



WHERE LEARNERS AND STAFF THRIVE

Trust Policy

Educational Visits Policy

Approver: Trustees
Review Cycle: Annual

| Revision History | | | |
|------------------|---------|---|--------------|
| Date | Version | Short Description of Changes | Approved by: |
| Apr 25 | V7.3 | Updated to reflect Trust structure | Trust Board |
| Jul 24 | V7.2 | Terminology changed. Section 8 added in. | EEC |
| May 23 | V7.1 | Policy formalised for use in all Trust settings | EEC |
| Nov 17 | v7.0 | Re approval no changes | |
| Sept 16 | v6.0 | Approved | |
| June 15 | v5.0 | Re-approved Changes is red | |
| June 14 | v4.0 | Name changes and typos | |
| July 12 | v3.0 | Role of EVC & Group Leader added, plus sections on Organisation & Planning, Finance, Administration & Risk Assessment | |
| May 10 | v2.0 | Section regarding cancellations and withdrawals added | |
| Nov 09 | v1.0 | | |

| This Policy Applies To: |
|---|
| Secondary Schools Primary Schools Centralised Trust Employees Trustees & Governors |

Document Management Information

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| Applicable to: | All school visits |
| Development and Consultation: | Headteachers/EVCs have been consulted |
| Dissemination: | Headteachers/EVC will be asked to read and sign via Every. All staff will be notified by the Newsletter and policy available on the StaffHub |
| Implementation: | To be used when planning all school off site visits, but not for sports events or swimming lessons. |
| Training: | EVCs to have relevant training updated annually. All visit leaders to receive visit leader training. Minibus drivers to have MIDAS training. |
| Review Frequency: | Annually |
| Based on: | v7.2 |
| Policy Author: | Trust Compliance Officer |
| Executive Policy Owner: | Chief Operating Officer |
| Approval by: | Trust Board |
| Version | V7.3 |
| Approval Date: | 23 April 2025 |
| Next Review Due: | April 2026 |

If you require this policy in a more accessible format please contact the Trust Compliance Officer on compliance@coastandvale.academy

Executive summary text for current policy version:

Updated to reflect current Trust structures.

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1 **Introduction**

1.1 Coast and Vale Learning Trust (the Trust), has a Service Level Agreement with NYC in order to quality assure the leadership and management of **all** learning outside the classroom activities, including residential visits in the UK and abroad. This policy should be read in conjunction with:

- NYC’s “Guidelines for Educational Visits” handbook which is the policy the Trust has decided to use to govern all educational visits across the Trust’s schools and colleges.
- OEAP Guidance: <https://oeapng.info/>
- Keeping Children Safe in Education
- Equality Policy
- Transgender Policy
- Data Protection Policies

2 **Rationale**

2.1 Safely managed educational visits with a clear purpose are an indispensable part of the broad and balanced curriculum that is offered throughout the Trust. They are an opportunity to extend learner’s learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance or a

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lifetime interest and as such we encourage and support the role of visits in the life of the school. Where possible we aim to enable as many learners as possible to participate in the range of visits offered by the school.

3 Purpose

- 3.1 To ensure that every learner has the opportunity to benefit from educational visits.
- 3.2 To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the learners taking part.
- 3.3 To enable the school to identify appropriate functions, responsibilities, training support and monitoring for all governors, the Headteacher, staff, learners and providers involved in an educational visit.
- 3.4 To comply with NYC's 'Guidelines for Education Visit "and to keep up to date with further advice.
- 3.5 To meet DfES guidelines (1998) entitled 'Health and Safety of Students on Education Visits' (HASPEV) and DfES 3 part supplement and guidance (2002).
- 3.6 To ensure that where appropriate further advice is sought from the NYC Learning Beyond the Classroom Advisor and other technically competent personnel.
- 3.7 To ensure that educational visits are in line with Trust and school policies on safeguarding, special educational needs, inclusion, and equalities.

4 Roles and Responsibilities

4.1 The Trust Board

- 4.1.1 Are responsible for approving the Educational Visits Policy on an annual basis. This will usually be done as part of the remit of the Educational Effectiveness Committee.

4.2 Trust Executive Leadership Team

- 4.2.1 Review and update this policy on behalf of all Trust schools as required with a yearly review considered to be the minimum acceptable period for any review of the policy.

4.3 Headteachers

- 4.3.1 Appointing an EVC for each school they are responsible for.
- 4.3.2 Supporting the EVC in undertaking their duties.

4.4 **Authorisation Levels**

| <i>Trip Type</i> | <i>Who Authorises</i> |
|---|---------------------------|
| Residential visit including overseas visits | Local Governing Committee |
| Non residential visits | Headteacher |

4.5 **Education Visits Co-Ordinator**

- 4.5.1 Ensure that all educational visits are planned using NYC's "Guidelines for Educational Visits".
- 4.5.2 Overview the approval, planning and review and evaluation of trips and offer technical advice around the planning of visits within the framework of NYC's "Guidance on Educational Visits" document.
- 4.5.3 Attend update training every academic year to ensure that all trips are planned in accordance with the latest DfE and HASPEV regulations and guidelines.
- 4.5.4 Report to the Headteacher and the governing committee on all aspects of educational visits run by the school at the final meeting of the school year.
- 4.5.5 Arrange training to be completed by NYC Visits Advisor or a suitable alternative for all Visit leaders.

4.6 **Visit Leader**

4.6.1 There will be a named visit leader and where appropriate, a deputy, on all visits. The visit leader will have responsibility for all aspects of the visit as detailed in this policy and the NYC "Guidelines for Educational Visits". The extent of a Visit Leader's (VL) responsibility can be summarised across these areas and should be used in conjunction with the description of the VL's responsibilities described in the "Guidelines for Educational Visits" policy:

- Organisation and Planning
- Finance
- Visit Administration
- Risk Assessment

4.6.2 **Organisation and Planning**

4.6.2.1. Undertake NYC's "Planning Educational Visits" visit leader training – visits can only be lead by staff who have undergone this training a suitable alternative can be used

4.6.2.2. ensure sufficient experienced staff are appointed to assist the leadership and management of visits (DBS checks are required if additional adults who are not members of staff will assisting on a trip or residential visit).

- 4.6.2.3. brief all staff about their role before the trip and provide them with documents and resources which will be needed in the event of an emergency.
- 4.6.2.4. appoint an experienced and competent deputy to lead and management the visit should the visit leader become incapacitated.
- 4.6.2.5. hold a parents' meeting if the visit is residential or high risk.
- 4.6.2.6. consider SEN and disability access issues and liaise with the SEN department as required.
- 4.6.2.7. ensure that Best Value is applied when selecting providers, appropriate checks are made and that insurance and financial support procedures are followed.
- 4.6.2.8. ensure emergency procedures are planned and followed.

4.6.3 Finance

The VL is responsible for all financial aspects of a visit and should ensure that;

- 4.6.3.1. a payment schedule is planned and that parents are informed of this in the initial letter advertising the trip
- 4.6.3.2. the cost of the trip as detailed in the initial letter is fully inclusive and that parents/carers are not asked to pay for extras outside of the original advertised cost of the visit at a later date.
- 4.6.3.3. all receipts for payments made before and during the visit are passed to the Business/Office Manager
- 4.6.3.4. all students have paid for their visit before the date of travel
- 4.6.3.5. providers/tour operators have been paid before the date of travel
- 4.6.3.6. the EVC and the Business/Office Manager are informed when the payment schedule for a visit has not been met by a parent/carer in order that a revised payment schedule can be established in cases of hardship.
- 4.6.3.7. the Headteacher authorises the participation in any visit of students who have not paid in full.
- 4.6.3.8. money collected from students to fund a trip is paid into the appropriate School Fund account. If money is to be collected by instalment, payment cards are available from the Office.
- 4.6.3.9. a rough breakdown of the costs is submitted to the EVC in advance of arranging a visit. Any surplus left in the account on completion of a balance sheet will be returned to students. Minimum refund is £5 per student.

4.6.3.10. if a trip is a compulsory element of a course the school will endeavour to help meet the costs for parents/carers who are struggling to find the funding. In such cases parents/carers should be asked to speak to the visit leader.

4.6.3.11. day trips to support curriculum areas and Immersion Days should aim to involve all learners in the relevant year group. Financial support in cases of hardship can be made from the Immersion Day budget in order to ensure all learners can participate in Immersion Day visits.

4.6.4 Administration

Visit Leaders have responsibility for:

4.6.4.1. devising a letter to advertise the visit to parents/carers

4.6.4.2. collating the medical/consent forms for all learners

4.6.4.3. completing and submitting detailed proposal form

4.6.4.4. provide copies of all of these documents for inspection by the EVC prior to the date of travel

4.6.4.5. prepare a detailed pack for parents/carers in the case of residential visits which will include details of the visit itinerary, emergency contact details and a copy of the insurance schedule.

4.6.4.6. checking the validity of passports and GHICs prior to the date of travel. This applies to the passports and GHICs of staff as well as learners.

4.6.4.7. completing a near misses form upon their return where there has been no incident or issue.

4.6.5 Risk Assessment

The VL should prepare the risk assessment of the visit using the “Guidelines for Educational Visits” hand book and should;

4.6.5.1. undertake a complete Risk Assessment of all activities, travel arrangements, sites and accommodation and detail the plan for risk management.

4.6.5.2. ensure that risk assessments and management including generic, site specific and ongoing are and recorded.

4.6.5.3. ensure that copies of all trip documentation, including the risk assessment, medical/consent forms and emergency contact information are left with the EVC prior to the date of departure

4.6.5.4. ensure that they have school hour emergency contact details. (This will normally be the EVC or the headteacher)

- 4.6.5.5. undertake pre-visits for all new visits and residential accommodation in this country and where possible, for trips abroad. Where pre-visits are not possible abroad, the visit leader should aim to seek as much information as possible via other schools and the tour operator.
- 4.6.5.6. record any “near miss” information and pass this information to the EVC upon return from the visit.
- 4.6.5.7. report any incidents as they occur to the EVC, in order to gain advice on how best to manage the incident.
- 4.6.5.8. Ensure that the visit is organised with within the framework of the Trust’s Prevent Duty risk assessment.

5 Informing Parents/Carers

- 5.1 Parents/carers will be given detailed information about all visits in order to give written consent, medical and contact details.
- 5.2 Parent/carer meetings will be arranged for all residential trips and high-risk activities.
- 5.3 Expectations of behaviour and codes of conduct will be explained to parents/carers. This will include the need to meet the cost of and be responsible for collecting learners in certain circumstances.
- 5.4 A school emergency contact will be a point of contact made known to parents/carers for a residential visit .(This will normally be the EVC or the Headteacher)
- 5.5 Parents/carers are expected to provide the VL with up to date details on any medical conditions which could affect their child’s enjoyment of the visit so that these can be managed and recorded in the risk assessment. Failure to give the school early notice of medical conditions could result in a student being withdrawn from the visit.

6 Students

- 6.1 Students should be briefed about the aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.
- 6.2 Where possible students should be involved with planning, developing codes of conduct, assessing/ managing risk and evaluating their own attitude, behaviour and learning.

7 General Points For Organisation Of A Visit

7.1 Data Protection

- 7.1.1 Data protection should not get in the way of learners undertaking activities outside the classroom. As a data controller the Trust still has a responsibility

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to make sure that robust data protection practices are followed, this means being mindful of security of paper and electronic records. Examples of actions schools can take include:

- only taking copies (to prevent the loss of originals)
- Use SharePoint for electronic records
- Binding paper documentation when away from school premises
- Preparing an index of what paper documents there are and having sign in/sign out procedure for information
- Keeping records of what has been shared with who

7.1.2 When planning trips, the management of learner and staff data needs to be considered. Data should only be shared where there is a lawful basis to do so and in a safe manner.

7.1.3 The Trust is compliant with (UK) GDPR and the Data Protection Act 2018 with a number of policies and processes to support this, these are available on the Staff Hub: <https://coastandvale.sharepoint.com/sites/central/policies>

7.1.4 If data is being shared, for instance with tour operators, parents/carers should be notified about this and given relevant privacy notices. It may be necessary to undertake a Data Protection Impact Assessment¹ to consider the relevant risks.

7.1.5 VL should be aware of photo consent before the trip begins and ensure the all other staff are made aware of this. It may be necessary to collect separate consent for the school trip – in which case, please contact the Trust Compliance Officer for support.

7.2 Approval

7.2.1 All visits must enhance the school's curricular and spiritual, moral, social and cultural (SMSC) provision and promote Fundamental British Values. Visits which do not promote these will not be allowed to run. Approval for visits should be sought by completing the online using the web based Evolve programme which is administered by NYC. Decisions on approval will be made during the weekly Educational Visits meeting by the appointed Educational Visits Co-ordinator. (EVC)

7.2.2 Governors delegate approval of low risk and routine visits and occasional opportunities to the Headteacher.

7.2.3 All new, higher risk visits including adventure activities, residential visits and foreign travel will be submitted for Governors' approval after approval by the Headteacher.

7.2.4 All residential, overseas and high-risk visits will be submitted to the NYC Learning Outside the Classroom Advisor for review. The advisor will offer

¹ Please contact the IT Service Desk for support on this

technical assistance in the planning of any visit if required including updated from the Foreign and Commonwealth Office as appropriate.

| <i>Trip Type</i> | <i>Who Authorises</i> |
|--|---------------------------|
| Residential visit including overseas visits | Local Governing Committee |
| Higher risk visits i.e. adventurous activities | Local Governing Committee |
| Non residential visits | Headteacher |

7.3 Selection of learners

7.3.1 As soon as learners have been provisionally accepted onto a trip, a list of names should be handed to the Head of Year, SEN Manager and the EVC who will forward any relevant student information. Only then should learners be firmly allocated a place.

7.3.2 Visit leaders (VL) should upload the student list to Evolve as soon as possible. VLs should consult this prior to making the selection of learners to ensure that as many learners as possible are able to participate in a trip during their school career.

7.3.3 VLs should make explicitly clear in the initial letter home to parents/carers and learners the criteria used for selection if the trip is oversubscribed. In most cases it is appropriate to hold a ballot.

7.3.4 On letters to parents/carers informing them of trips, it should be made clear that participation on such trips depends on the consistent high level of good behaviour. Learners whose behaviour is a long-term concern and who fail to improve their behaviour after mentoring and support may not be eligible to participate in out of school activities.

7.4 Special Educational Needs

7.4.1 The special needs of individual learners (medical, sensory, physical, educational and behavioural) will be taken into account by the visit leader. The leader will discuss the necessary special arrangements with the Special Educational Needs Co-ordinator and other staff as appropriate. The main issues to consider are:

- Access
- Travel
- Equipment
- Personal hygiene (toileting)
- Sleeping arrangements

- Safety
- Support (Finance and additional staffing)
- Differentiated activities.

7.5 Rooming on residential visits

7.5.1 The following guidelines should be followed:

7.5.1.1. Avoid single rooms for learners

7.5.1.2. Learners should have adjacent rooms with staff rooms on the same floor

7.5.1.3. Access to learner rooms by staff must be available at all times

7.5.1.4. Male and female sleeping areas should be separate (eg separate floors)

7.5.1.5. Locks on all rooms should work

7.5.1.6. Security arrangements must be in place e.g. is reception staffed 24 hours

7.5.1.7. The party must be made aware of fire exits

7.5.1.8. Guidelines should be issued re safety in rooms e.g. balconies.

7.6 Use of outside contractors e.g. tour operators and coach companies

7.6.1 It is necessary for the visit leader to check the safety management systems of all outside contractors used for the visit and written confirmation provided.

7.6.2 Where foreign coach companies are used, checks should be made about the availability of seat belts and parents informed accordingly.

7.6.3 The VL (or other supervising staff in his/ her absence) retains the responsibility to overrule decisions reached by staff provided by outside contractors if she/ he feels that the safety of the students is at risk.

7.7 Supervision

7.7.1 Supervising staff must be fully briefed about their responsibilities by the VL before and during the trip. Appropriate checks must be carried out for non-teachers who will be in sole charge of a group of students.

7.7.2 Where parents are used to supervise a trip, they should not be responsible for directly supervising their own child in order to avoid conflicts of loyalty. They must accept that the VL ultimately has overall responsibility for their child during the trip. Parents must be made aware of these points prior to the trip.

7.7.3 On a residential or day trip in the UK, the recommended supervision rates should be 1: 15 for routine trips and 1: 10 for trips of a hazardous nature. On

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foreign visits the recommended ratio is 1:10. However the ratio may be reduced dependant on the experience of the staff leading the visit i.e. fewer students per teacher.

- 7.7.4 Students should always be in groups of at least three if they are not being directly supervised and they should be made aware of an emergency contact point that will be staffed throughout the activity.
- 7.7.5 VLs should plan and prepare appropriate supervision and planning for 'down-time' during a residential visit.
- 7.7.6 The VL should ensure that the mobile phone network in the area to be visited works for their party or if this is not possible that the location of the nearest available landline is known.
- 7.7.7 Where possible , a male and female member of staff should accompany a trip involving both girl and boy students.

7.8 Swimming

- 7.8.1 Swimming activities are extremely hazardous. Learners should only be allowed to swim in a swimming pool if a fully qualified life-saver is present. A member of staff should always remain outside the water for surveillance purposes and groups of no more than 15 students should be using the pool at any one time. Parents must be clearly informed of swimming activities **before** the trip. Swimming in the sea must not be permitted.
- 7.8.2 This does not apply to swimming lessons delivered in a lifeguarded swimming pool as part of the curriculum offer.

7.9 Foreign visits

- 7.9.1 In addition to the points made for all trips the visit leader should arrange the following safety measures to be in place:
- 7.9.2 Party members should carry with them at all times the address and telephone number of their accommodation and that of the visit leader. If appropriate, a local map should be provided.
- 7.9.3 Make checks that the mobile phones used by their party operate correctly in the country they are visiting.

7.10 Local learning area

- 7.10.1 EVCs will identify a local learning area that can be used for learning outside the classroom linked to a range of topics. This will be risk assessed as part of a general education visits risk assessment and this will include a map. Before a trip is undertaken accessing the local learning area, the risk assessment will be reviewed and the trip leader will walk the route noting any issues that may need to be considered as part of the risk assessment.

7.10.2 Parents will not normally be asked to consent to each trip as this will be covered as part of a general local visits trip consent given at the start of the learners education in that school.

7.11 Emergency procedures

7.11.1 The visit leader should ensure that supervising staff are familiar with the following emergency procedures:

7.11.2 The visit leader is responsible for deciding actions in the case of an accident/incident. They should use professional judgement in these circumstances. This may require the leader to challenge the decision of contractors and activity leaders, for example if an activity appears too dangerous. Where such an occurrence happens in a small group supervised by another teacher, that teacher is responsible until the visit leader is contacted which must happen as soon as possible. Mobile phone numbers should be provided before the trip.

7.11.3 Decide whether hospital or doctor should be contacted. Emergency phone numbers should be provided to staff before the trip.

7.11.4 Check for allergies on the learner medical list that should be carried at all times.

7.11.5 Make sure that staff know about medical procedures e.g. payment will need to be made for doctor or hospital treatment and receipts asked for.

7.11.6 The visit leader will inform the school's EVC or another member of SLT if he is unavailable. The EVC or another member of SLT will contact the parents. In an emergency avoid learners using mobile phones until school and parents/carers have been contacted to avoid wrong information being passed on and causing unnecessary panic.

7.11.7 In the case of an incident on a school visit the visit leader will submit a report to the Headteacher. Where there has been an incident, records should be retained in line with the Trust's Record Retention Policy.

7.11.8 Ensure procedures are in place to keep the rest of the party safe and supervised.

7.11.9 GHIC cards should always be available both on trips and back at the hotel.

7.11.10 A first aid kit should be carried at all times. An identified member of staff should carry this and be responsible for administering emergency First Aid.

7.11.11 In Secondary Schools learners are responsible for their own medication unless parents have asked otherwise.

7.11.12 In primary schools the visit leader and staff will be responsible for medication and administering medication after they have consulted with parents/carers

7.11.13 The emergency procedures for each visit should be detailed on the visit Risk Assessment

7.12 Insurance

7.12.1 Insurance for overseas residential visits must be organised through the providing tour operator and must be factored into the cost of the trip. The price quoted to parents must include the cost of this insurance.

7.12.2 Insurance arrangement for all the Trust's students who participate in UK – based visits are covered through the DfES's Risk Protection Arrangements. (for full details see "Risk protection arrangement (RPA) for academy trusts Membership rules, published by DfE, September 2016)

7.13 Parents Meeting Checklist

7.13.1 A meeting of parents must be called at least two weeks before the departure date of UK-based and foreign residential excursions so that parents are given detailed information about the itinerary and so that they can also inform the VL of any issues which may affect their child during the visit. In particular, details must be given concerning the arrangements for remote supervision of students and the school's response to incidents of poor behaviour during visits. The following checklist should be used to ensure all relevant information is given to parents and carers during the Parents' Meeting:

- Date of visit
- Time of departure and return
- Name of Travel Company and mode of transport
- Names of leader, deputy and other staff
- Objectives of the visit
- Itinerary
- How assessed risks will be managed
- Supervision of students
- Fire drills
- Standards of behaviour
- Insurance cover
- Clothing and equipment
- Details of information required from parents and what they will be asked to consent to (e.g. use of swimming pool if relevant.)

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- Destination details with full address and telephone numbers
- Correct completion of details on students' medical forms

7.13.2 A Trust medical and consent form must be filled in by parents/carers of each learner participating in a visit. A copy of this should be available in the following places:

- At school in the pack left with the EVC
- With the supervisors who will be assist in the leadership of the visit at any time
- Centrally held by the EVC.

7.13.3 Two copies of the following information should be left in school with the EVC at least three days before the trip takes place:

- Itinerary
- Contact telephone number and address for the group and a mobile telephone contact number- school mobile available if required.
- Copies of the parental consent and medical declaration forms
- Copies of travel documents, insurance documents and medical papers
- A copy of the contract with the centre/hotel if appropriate.

8 Incident Management

8.1 Headteachers must ensure appropriate procedures are in place or all visits under the umbrella of 'Incident Management'. Visit Leadership team should use the Visit Incident Management Action Card. The base contact should follow establishments Incident Management Plan. Staff should undergo training at appropriate levels and ensure understanding of procedures. The Incident Management plans should be 'tested' from time to time at Establishment level and Employer level.

8.2 Management of Visit Emergency Training is available for senior leadership teams to be appropriately trained in managing and co-ordinating establishment response to visit incidents.

8.3 Monitoring:

8.3.1 Heads are to ensure visit and visit management procedures are monitored to ensure requirements of the Policy are carried out.

9 Charging And Remissions Policy

9.1 All schools within the Trust shall;

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- 9.1.1 make charges for board and lodging on residential visits. If these are not met by all participating learners, the visit may not run.
- 9.1.2 ask for voluntary contributions to cover costs of local and day visits including the cost of transport for school teams
- 9.1.3 not make charges for any activity which is deemed to be a compulsory part of a course followed by learners at any school within the Trust.
- 9.1.4 All contracts made with third parties such as tour operators are between the school and the provider, not between the provider and parents/carers.

9.2 Disadvantaged students and cases of extreme hardship

- 9.2.1 Students for whom the school receives additional Pupil Premium funding will be considered for full or part funding of their educational visit. This funding will be decided by the head teacher on a case by case basis. Visit Leaders will make the funding application on behalf of the students on their visit and should arrange a meeting with the Headteacher to discuss this funding arrangement.
- 9.2.2 In cases of extreme hardship and where the school does not receive Pupil Premium funding for a student, the Headteacher will also consider an application for full or part funding of a visit. The Visit leader may recommend a student to be funded where it is felt that the student's progress would be hindered by not participating in the visit. The student's parents may still be asked to make a voluntary contribution to the visit

10 Minibus

- 10.1 Any member of staff planning to drive the school minibus as part of an educational visit must hold the relevant minibus driver's qualification and undertake MIDAS training.

11 Visas

- 11.1 Where these are required parents are responsible for obtaining them for their child.

12 Staff Responsibilities During School Visits Where An Outside Contractor Is Used

- 12.1 Staff employed by the Trust are responsible for the students in their care.
- 12.2 In practice staff, when working with outside contractors and providers such as coach companies and tour operators, **should not hesitate to intervene if in their judgement it is necessary to do so**. The same principle applies for any activity where non-school specialist staff are involved with learners.

13 Cancellations/Withdrawals

- 13.1 In the event that a learners cancels their participation on an Educational Visit, any monies due to be refunded should be returned by cheque or bank transfer to the parent/carer who made the payment.

- 13.2 Where the trip has been organised through a tour operator or other external supplier, the cancellation charges which are described in the booking conditions will apply. Parents and carers should be made aware of the cancellation charges in the trip information letter and should sign the parental consent form to indicate that they are aware of these charges.
- 13.3 The school reserves the right to withdraw any student from an Educational Visit if the student repeatedly displays poor standards of behaviour in school and it is considered that this behaviour would pose a serious Health and Safety risk on an Educational Visit. In such a circumstance the school may not refund any payments to parents already made to the tour operators or external suppliers.
- 13.4 The school reserves the right to withdraw a student from an educational visit where a medical condition is deemed too great a burden for staff to deal with (e.g. a student with a life threatening illness or a disability/medical condition which could not be managed through reasonable adjustment to the itinerary and activity plans) and where the management of that condition would compromise the objectives of the whole visit.