EDUCATIONAL VISITS POLICY

RATIONALE

At Salesian College, we believe that taking part in educational visits, both at home and abroad, is an important and integral part of a student's education. In addition to supporting the educational curriculum, educational visits provide other valuable experiences as they help students to grow in confidence whilst increasing the breadth of their education. The health and safety of students on educational visits is ensured by scrupulous attention to the planning and organization of such visits. College staff, acting in loco parentis, have a duty of care towards the students and should do all that they can to ensure that this is carried out responsibly.

AIMS

- To support and enhance class-based work and to broaden students' experiences.
- To provide stimulating and enjoyable experiences.
- To encourage students to integrate with others and make social contacts.
- To use the outdoors as an extension of classroom activities.

KEY PERSONNEL

The Assistant Headteacher is the Educational Visits Coordinator (EVC) at Salesian College.

The EVC will:

- Undertake appropriate EVC training from a recognized provider (e.g. Hampshire Outdoor Services or EVOLVEadvice).
- Update and advise staff on all aspects of educational visits.
- Co-ordinate all College visits throughout the academic year.
- Be available to give guidance to Visit Leaders depending on the visit and experience of the leader.
- Assist the Visit Leader in undertaking the risk assessment process.

All staff should liaise with the EVC for advice and guidance throughout all stages of planning, organizing and participating in educational visits of any type.

The Educational Visits Coordinator will meet annually with the Bursar and review the risk assessment template. The EVC is responsible for ensuring all risk assessments meet the agreed requirements. A copy of the risk assessment must be made available to the Educational Visits Coordinator in good time before any visit:

- At least 5 working days prior to any day visits.
- At least 30 working days prior to any foreign or residential visits.

The Bursar is also responsible for the provision of the College's Emergency Plan. All Visit Leaders must be familiar with the Emergency Plan and must take a copy on any residential visit. Copies are available from the Bursar's Office.

CPD FOR VISIT LEADERS

The College recommends that Visit Leaders undertake CPD. The EVC will provide details of current training providers/courses as necessary or requested.

EDUCATIONAL VISITS GUIDELINES

Visit Leaders must follow the procedures in this policy for all educational visits and off-site activities.

- Approval for all residential, foreign and new educational visits must be obtained through the submission of Form EV1 to the EVC. If the proposed visit involves travel abroad or is residential, the EVC will seek final approval from the Headmaster. Staff must not publicise visits to students or begin detailed planning until approval has been granted.
- Travel companies must be members of ABTA.
- Airlines must be ATOL protected.
- It is recommended that external activity providers should hold the 'Learning Outside the Classroom Quality Badge'. (LOtC)
- Educational visits should have clearly defined educational learning objectives. These may be linked to the academic or pastoral curricula.
- Wherever possible staff should make a pre-visit check of facilities and arrangements to assist in effective planning.
- A risk assessment must be prepared for all off-site visits. See the Staff Handbook, Section 6.1.3 on risk assessment.
- The venues chosen should be appropriate for the age, ability and experience of the students concerned.
- A letter must be sent/emailed to parents in good time, giving information, cost and advice about arrangements. Always make the estimated time of arrival back to College clear to parents and remind them they are responsible for meeting their daughters/sons at the College if the time is different to the normal College finishing time.
- Parents must give permission for their daughter/son to take part in the educational visit. For visits within the College day this may not always be the case - see the EVC for guidance.
- Accurate records of names of students wishing to participate in residential or day visits and of all monies collected must be kept. Should there be more names than places available; a waiting list should be drawn up so that fairness is shown in the allocation of any vacancies that may occur.
- Staff should accurately calculate the cost of visits and charge the parents accordingly. For more expensive visits (e.g. residential or foreign visits), a staged system of payment may be required. New visit organizers should speak to the EVC about costing the visit.
- Students should normally wear College uniform on day visits as it assists with identity, discipline and organization. Exceptions may be made when the nature of the visit demands more appropriate clothing. Visit leaders should consult the EVC if an exception needs to be made.
- Visits should be inclusive, with participation open to all. If a Visit Leader is concerned about the participation of any particular student for any reason, they must consult the Headmaster or Deputy Headteacher.
- Visit Leaders must check students' medical records prior to the visit. Arrangements must be made to accommodate students' medical, dietary, behavioural and emotional needs. Any medication needed by individual students should be handed to the member of staff responsible for first aid prior to the visit departure.
- As a result of activities being undertaken, it may be necessary for a qualified first-aider to

accompany a visit. The need for a first-aider should be discussed with the EVC.

- It is the responsibility of the Visit Leader to consider lunch arrangements for students on educational visits. Packed lunches should be ordered through the Bursar at least 5 working days before the visit. The Visit leader must ensure that appropriate food is provided for students with allergies or particular dietary requirements.
- All staff must submit cover requirements to the Assistant Headteacher responsible for cover and must set work for their students in College as detailed in the Staff Handbook, Cover Procedures, Section 2.10.
- A list of students involved in any educational visit should be circulated to all staff by email and posted on the staff notice board at least 48 hours in advance of the visit, unless a whole year/form group is taking part, when the weekly bulletin notification will suffice. This is to enable other staff to consider any teaching implications for their lessons.
- Any photographs/reports which are used for the College social media accounts should be carefully considered with due regard to the College's data protection and use of images guidelines.

Please note:

- Full details of any day visit should be provided to the College Reception (electronic or hard copies). This must include as a minimum:
  - A full itinerary
  - Details of travel arrangements (e.g. Coach Company)
  - An accurate list of staff and students on the visit
  - Contact numbers for the Visit Leader and Deputy Visit Leader
  - A register of students should be taken and forwarded to Reception. If the visit has not started in College, the Visit Leader must contact College Reception and let them know if the expected students are all in attendance.
- The Visit Leader should use a College mobile phone wherever possible (available from the Finance Office).
- Students should be given the number of the College mobile phone carried by the Visit Leader. Students can then use this in an emergency.
- Two Emergency Contacts must be identified on the Risk Assessment.
  - For visits that take place entirely within normal school hours, one contact may be the College Reception.
  - For all visits which are wholly or partly outside normal College hours, the College Reception cannot be used as a contact.
- In the event of an emergency or query, Reception staff can be contacted during office hours by the Visit Leader. Outside office hours, the Visit Leader should contact one of the emergency contacts as identified in their Risk Assessment.
- For routine sports fixtures or other regular local activities:
  - Details of names of staff, students and return time should be left in the appropriate folder in Reception.
  - A mobile phone contact number should also be left in Reception.
  - A register must be taken and sent to Reception.

Use of staff cars:

Follow the guidance in the Staff Handbook.
A staff car should only be used in an emergency or where there is no other option.
Staff must confirm with the Bursar that adequate insurance cover is in place.
Parental permission in writing is essential.

HAMPSHIRE OUTDOOR SERVICES AND EVOLVE

The College has a contract with Hampshire Outdoor Services for Schools (HOSS). HOSS provides support, advice and guidance on the safe and successful planning and conduct of educational visits, including support in the event of an emergency.

HOS also provides access to EVOLVEvisits, an online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. It also provides access to help and guidance documentation. Staff can be confident that in using EVOLVEvisits they will automatically follow both employer, and National Guidelines.

PLANNING EDUCATIONAL VISITS – THE PROCESS

Stage 1: Initial Calendar Check

- Consult the Calendar Manager (currently the Assistant Headteacher) for potential visit dates/calendar clashes/permission to investigate further.
- The Calendar Manager will confirm available dates and will add to the calendar once the visit has been approved by the EVC and Headmaster.

Stage 2: Seek Approval from the EVC and Headmaster

- Submit **Form EV1 'INITIAL APPROVAL OF HEAD FOR EDUCATIONAL VISIT'** to the EVC for all new visits, all residential and foreign visits.
  This Form must be completed whenever it is proposed to take a party of students out of the College on a visit. This Form should be submitted for approval as far in advance as possible, but certainly within the timescale required to approve risk assessments (see Stage 4 below). The EVC will need to approve all EV1 forms. In addition, the Headmaster will need to approve all visits involving travel abroad and/or residential stays.

Stage 3: Publicising visits to Students and Parents

Approval of **Form EV1** must be obtained before any letter is sent to parents or any advertising of the visit is undertaken.

When writing to parents, full and final costs, together with payment details must be declared in the letter. The cost must cover all expenses associated with the visit, including:

- Travel from and return to College
- Accommodation (if required) including all meals unless clearly stated in writing
- Activities as required
- Full and comprehensive insurance covering the entire visit (if applicable)
- A signed parental permission slip must be included for foreign visits. This cannot be completed electronically.

Letters or email communications to Parents must be approved by one of the following:

- Senior Deputy Headteacher
- Deputy Headteacher

A copy of any letter or email communication must be sent to the EVC.

Stage 4: Setting up and completing a new Visit Form on EVOLVE

The Visit Leader should set up a new Visits Form on Evolve as soon as the visit has been approved. Guidance can be found in Staff Handbook Sections 6.1.7, 6.1.8 and 6.1.9.

The completion of the EVOLVE Visit form will be monitored by the EVC. As part of this process, Visit

Leaders will need to:

- Undertake a risk assessment (See Staff Handbook Sections 6.1.3 and 6.1.4). The Visit Leader should liaise with the EVC before uploading their written risk assessment to EVOLVE
- Produce a full itinerary
- Obtain students' medical and contact details from iSAMS (See Staff Handbook Section 6.1.2)

Before it can be approved by the EVC, the EVOLVE Visit Form must contain, as a minimum, the following attachments:

- Risk Assessment
- Individual Risk Assessments will be carried out for students with additional needs. Once completed and approved by the Head of Year, a finalized version should be e-mailed to the EVC. Individual Risk Assessments are for College use only and are not part of the Evolve process.
- Itinerary

Other attachments are not required unless the Visit Leader thinks they would be helpful. Documents containing students' or parents personal and/or contact details should not be uploaded.

The completed EVOLVE Form must be submitted to the EVC for approval:

- At least 5 working days in advance of any day visit.
- At least 30 working days in advance of any foreign or residential visit.

Stage 5: Approval

Following submission by the Visit Leader, the EVC will assess the form and either:

- Return it to the Visit Leader for amendment
- Approve the visit

If the visit is approved, the Visit Leader will receive an email notification from the EVC and the visit can proceed as planned. The visit cannot proceed until this notification has been received.

Note that the HOSS version of EVOLVE requires Hampshire County Council to 'approve' foreign and residential visits, as well as visits involving adventurous activities. As we are an independent school, this 'approval' is for advice only. Due regard should be given to any advice received from Hampshire County Council.

Stage 6: Evaluation

- The Visit Leader is required to complete an **Evaluation Report in EVOLVE** within 14 days of return, including some photographs if appropriate, (see below).
- Any contentious issues arising from the visit (either day or residential) should be discussed with the EVC and a decision made as to whether a new format/location may need to be investigated for any future similar visit.

PUBLICITY – DURING AND AFTER THE VISIT

Throughout the visit, the Visit Leader should strive to provide photographs and captions to the Marketing Manager for posting on the College's social media platforms.

Following the visit, a written report should be forwarded to the Marketing Manager for inclusion in College newsletters and regular reports to the Governors. Photographs should be saved on the College photographs shared drive. The name of the specific folder title indicated in the report.

PLANNING EDUCATIONAL VISITS – CONSIDERATIONS

Staff/Student Ratio

In order to establish a suitable staff: student ratio, it is necessary to consider the age of the children involved, whether any of the children have special needs, the nature of the visit and activities, the experience of the accompanying staff alongside the hazards and risks involved and the duration of the visit.
There are no national recommendations, so the following Hampshire County Council minimum recommendations should be used as a guideline:

Ratio	Activity
1:20	local visits
1:15	exchange visits where students are fully residing with host families
1:12	visits of more than 60 miles or 1 hour from College
1:10	residential visits or visits abroad
1:10	visits involving adventurous activities

- Ratios should be discussed with the EVC as part of the planning process.
- The minimum number of staff required for any visit is normally two. There may be some exceptions to this rule, e.g. sports fixtures or local small group visits.
- Where possible, the gender of students should be considered when staffing visits to ensure that students have access to both female and male staff as necessary.
- Some venues issue their own guidelines or requirements with regard to ratios. Where this is the case, such requirements must be followed.
- In the case of visits abroad, any visit where 'remote supervision' is involved, or any visit where there is a possibility of students becoming detached from the rest of the group, all students should be provided with a tag or card giving contact details for the Visit Leader or other information as considered appropriate.
- If a member of staff accompanies an educational visit upon which their child is a participant, they should take every care to prioritise their professional responsibilities and ensure no conflict of interest arises.
- Any volunteer accompanying a residential visit must have received a satisfactory enhanced DBS clearance, either in connection with this specific visit or in connection with other on-going volunteer activities within the College.
- For more detailed and further guidance on school visits in general and staff:student ratios, visit the OEAP website: https://oeapng.info/

Staff Supervision

Staff should accompany groups as required by the Visit Leader. Other adults may help with supervision but should not be left alone with a group (unless DBS checked through Salesian

College), nor should adult supervisors be left alone with a single student unless absolutely unavoidable. If a member of staff wishes to bring his/her own partner/child on a College visit, then permission must be sought from the Headmaster.

The Role of the Visit Leader – Day and Residential

It is important that the Visit Leader is clearly identified and known as having final responsibility by all staff on the visit as well as by parents and students. A deputy should be appointed to take over in case of illness of the Leader.

In the case of voluntary non-teaching staff accompanying a visit (e.g. husband / wife / parent) the Headmaster will issue a letter to the Visit Leader indicating whether, in case of emergency, this particular person may count as a staff member.

Residential Visits

All information relating to educational day visits also pertains to residential visits. In addition, the following points should be noted:

- For residential visits abroad an agreed 'Code of Conduct' contract may be signed by parents and son/daughter and returned to the Visit Leader.
- An itinerary should be left with the College Reception and must also be given to parents.
- Contact details of all those travelling must be left with the College Reception.
- It is recommended that Visit Leaders hold an Information Evening in advance of the residential visit to provide detailed information to parents and to give to give parents the opportunity to ask questions – see below.
- The Visit Leader will ensure that the staff accompanying him/her understand exactly what their responsibilities are.
- Where it is possible, a senior member of staff or member of the pastoral team will accompany residential visits**.**
- The Visit Leader will ensure that the Safeguarding team has the list of participants a week before the visit departs. If any pastoral/safeguarding incidents occur in the immediate lead up to the visit, written contact will be made with the visit leader with an agreed 'care plan' to cover the residential visit.

Initial Contact with Parents

An initial letter outlining important details of the visit should be sent to parents/carers, which should include such information as:

- Length and dates of visit.
- Cost.
- Pocket money (approximate).
- Deposit required and how the balance is to be paid.
- Passport and visa requirements including EHIC or GHIC cards.
- Travel company and details of hotel or accommodation if available.
- Details of activities / purpose / excursions as applicable to visit.
- Whether a minimum number of people taking part is required and if so when the parents would be informed if the visit were to be cancelled.
- Date by which the Visit Leader needs to know if a student is interested.

- Any other information deemed to be important / relevant by the group leader.
- A reply slip should end this initial letter (samples are available from the Senior Deputy Headteacher or Deputy Headteacher).

Residential Visit Information Evening

An **INFORMATION EVENING** should be held for all parents and students prior to a residential visit (unless not required in agreement with Headmaster/Deputy Head):

By the end of this evening, the following issues should have been be covered as a minimum and a copy of the information given to parents:

- Passports / visas.
- Health formalities/EHIC and GHIC cards (if appropriate).
- Arrangements for final payments.
- Travel destination.
- Means of transport to be used & the dates, times and points of departure and return.
- The meals and accommodation arrangements.
- The itinerary.
- Potential visits/excursions.
- Additional costs to be incurred by students during the visit.
- Safety guidelines and health issues.
- Name and address of the organiser (if applicable).
- What is expected of the students, including reference to the Code of Conduct.
- Procedure for dealing with misbehaviour; how a student will be returned home safely and how such cost will be met.
- How sensitive messages from home should be conveyed to a student during the visit, whilst teachers are acting in loco parentis.
- A reiteration of any item mentioned in the initial letter which relates to the forthcoming visit.

Accounting for Money

A budget should be drawn up and agreed with the Finance Office. All elements of expenditure should be listed and costed, e.g. transport, insurance, money for emergencies and additional staff costs etc. All income and expenditure must be carefully recorded. Clear receipts must be issued.

First-aid / Medical

In deciding whether a qualified first-aider must accompany the visit, the Visit Leader and EVC should consider whether first aid assistance can quickly and easily be obtained from other sources either at or close to the venue/location. If this is not the case, then a qualified first-aider must accompany the visit. This decision to take a first-aider or not is an important part of the risk assessment and applies equally to one day, residential and foreign visits.

A summary of the medical form, Section 6.1.5 for each student (available from the reception) should be taken on all day and residential visits, either in hard or electronic form. Students with particular medical needs are highlighted in the Medical File and in the Staff Room – all staff accompanying College visits should be familiar with these names and their particular condition/requirements. For residential visits, additional medical and dietary information may be required. See sample sheets in the Staff Handbook, Section 6.1.6. A suitably stocked First Aid kit

should be taken on the visit; this is the responsibility of the person appointed to be in charge of First Aid arrangements. The kit will adhere to national recommendations plus any other first aid recommended by a centre when assessing risks and/or with particular regard to the nature of the visit itself. All medicine/treatment given should be recorded; students should sign for the medication. A medication log (Section 6.1.11 in the staff handbook) should be used to record medicine or first aid administered on residential visits and returned to Reception at the end of the educational visit.

Seat Belts and Behaviour on Coaches and Minibuses

Visit Leaders must ensure that all coaches and minibuses used are fitted with working seat belts. Students should be reminded to wear their seat belts at the start of each new journey. Staff should also ensure that no potentially hazardous behaviour occurs on coaches such as standing in the aisles or taking off belts.

During the Visit

In the event of any difficulties encountered during the visit, parents will be informed by the Visit Leader. Should any sad or anxiety-making news need to be conveyed to a student, the parents should contact the Visit Leader before speaking to their son/daughter. The Visit Leader will then be better able to respond to any reaction experienced.

On arrival at an overnight stop, the Visit Leader must ensure that he or she is aware of the fire exits and safety precautions. The Visit Leader must then brief the students about what to do in case of fire.

The Visit Leader will ensure that all members of the group are aware of the safety rules whilst undertaking any activities, e.g. swimming, skiing etc.

Risk assessment

The College has a duty of care to demonstrate that they are aware of any potential risks associated with a College visit/residential visit and that all reasonable actions to mitigate risk have been taken. When organising a visit, it is desirable that the Visit Leader visit the location beforehand, preferably at the same time of year as the planned visit. Preparation should identify potential dangers and difficulties.

The Visit Leader must be satisfied that the proposed visit poses as little risk as possible to students and staff. A Risk Assessment Form, 6.1.4, must be completed prior to final approval being granted. It should be submitted to EVC (via EVOLVE) at least 30 working days before departure for an overseas or residential visit and 5 working days before a day visit.

Examples of risk assessments are available from the EVC. For regular activities out of College there are general risk assessments that can be accessed on the College IT system. Visit Leaders should see the EVC for further guidance and exemplars.

All risk assessments require final approval by the EVC, who is responsible for this aspect of

educational visits.

EMERGENCY PROCEDURES AND PLAN

All Visit Leaders taking residential visits must ensure that they sign out a copy of the Emergency Plan from the Bursar's Office and take this with them on the visit.

If an Accident Happens:

- Assess the situation.
- Safeguard the un-injured members of the group.
- Attend to the casualty.
- Inform the emergency services.
- Ensure that a member of staff accompanies casualties to hospital and that the rest of the group is adequately supervised and kept together.
- Notify the British Embassy / Consulate, if abroad, if police are called to the incident.
- Inform the College contact.
- Details of the incident to pass on to the College should include:
    - Nature, date and time of incident.
    - Location of incident.
    - Names of casualties and details of injuries.

Action taken so far and action to be taken:

- Write down accurately and as soon as possible all relevant facts and witness details.
- No one in the group must speak to the media.

STUDENT MISSING ON AN EDUCATIONAL VISIT

- An immediate roll call must be carried out to ensure that all other students are present.
- The remaining students will gather in a supervised designated place.
- An appointed member of staff (not the Visit Leader or First Aider) will search the immediate vicinity. The venue manager will also be alerted, where applicable.
- If the student is not found in a reasonable amount of time, then the DSL, EVC or nominated SLT Emergency Contact must be informed.
- If necessary, the procedures detailed in the Emergency Plan should be followed.
- A full report will be made by the Visit Leader and submitted to the Head and Designated Safeguarding Lead/EVC. The report will state the reasons for the disappearance and the manner in which the College responded.

Actions to be followed by staff once the student is found:

- Talk to, take care of and, if necessary, comfort the student.
- Speak to the other students to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Head will speak to the parents to discuss events and give an account of the incident.
- Media queries should be referred to the Head (after discussion with the Local Authority Designated Officer (LADO) if appropriate).
- As part of the investigation, all concerned must provide written statements.
- The report should be detailed and cover: time, place, numbers of staff and students, when the student was last seen, what appeared to have happened, the purpose of the

outing, the length of time that the student was missing and how they appeared to have gone missing, as well as lessons for the future.

GENERAL COMMENTS ON EDUCATIONAL VISITS

College disciplinary rules apply in full on all types of educational visits.

The atmosphere on educational visits is inevitably less formal than exists at College and students are sometimes tempted to break rules and possibly the law. Obvious examples relate to the consumption of alcohol or leaving accommodation after permitted hours, whilst less obvious cases concern thoughtless or mischievous purchases of prohibited items.

The College rules should be well known to students and Visit Leaders should always stipulate quite clearly any additional regulations which may apply. All such rules and regulations are laid down for the safety and welfare of the students and compliance is therefore essential.

Students in breach of rules or regulations will be disciplined and in severe cases this could result in them being sent home before the completion of the outing. A record should be kept of any students who either put themselves and their companions at risk or create difficulties for staff. This record will be made available to the Headmaster and any members of staff organising future visits. The students concerned may well find themselves excluded from participating on this basis.

Visit leaders must ensure that appropriate insurance is in place for the visit and should liaise with the Bursar as appropriate.

The above information may be used by any Visit Leader wishing to include all or part of it in the documentation supplied to parents in connection with any day or residential educational visit.

POLICY CONTROL	
Author	*Assistant Headteacher*
SLT Approved Date	*16/05/2025*
Governors Approved Date	*25/06/2025*
Review schedule	*Triennial*
Date of next review	*16/05/2028*