medical issues can be found in the Medical Conditions, Medicine and Infection Control Policy, and the First Aid Policy.

- 10.3 For visits involving adventurous training and similar activities, at least one of the group's members should be a fully qualified first aider.
- 10.4 In giving consent for their child/children to take part in trips, parents declare that the medical information they have supplied [to the School](#) is accurate and up-to date and the teachers leading the trip may take a copy of this information with them. They also consent to their child/children receiving emergency medical treatment in the event that they cannot be contacted.

## **11. Emergency Procedures**

- 11.1 Critical incidents on educational visits are rare but they do happen. Minor incidents, whether accidents or other emergencies, are more common. Effective planning means that the likelihood of any of these is reduced, and that, when they do happen, their impact and consequences are minimised.
- 11.2 Deciding what to do in the event of an accident or emergency should form part of the planning and preparation of every educational visit. Detailed instructions of what to do if an incident, serious accident, or a fatality should occur during a visit forms part of the School's Critical Incident Plan and is in the Educational Visits Handbook.
- 11.3 All staff are briefed to carry a copy of the Educational Visits Handbook and Emergency Procedures, [to be followed in the event of a critical incident](#).
- 11.4 As a matter of routine, the nominated Emergency Contacts, Head, Deputy Head, Junior School Reception and Head's PA will all have key information, including contact phone numbers. In line with guidance, this information is not kept in only one place or only electronically.

## **12. Code of Conduct**

- 12.1 On all visits, pupils should be reminded of the basic requirements of safeguarding the safety of each other, courtesy and consideration towards member of the public and conduct that enhances the reputation of the School. As far as possible, normal School rules apply.
- 12.2 All pupils participating in visits should be aware of the Code of Conduct for Educational Visits. This can be [found in the Staff Handbook and in the Educational Visits and Events section of the CJS Staff SharePoint](#).

- 12.3 Generic and specific consent forms require parents to acknowledge that they have read and understood the Code of Conduct for Educational Visits. For foreign visits parents are aware that in the unlikely event of a gross breach of the Code of Conduct, a pupil might be repatriated. This would be the decision of the Emergency Contact and the Head and would be at the parent's expense.

### **13. Insurance**

- 13.1 The School's insurance policy provides group cover for all members of parties involved in trips. Details can be obtained from the Finance [Department](#).
- 13.2 Trips involving hazardous activities may require separate insurance and this should be discussed by the Visit Leader with the Finance Department.

### **14. Consent and Finance**

- 14.1 The School's [Parent Contract](#) (Terms and Conditions) state:

#### **Consent to educational visits.**

Unless you notify us to the contrary, you consent to your child participating in a variety of educational visits. Educational visits which cost in excess of [the amount stated in the Educational Visits Policy](#), [require overseas travel of overnight stay, take place over the weekend or during the school holidays, or involve high risk or adventure activity](#) will be subject to written consent to participate, which must, unless otherwise agreed, be signed by all those with parental responsibility. Your child will be subject to the Pupil Code of Conduct during all educational visits. The costs of educational visits (including medical costs, taxis, air fares, and professional advice) incurred to protect your child's safety and welfare or to respond to breaches of discipline are supplemental charges and will be charged in advance or arrears as appropriate. (e.g. in arrears for medical costs incurred on a trip but otherwise in advance).

[Parents are charged up to £50<sup>4</sup> for the costs of an educational visit without being required to provide additional consent.](#)

- 14.2 [The School's Parent Contract](#) (Terms and Conditions) states:

[Unless you notify us to the contrary, you consent to your child travelling by public transport or by motor vehicle during school hours and at other times when your child is participating in activities organised by the School or on educational visits.](#)

<sup>4</sup> In 2023-24

- 14.3 Visit Leaders should liaise carefully with the EVC and [Finance Department](#) regarding the financing of all educational visits. For residential and overseas trips, the budget should be approved by the [Finance Department](#). A pre visit budget planner should be completed by the Visit Leader and shared with the [Finance Department](#) and EVC in advance, prior to outline approval where possible. If not possible in detail, an estimated cost should be calculated.
- 14.4 Where parents are required to make a payment for a visit, every effort should be made to keep the cost reasonable. However, it is expected that the cost of the trip should reflect the requirement for it to run safely and for there to be a contingency fund.
- 14.5 For residential and overseas trips contingency and other funds not spent should be returned to parents.

## **15. Data Protection**

- 15.1 The Corporation of London and City of London School's data protection policies apply to all aspects relating to educational visits.
- 15.2 In light of the new GDPR legislation, which came into effect on 25 May 2018, staff are required, as part of the standard risk assessment process for educational visits, to evaluate the risks associated with the handling and sharing of data. The generic risk assessment should be used. Visit Leaders and staff are required to be familiar with the guidelines provided in the generic risk assessment and Educational Visits Handbook. Staff are responsible for ensuring that all data is safely disposed of following a trip (for example, shredding paperwork and removing files carrying pupil/parent/staff information relating to the trip from devices).
- 15.3 Visit Leaders are not required to complete an additional GDPR risk assessment for each individual trip. However, if the data / information requirement for a trip exceeds simple contact/medical information, then a separate Data Protection Risk Assessment is likely; e.g. if there is a contract with a third-party who processes data on the School's behalf, sharing passport information with a travel agent, etc. This can be found on the [CJS Staff SharePoint](#) area.

Visit Leaders should consult the Educational Visits Coordinator and the Data Protection Coordinator for advice.

## **16. Visiting CLS and CLSG (and their respective facilities) and 'Local' Visits**

- 16.1 An important element of the School's strategic vision is to provide enrichment opportunities and to explore the use of alternative venues to ensure there are opportunities for showcasing sport, music, drama and art in the early years of CJS operation. This includes

making the most of the facilities at CLS and CLSG, including their outdoor facilities such as Grove Park. It may also include visiting City of London facilities such as the Guildhall.

Venues may include:

- City of London School
- City of London School for Girls
- Grove Park
- Coram's Fields
- City of London Venues

- 16.2 When activities or events take place which involve a visit to CLS or CLSG, (including their outdoor facilities), they will appear on the calendar on the Parent Portal or will be included in the keys dates that are shared directly with the parents. Parents will be informed if their child is expected to make their way to and/or from CLS or CLSG and whether the event is taking place outside school hours. Pupils, particularly those in Years 5 and 6, may well walk to and from CLS and CLSG.
- 16.3 With some exceptions (ABRSM/Trinity music exams, for example, when pupils may be supervised by CLS or CLSG staff) the CJS pupils will always be accompanied by a suitable number of CJS staff, who will follow the standard procedures for other educational visits.
- 16.4 A 'local' trip is classed as anywhere within approximately 1 mile of City Junior School. This means that the trip would likely be accessed on foot with the suitable number of staff accompanying the children. E.g. British Museum. Parents will be informed when any local trip is planned, a risk assessment would have been completed for the walking route but explicit permission from the parents would not be required.
- 16.5 Parents have been informed of the above and will receive an annual reminder.