



Educational Visits Policy

UNITED CHURCH SCHOOLS TRUST – EMBLEY

Contents

1. Introduction.....	1
2. Employer’s Policies and National Guidance	1
3. Clarification of Roles.....	2
Management Structure and Responsibilities	2
Educational Visits Coordinator	2
4. Procedural Requirements.....	5
Proposing a Visit	5
Planning a Visit	5
5. Monitoring.....	6
6. Induction, Training, Apprenticeship, Succession Planning.....	6
7. Risk Management and Risk-Benefit Assessment	7
8. Assessing Venues and Providers	9
9. Volunteers	11
10. Emergency Procedures and Incident Reporting.....	11
11. Behaviour	13
12. Inclusion	13
13. Insurance	13
14. Finance	14
15. Data Protection	14
16. Property.....	15
17. Duke of Edinburgh.....	15
18. Local Management Arrangements.....	15

1. Introduction

1.1. Embley places a high value on educational visits, tours and fieldwork and learning outside the classroom and believes that safely managed visits, with a clear purpose, play an essential part in meeting the school aim of providing a broad vision of excellence for our pupils and staff. Visits also play an important role in allowing the school to meet its aim of a focus on the defining the special qualities of each individual.

1.2. At Embley we aim:

- to enrich the curriculum for our pupils through a range of educational visits and other activities that add to what they learn in school.
- to support staff in the safe planning of trips and activities on-site and those that take pupils off-site and the safe conduct of them once underway.
- make excellent use of our own school grounds.

The OEAP definition for educational visits is any occasion when a young person takes part in a structured and employee-led learning activity which is carried out beyond the boundary of the normal operational base. The following are exceptions: work experience placements and Physical Education (only the journey to and from the venue is covered while the activity supervision should have specialist PE guidance).

The safety of pupils on visits is of paramount importance. Embley accepts that visits cannot be completely without risk but requires staff who lead and accompany visits to assess those risks and to take all reasonable precautions to protect staff and pupils' health, safety and welfare.

1.3. The types of trips organised by Embley include:

- Day trips
- Theatre productions
- Museum and gallery visits
- Local visits to universities for sixth formers
- Fieldwork and coursework visits (Geography; Art; History; Science)
- Outdoor pursuits (sailing, dry ski slope sessions; Duke of Edinburgh)
- Expeditions
- Residential visits nationally and internationally
- Fieldwork and coursework visits (Geography; Biology)
- Music and Sports tours
- Cultural visits (History; MFL)

2. Employer's Policies and National Guidance

2.1. The Embley Establishment Policy is based primarily on the United Learning Educational Visits Policy published on the 8th March 2022 and the OEAP National Guidance. The following will provide additional guidance for specific trips or activities:

- Outdoor Education Advisors Panel (OEAP) National Guidance [oeapng.info](https://www.oeapng.info)



- United Learning – Educational Visits Policy
 - Adventure Activities Licensing Regulations (2004) (for England, Scotland and Wales) – www.hse.gov.uk/aala/index.htm
 - LOTC Quality Badge for overseas expeditions & BS: 8848 – www.expeditionsproviderassociation.co.uk/lotc-quality-badge/
- 2.2. This policy applies to all members of our school community, including boarders and those in our EYFS setting.
- 2.3. Embley is fully committed to ensuring that the application of this Educational Visits Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.
- 2.4. Embley seeks to implement this policy through adherence to the procedures set out in the rest of this document.
- 2.5. This document is available to all interested parties on our website and on request from the Senior or Prep School offices and should be read in conjunction with the following documents:
- Behaviour and Discipline Policy and Procedures
 - Code of Conduct
 - Anti-Bullying Policy and Procedures
 - Child Protection (Safeguarding) Policy
 - First Aid Policy and Procedures

3. Clarification of Roles

Management Structure and Responsibilities

- 3.1. The Senior Leadership Team agree the programme of visits and activities in advance and the Assistant Head Co-Curriculum ensure that all are recorded in the school calendar that is available to staff and parents.
- 3.2. Approval: initial approval for the visit or activity and the final authorisation for each visit, including approval of risk assessments, must be made by the Head of Prep School or the Assistant Head Co-Curriculum in the Senior School who acts on behalf of the Headteacher. All paperwork for visits must be checked by the EVC before final authorisation.
- 3.3. Monitoring: the monitoring, review and management of visits is the duty of the Head of Prep School and Assistant Head Co-Curriculum in the Senior School in discussion with the EVCs.

Educational Visits Coordinator

- 3.4. The Senior School EVC is **Rebecca Clayton** and the Prep School EVC is **Kathryn Steinbrecher**. The Main functions of the EVC are to:

- Be a champion for all aspects of educational visits and outdoor learning
- Challenge colleagues across all curriculum areas to use educational visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards school/establishment effectiveness
- Support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable educational visits/outdoor learning
- All EVCs should undertake EVC Training, followed by revalidation training at least every three years, delivered by a trained OEAP EVC provider. Course locations and dates can be searched for via the [OEAP website](#)
- Support and oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable visits and outdoor learning.
- Support the Headmaster, LGB members, Head of Prep School and Assistant Head Co-Curriculum with visit approval and other decisions and to ensure that the school fulfils its duty of care and complies with legal requirements regarding outdoor learning and offsite visits
- Ensure that planning complies with this Policy and OEAP NG requirements and that the arrangements are ready for approval within agreed timescales
- Ensure good practice in the provision of visits and outdoor learning
- Mentor visit or activity leaders, supporting their ongoing development and training
- Ensure that leaders are competent to lead the activities and visits to which they are assigned.
- Ensure that Disclosure and Barring Service (DBS) disclosures are in place as necessary.
- Support leaders to ensure that parents are fully informed about visits, and to obtain parental consent as necessary and that the number is publicised for use in an emergency.
- Ensure that emergency arrangements are sufficient and that there is an emergency contact for each visit.
- Monitor provision in the school to ensure good practice and compliance with employer and school requirements, and to identify training needs and report to the school Health and Safety Co-ordinator.
- Ensure that planning complies with the employer's requirements and that, where required, the arrangements are submitted for approval within agreed timescales.
- Liaise with the employer to ensure that Educational Visits meet the requirements defined in the Group Health and Safety Policy.
- Ensure that the Trip Leader is in possession of a school mobile phone. Personal mobile phone numbers should not be distributed to parents or pupils.
- Ensure that the Trip Leader completes details on ARMS if there is a case of accident or injury.
- Keep records of individual visits including any significant findings including reports of accidents and 'near misses' as a reference for future visits and to review in association with the Health and Safety Committee.
- Support the Head of Prep School and Assistant Head Co-curriculum Senior School in ensuring that all visits follow regulations and guidelines, together with the school's relevant policies and procedures.
- Prepare all final paperwork relating to a visit/trip and present it the Assistant Head (Co Curriculum) of Senior School or the Head of Prep School for final authorisation. Ensure that staff are adequately prepared to organise and run a visit safely.
- Assist with writing risk assessments and, where necessary, to arrange appropriate training to ensure appropriate safety measures are in place.

- Ensure visits have appropriate support ratios and adequate cover for first aid and pupil supervision to adequately safeguard all party members.
- Ensure that all visits or activities are reviewed and evaluated, that good practice is shared, and that any issues are followed up.
- Keep the Headmaster and LGB members informed about the visits and outdoor learning taking place and their contribution to the school effectiveness.

Role of the Visit or Activity Leader

3.3 The Visit or Activity Leader has overall responsibility for the learning, development and supervision of a visit's participants and the safety of all, including the rest of the leadership team.

A Visit Leader's key functions are to:

- Be competent to carry out the lead role for the specific activity
- Be able to use the chosen environment or venue(s) to provide a wide range of learning or development outcomes
- Liaise with the school's Educational Visits Co-ordinator (EVC) to ensure that visits have clear aims and are planned to appropriately balance benefits and risks
- Ensure that there is effective supervision
- Take the lead on risk management
- Define the roles and responsibilities of other leaders (and participants) to ensure effective supervision, appointing a deputy wherever possible
- Ensure that child protection issues are addressed
- Provide relevant information to other leaders including the aims and how they can contribute to achieving these, the location, 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 participants, and arrange pre-visit information meetings where appropriate
- Make sure there is access to first aid at an appropriate level
- Ensure that if the visit leadership team includes someone with a close relationship to a member of the group, this is managed to avoid any possible compromise of effective supervision
- Ensure that all leaders and any third party providers have access to emergency contact and emergency procedure details
- Evaluate all aspects, both during and after the event
- Report any accidents, incidents or near misses on ARMS
- Visit leaders should undergo OEAP training, where possible. Details on training are available from the [OEAP website](#). Where not possible, visit leaders should liaise with the EVC for school-specific training in line with that provided by the OEAP.

4. Procedural Requirements

Proposing a Visit

- 4.1. A proposed visit should be discussed with the EVC and get permission from the Head of Prep School or Assistant Head (Co Curriculum) of Senior School, acting on behalf of the Headmaster, for the trip to go ahead. If this is a proposed residential visit, or a new visit or the visit organiser has little experience in organising visits then they must first meet with the EVC to discuss the visit. Staff will receive notification from the EVC approving the visit or refusing permission for the visit to go ahead or requesting more information, including approval of staff to lead activities and visits.
- 4.2. Once the visit has been approved the leader must enter any proposed visits into the online calendar.
- 4.3. Departments in the Senior School may organise one trip during the school day per year group each academic year however it is not an expectation that every department should/will arrange a trip. Any visit arranged should enhance the teaching and learning in the subject area concerned.
- 4.4. Day trips involving Year 11 and Year 13 pupils from January until the end of the academic year are to be discouraged.
- 4.5. Visits that do not involve missing lessons, such as evening theatre trips, can be planned at shorter notice but staff must give pupils and parents adequate warning.
- 4.6. Staff will receive notification from the EVC, either approving the visit or refusing permission for the visit to go ahead, or requesting more information.

Planning a Visit

- 4.7. It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A reconnaissance is advisable to enable the trip leader to identify any potential hazards.
- 4.8. It is important that relevant checks are completed on external providers and that the EVC is satisfied with the services provided by the external provider. Leaders should evaluate the external providers on completion of the visit and report back to the EVC.
- 4.9. The leader should communicate the details of the visit via an approved communication and gain parental consent.
- 4.10. The visit plans and documentation should be shared with the EVC during the planning process for approval.
- 4.11. There must be provision, either in lesson time or in a meeting, for staff to discuss the visit with pupils. This allows expectations with regards to behaviour, uniform and specific information regarding the visit to be discussed. Any pupil with special or medical needs must be spoken to before the visit to ensure that they are aware of any special provision that is being made for them.

- 4.12. A Risk assessment or risk-benefit assessment must be completed and approved by the Head of Prep School or Assistant Head Co-Curriculum in the Senior School at least 1 week prior to the trip going ahead. Further information on risk management is available in Section 7.
- 4.13. Once it is known who will be going on the trip other staff must be informed by email as appropriate, of pupils who will be missing lessons.
- 4.14. Leaders should 'check out and 'check in' with the EVC or a designated member of SLT before, during and after a visit.
- 4.15. All visits and activities should be evaluated on completion and this information should be reported to the EVC. The key questions that need to be answered for all visits are:
 - What worked well?
 - What didn't work so well?
 - What lessons can be learned/what could be do differently going forward?

5. Monitoring

- 5.1. The monitoring, review and management of visits is the duty of the Head of Prep School and the Assistant Head (Co-curriculum) in the Senior School in discussion with the EVCs.
- 5.2. The EVC and senior staff should monitor off-site visits including an element of field observation. The decision about the focus and extent of the field observation should be informed by risk assessment. This may involve observing a representative sample from the full range of provision, a focus on frequent or routine activities, a focus on activities which are more complex requiring enhance planning and management or focus on areas where leaders are less experienced.
- 5.3. Monitoring of outdoor learning and off-site visits should ensure that:
 - Visits and activities are carried out safely and effectively and in line with policy and procedures.
 - Accidents, near misses, incidents and concerns are correctly reported.
 - Requirements for evaluation of visit or activities are met.

6. Induction, Training, Apprenticeship, Succession Planning

- 6.1. All EVCs should undertake EVC Training, followed by revalidation training at least every three years, delivered by a trained OEAP EVC provider.
- 6.2. Induction for new staff will include how to propose, plan and lead a visit or activity and will be delivered by the Assistant Head Co-curriculum or EVC.

- 6.3. Staff requiring practical training on leading visits and activities will be supported by the EVC. Visit leader training will be conducted by the EVC or by a trained OEAP provider.
- 6.4. Staff accompanying trips, particularly leaders, should undertake First Aid training in discussion with the Health and Safety Co-ordinator, and records of this must be kept by Claire Brighton.

7. Risk Management and Risk-Benefit Assessment

- 7.1. Risk management, in the context of outdoor learning and off-site visits, involves a risk-benefit assessment which is a two-stage process.
- The identification of the potential benefits to be gained from an activity, along with any risks to the health and safety of those involved.
 - The implementation of a plan to best realise these benefits, using professional judgement to ensure that the level of risk does not exceed that which can be justified by the benefits.
- 7.2. Embley staff undertake Health and Safety training annually. Risk assessment is every individual's responsibility in their work area. Additional training and guidance can be provided by the Health and Safety Co-ordinator or the EVC.
- 7.3. A risk assessment must be completed for all visits and activities and submitted to the EVC. It must be approved by the Head of Prep School or Assistant Head Co-Curriculum in the Senior School at least 1 week prior to the trip going ahead.
- 7.4. A risk assessment must identify any significant risks and record what the visit leader plans to do to reduce them to an acceptable level. The written record must be dated and indicate who completed it.
- 7.5. All staff members must have read and understood the risk assessment, particularly their role and responsibilities within it and what they need to do.
- 7.6. Dynamic risk assessment should be used throughout the visit or activity by the visit leader and other staff.
- 7.7. The visit leader and staff on the trip should inform participants of the relevant risk assessment information and should ensure that the measures recorded in the risk assessment happens in practice.
- 7.8. Staff ratios general guidelines:
- | | | |
|---------------|------------------------------------|------|
| Senior School | | |
| UK | Non-hazardous cultural | 1:20 |
| | Country visits/fieldwork | 1:15 |
| | Hazardous condition (wild country) | 1:10 |
| | International visits | 1:10 |

Prep School

EYFS	1:4 (EYFS regulations must be adhered to)
Years 1-3	1:6
Years 4-6	1:10/15 in line with DfES guidelines
International visits	1:10

Final ratios will depend upon the risk assessment and the Head of Prep School or Assistant Head Co-Curriculum may make exceptions to the above ratios, for instance, for games matches and for small Sixth Form groups.

- 7.9. In some cases, there may be one visit leader on a visit or activity. If this is the case, other staff should be competent to manage in the event of the leader being taken ill or injured and should, as a minimum, know what to do to contact the school and get support.
- 7.10. There is no absolute requirement for a mixed-sex group to be supervised by a mixed-sex staff team, even on residential, but if this is not to be the case then there should be a sound plan to manage the potential issues involved, including the needs for privacy, safeguarding and pastoral support.
- 7.11. If the visit leader or staff member on a visit is the parent of a young person taking part in a visit, there is the potential for them to be distracted by the needs of their own child when their responsibility extends to all or some of the group. This could compromise group management, particularly if there is a serious incident. In this case consideration should be given to other ways to manage the risk and staffing must be approved by the Head of Prep or Assistant Head Co-Curriculum.
- 7.12. First aid provision must be considered when assessing the risks inherent on a visit. For adventurous activities, visits that involve overnight stays, or visits abroad, it is compulsory that there must be at least one trained first aider in the group. When there are more than one trained first aiders on the trip, one must be designated as the main first aider. When a trained first aider is not accompanying a visit, the provision for first aid must be addressed in the risk assessment. All staff must know how to contact the emergency services, including on visits abroad. First aid kits must be available on a visit and can be booked in advance from the Embley Matrons in the Senior School, the Heads of Boarding or the first aiders in the Prep School.
- 7.13. Transport that is not supplied by a provider should be booked through the Transport Manager.
- 7.14. If, after careful risk assessment, remote supervision is to be allowed then guidelines must be given to participants by the visit staff and clearly understood by all members of the group. The following points must be taken into consideration:
- Pupils must not be allowed to wander alone – appropriate group sizes must be determined by the trip leader.
 - The geographical area in which pupils are allowed to wander must be clearly defined
 - A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Before dispersal, everyone must know where a member of staff can be found at all times and exactly where to reassemble.

- If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with staff.
 - Attendance must be checked regularly.
- 7.15. It is important that parents are informed in writing of any hazardous activities to be undertaken and that these are specifically mentioned when completing the risk assessment. If a hazardous activity is offered, that has not been part of the original plan and therefore subject to risk assessment, it must not be taken up.
- 7.16. Any visits involving water-based activities, including a hotel swimming pool, must be risk assessed and discussed with the EVC in the planning stage. Consideration should be given to whether supervision by lifeguards will be available.
- 7.17. All staff accompanying visits must be aware that their primary responsibility is the care of the pupils in their charge. Therefore, the consumption of alcohol must be taken with this duty of care in mind. Staff may need to provide first aid or transport a pupil to hospital at any time during the visit and so two members of staff must not have consumed alcohol at all times and the excessive consumption of alcohol is prohibited for all staff on the trip.
- 7.18. The use of private cars is discouraged but Embley accepts that in some circumstances the use of private cars is unavoidable. When it does occur the situation is risk assessed. Before allowing an employee to drive a minibus or to use his/her own car to transport pupils, the Transport Manager or Bursar must check that the member of staff:
- Has a satisfactory driving licence (staff must bring any endorsements to the attention of the Head of Prep School or Assistant Head (Co Curriculum) of Senior School). Licences of any staff minibus drivers need to be checked annually by the Transport Manager, Joe Billett.
 - Has passed a minibus familiarisation course MIDAS, organised by the Transport Manager, Joe Billett.

Whenever staff are driving, the risk assessment relevant to the trip must assess the impact of driver fatigue and include reasonable measures to stop this occurring.

8. Assessing Venues and Providers

- 8.1. The visit leader should thoroughly research venues, facilities and external providers as part of the visit planning process. The visit leader should satisfy themselves that the external provider or facilities meet the school's and group's needs and requirements, and relevant safety standards. Visit leaders should also consider how their leaders and any provider will work together.
- 8.2. Checking the provider holds the Learning Outside the Classroom (LOtC) Quality Badge confirms that quality and safety has been externally accredited.
- 8.3. Where the visit involves certain adventure activities within scope of the Adventure Activities Licensing Regulations, the provider is required by law to hold a licence from the Adventure



Activities Licensing Authority (AALA). If a provider that delivers activity within the scope of the Licensing Regulations holds the LOtC Quality Badge, this is evidence that it holds an AALA licence.

- 8.4. It may be that a preliminary visit is required by staff to check a venue or provider. This may be due to a provider not holding suitable accreditations for all aspects of its provision.
- 8.5. Wherever reasonably practicable, it is good practice to carry out a preliminary visit to unfamiliar facilities and providers. Where a preliminary visit is not reasonably practicable, the visit leader should seek information from reliable sources such as an Outdoor Education Adviser, colleagues or reputable organisations.
- 8.6. Any facilities used must meet acceptable standards of quality and safety. Facilities may also hold the LOtC Quality Badge. It is not necessary to look for accreditation from facilities that are open to the public and where no arrangements are made for them to provide activities, instruction, teaching or supervision. The visit leader must still satisfy themselves about the suitability of such facilities for the group.
- 8.7. If equipment for activities is to be hired or borrowed, the visit leader must ensure that it is safe and suitable for the group. Equipment should only be hired or borrowed for adventure activities from a reputable source which can provide evidence of maintenance and inspection, and only if Embley staff are technically competent to check it.
- 8.8. Providers are responsible for assessing and managing the risks associated with their provision which are those parts of the visit they are contracted to provide. The visit leader should not normally require the risk assessments from a provider.
- 8.9. Before making a booking with a provider or facility, the visit leader should ensure that the contract you will agree, including and terms and conditions, is acceptable and that you have approval from the EVC, in discussion with the Headmaster, to enter into such a contract.
- 8.10. The visit leader should check that the provider or facility has sufficient third party public liability insurance to meet the school's minimum requirements.
- 8.11. The visit leader should consider whether there are any significant financial risks in using the provider, and how these can be mitigated.
- 8.12. If the provision is for a 'package' including more than one element of a visit (such as accommodation, transport or other services), the Package Travel Regulations may apply. These provide financial security such as through an Association of British Travel Agents (ABTA) bond. If the package includes air travel, there is an additional requirement that the organiser must hold an Air Tour Operator's Licence (ATOL).
- 8.13. Once a provider has been selected and contracted, the visit leader should plan how they will work with them. In particular, considering the respective roles and responsibilities of Embley staff and provider staff and how this will be monitored.

9. Volunteers

- 9.1. The use of volunteers on a visit or activity must be approved by the Assistant Head Co-curriculum or the Head of Prep in discussion with the Headmaster.
- 9.2. All volunteers must undergo vetting procedures for volunteers, including when an enhanced DBS check is required. Volunteers will need to be supervised in line with school safeguarding policies.
- 9.3. Volunteers must not act as visit leaders and should not be taken into account in the calculation of the staff ratios.
- 9.4. The visit leader is responsible for training the volunteer in the role required during the visit. They must have been informed of the nature of the visit and made aware of their duties and responsibilities. They should be provided with a copy of the risk assessment.

10. Emergency Procedures and Incident Reporting

- 10.1. Most incidents that happen on off-site visits can be dealt with by the visit leadership team. However, sometimes an incident becomes an Emergency, when the visit leadership team needs support from the school Senior Leadership Team. Occasionally it becomes a Critical Incident, when the school needs support from, or is required to involve, the employer (United Learning).
- 10.2. Emergency Plan for visits should be understood by all visit leaders and the staff on the visit. The visit leader should know how to activate the Emergency Plan and should contact the duty SLT members as soon as possible.
- 10.3. In the event of a major incident occurring, the visit leader must immediately notify the Headmaster who will have access to the United Learning emergency contact/escalation procedure.
- 10.4. During any incident, it is essential that any information given to parents, staff and participants, the media or the public should be accurate. It is strongly recommended that there is control over indiscriminate and potentially damaging use of mobile phones by group members. Where possible, external communications should be managed by the Director of Marketing.
- 10.5. Staff accompanying trips, particularly leaders, should undertake First Aid training in discussion with the Health and Safety Co-ordinator.
- 10.6. Incidents occurring on a visit or activity should be reported on ARMS if there is a case of accident or injury or near misses. Any other incidents should be reported back to the Head of Prep or Assistant Head Co-Curriculum as soon as possible.



All staff accompanying the party must be familiar with the following procedures and must be able to adapt them to the situation in which they find themselves. A copy of the procedures must be taken on each visit.

The trip leader (or the most senior person in charge of small sub-group if out of contact with the trip leader until trip leader can be contacted) must:

1. Establish the nature and extent of the emergency.
2. Call the appropriate emergency services if required.
3. Make sure all other members of the party are accounted for and are safe. Control pupil access to telephones until given permission to relax controls by Embley SLT.
4. If there are injuries, establish their extent and administer appropriate first aid if trained. Be aware of consequences that might follow if incorrect treatment is administered. Have regard to own safety regarding blood contact.
5. Advise other staff on the visit of the incident and of actions taken. Decide responsibilities to be undertaken by each adult member of the group.
6. If possible, ensure that an adult accompanies any casualties to hospital. It is important that information is elicited about which hospital casualties are taken to. If only one adult is available, make a decision as to the best course of action.
7. Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
8. **Contact the Headmaster in the first instance** or if he is not available the member of SLT on call. Give full details of the incident including:-
 - a. nature, date, location and time of the incident
 - b. details of injuries
 - c. names and home telephone numbers of those involved
 - d. action taken so far
 - e. telephone numbers for future communication.
9. Do not discuss matters with the media and do not discuss legal liability with anyone.
10. The member of SLT on call must contact the Headmaster and establish who will take charge of the situation at Embley and what immediate action will be taken. The Headmaster will advise the chairperson of the Local Governing Body and the Head of Independent Schools (United Learning). SLT will inform parents of any delays that will be necessitated.
11. The trip leader must, at the first opportunity, make notes on the incident, as must other people involved. A record must be kept of the names and addresses of any witnesses or people involved.
12. Ensure accident forms are completed as soon as possible **on ARMS**. The First Aid Policy (8-3) outlines in detail how accidents should be reported, including accidents requiring a RIDDOR form.

11. Behaviour

- 11.1. On a school visit or activity all aspects of the school's Behaviour Policy apply, including sanctions. Instances of pupil misbehaviour are dealt with using the school's policies on behaviours and sanctions. Specific instances may require liaison with the Head of Prep School and/or Assistant Head Co-Curriculum Senior School as appropriate.
- 11.2. The responsibility of the behaviour of pupils on any visit lies with the trip leader.
- 11.3. Pupils and parents must agree a [Code of Conduct](#) for all visits. This is completed during the data collection stage of a visit.
- 11.4. Any serious behaviour issues occurring during the visit or activity should be reported back to the duty SLT.

12. Inclusion

- 12.1. Embley is fully committed to ensuring that the application of this Educational Visits Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.
- 12.2. Embley ensures that outdoor learning and off-site visits should be available and accessible to all, irrespective of any special educational or medical needs or protected characteristics.
- 12.3. When planning a visit or activity for a group, reasonable measures to include every member of the group must be taken. Reasonable efforts to find a venue and activities that are suitable and accessible, and to make arrangements that enable the whole group to participate fully and to gain the benefits must be taken.
- 12.4. Behaviour is not one of the protected characteristics defined by the Equality Act. It may therefore be acceptable to exclude someone from a visit or activity if their potential behaviour presents a significant, unmanageable and unacceptable risk to the health, safety or welfare of either themselves or others, or to the successful completion of the activity or visit. This must be discussed with the Assistant Head Co-curriculum, the Headmaster or the Head of Prep.

13. Insurance

- 13.1. Visits are covered by the United Learning Group Travel Insurance Policy. Details are held by Andrew Peters.
- 13.2. Schools are covered for all educational visits not exceeding 31 days in duration, however, additional notification to Zurich is required for some activities. Leaders should refer to the insurance documentation and should discuss this with the EVC and of necessary ask Andrew



Peters to contact Zurich for confirmation that they are covered if their visit will include any hazardous activities.

- 13.3. If a tour operator's insurance policy is used, then the policy must be obtained by the party leader during the planning phase of the visit. The provider must hold at least £5 million Public Liability Insurance.

14. Finance

- 14.1. Visits and activities will strive to be as affordable as possible with quotes from several providers for comparison.
- 14.2. The initial communication to parents regarding a visit or activity will detail the associated costs and will provide the information required to make requested payments.
- 14.3. A non-residential day visit or a short residential with a lower cost will request payment by BACS up front at the time a place on the trip is requested.
- 14.4. A longer residential or international visit with a higher cost will request a non-refundable deposit up front at the time a place on the visit is requested. This will only be refunded if a place on the visit cannot be offered, or the visit is cancelled. Subsequent payments will be added to fees invoices as per the payment schedule communicated by the visit leader.

15. Data Protection

- 15.1. Information about staff and participants, including recognisable photographs, is subject to data protection law.
- 15.2. It is vital for the health and safety of those involved in visit that relevant information is available to leaders and external providers for planning activities, and in the event of an emergency.
- 15.3. Embley's Data Protection Policy allows appropriate data for visits and sets out procedures for handling it. Any data sharing must be approved by the Data Manager and the Assistant Head Co-curriculum.
- 15.4. Embley will ensure that external providers are compliant with the Data Protection Act 2018 and have passed a Data Protection Impact Assessment (DPIA) prior to sharing any data.
- 15.5. Consent is acquired from parents for Embley to securely share relevant information with external providers in order to book the trip and keep their child safe, in line with Embley's privacy policy.

- 15.6. It is essential that the visit leadership team has access to up-to-date information in order to manage the welfare of young people. This typically includes emergency contact details and medical, dietary and other considerations such as confirmation of swimming ability. Parents will be asked to provide up to date information via a secure electronic Form.
- 15.7. Visit leaders should process participants information through a secure electronic Form, including data collection, storing, retrieving and using the data.
- 15.8. Any information shared with a third party must be transmitted via a secure method (encrypted, password protected or via a secure link).
- 15.9. If you have any data stored electronically on a device taken on a school visit, it must be password protected or encrypted.
- 15.10. All paperwork linked to a visit, such as the risk assessment, medical details and emergency contact details, must only be disposed of in confidential waste boxes in the staff rooms.
- 15.11. Visit leaders should refer to Photographic Permissions in relation to the participants prior to the visit.
- 15.12. Records of reports of accidents and 'near misses' on a visit must be reported in ARMS.

16. Property

- 16.1. Participants and leaders are responsible for their own property.
- 16.2. Visit leaders will ensure that there is adequate security for property such as valuables during a residential visit or if participants are required to hand over or leave behind certain items during an activity.

17. Duke of Edinburgh

17.1 The Embley Duke of Edinburgh (DofE) programme is led by Zack Coleman, Head of Outdoor Education.

18. Local Management Arrangements

18.1 At Embley the Educational Visits Management Plan can be located in the 'Educational Visits and Trips Team' – 'Embley EVC Forms' folder.

18.2 The following are EVCs:

Rebecca Clayton (Senior School)



Kathryn Steinbrecher (Prep School)

18.3 This Policy has been reviewed by the senior leadership team and has been formally adopted

Document Information

Version Number	8
Reason for Version Change	Annual Review
Date of Version Change	1 September 2025
Name of owner/author	Rebecca Clayton
Name of individual/department responsible	Rebecca Clayton, Assistant Head Co-Curriculum EVC
United Learning Independent Schools/Academies/Both	United Learning Independent Schools
Target Audience	Public
Date Authorised	1 September 2025
Date issued	1 September 2025
Where available	Staff handbook, School Website
Next Review Date	September 2026