The Blue Coat School

EDUCATIONAL VISITS POLICY

PREP

Approved by the Governors' Safeguarding, Health and Safety Committee on _____

Signed: _____

(H Andrews – Chair of Safeguarding, Health and Safety Committee)

This Educational Visits Policy Prep was devised by the Head of Prep in consultation with the Senior Leadership Team.

Date of Next Review: Michaelmas 2027

POLICY FOR EDUCATIONAL VISITS PREP

1. INTRODUCTION

1.1
At The Blue Coat School, learning outside the classroom is an essential component of the curriculum. It gives pupils unique opportunities to develop their resourcefulness and initiative, and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, and others are organised to enhance physical skills, self-reliance and teamwork. Some trips will also extend pupils' knowledge of the world. The common factor is that they all make an essential contribution to the pupils' development and to their education in the broadest sense of the word.

1.2
The Blue Coat School Policy for Educational Visits Prep applies to children in Year 3 to Year 6.

1.3
The Blue Coat School Policy for Educational Visits Prep is available for parents on the school website.

1.4
This policy sets out the approach of The Blue Coat School to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff when it comes to visits.

1.5
With a wide variety of educational visits taking place at The Blue Coat School, this policy applies to the full range of visits offered, including local sports fixtures, visits to local places of interest, day visits, residential and overnight visits, visits abroad, and higher-risk or adventurous activities. Each Trip Organiser (TO) must comply with this policy and ensure that the planning, approval, risk assessment and documentation for each visit are proportionate to its nature, duration, location, complexity, level of risk and frequency. Residential and overnight visits, visits abroad and other complex or higher-risk visits require additional planning and consideration, reflecting the increased safeguarding, supervision, accommodation, medical, emergency and logistical arrangements that may be involved. All visits must also comply with any relevant requirements of the School's insurers.

2. LEGISLATION AND GUIDANCE

2.1
This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

Equality Act 2010
SEND Code of Practice
Keeping Children Safe in Education 2026

3. INFORMATION AND PARENTAL CONSENT

3.1

- Parents/carers are given appropriate information about the visit in advance, including its purpose, destination, date and timings, transport arrangements, accommodation where applicable, activities to be undertaken, any cost, and any specific clothing, equipment or other requirements.
- Parents/carers are given the opportunity to withdraw their child from a visit.

- Specific written consent is not normally required for routine educational visits that form part of the curriculum.
- Written consent is obtained for visits requiring a higher level of risk assessment, residential and overnight visits, visits outside normal school hours, visits overseas, or where the school considers specific consent appropriate.
- Where written consent is required, pupils must not participate unless the appropriate consent has been obtained.
- For all residential and overnight visits, parents/carers are invited to attend a pre-visit information meeting at school. The meeting provides appropriate information about the itinerary, travel and accommodation arrangements, activities, staffing and supervision, behaviour expectations, communication arrangements, medical and welfare provision, emergency procedures and any other matters relevant to the visit. Parents/carers should also have an opportunity to ask questions.
- Where practicable, the parent information meeting is recorded and made available to parents/carers who are unable to attend. Where a recording is not available or appropriate, the presentation slides and any other key information are provided to parents/carers following the meeting.
- For residential and overnight visits, parents/carers are provided with a comprehensive kit list sufficiently in advance of departure. This clearly identifies essential clothing, footwear, equipment, toiletries and other items required for the visit, together with any items that pupils should not bring. The TO should take account of the activities, likely weather conditions, duration of the visit and any requirements specified by the accommodation or activity provider when preparing the kit list.

4. RISK ASSESSMENTS

4.1

- All educational visits are planned in advance and subject to a suitable and sufficient risk assessment, including consideration of health and safety and safeguarding risks. The scope and level of detail of the risk assessment must be proportionate to the nature, duration, location, complexity and level of risk of the visit.
- A reconnaissance visit should normally be undertaken for new venues. Where this is not practicable, the TO must obtain sufficient information from the venue or provider to assess and manage the risks effectively. For residential or overnight visits, particular consideration must be given to the suitability, security and safeguarding arrangements of the accommodation and the arrangements for supervision, including overnight.
- Where activities are provided by a professionally operated, licensed activity centre, tour operator or other specialist external provider, the provider will normally undertake its own risk assessments for the activities and services it provides. The TO must obtain or request access to the relevant risk assessment information at the planning stage and satisfy themselves that the provider's arrangements and control measures are appropriate for the proposed visit and meet the requirements of The Blue Coat School.
- The use of an external provider and its risk assessments does not remove the need for the School to consider risks associated with the visit as a whole. Additional risk assessments must therefore be completed, where necessary, to ensure appropriate coverage of all aspects of the visit for which the School retains responsibility.
- Risk assessments will consider, as applicable, travel and transport arrangements, identified hazards and control measures, staffing and supervision, individual medical, allergy and SEND needs, safeguarding considerations, emergency arrangements and School contact arrangements.
- For residential or overnight visits, the risk assessment is to consider, as applicable, accommodation and rooming arrangements; overnight staffing and supervision; access and security; fire and evacuation procedures; catering and the management of allergies and dietary requirements; pupils becoming ill or requiring separate supervision overnight; arrangements if a member of staff becomes unavailable; and any other risks arising from pupils being away from home overnight.

- For visits abroad, the risk assessment will additionally take account of relevant travel, medical, insurance, communication and emergency arrangements, including how significant medical treatment or repatriation would be managed if required.
- The TO will ensure that all identified control measures are implemented and communicated to relevant staff before the visit takes place.
- Staffing and supervision arrangements will be increased or adapted where the risk assessment, nature of the activity, circumstances of the visit or individual needs of pupils require it.
- Existing risk assessments, including generic risk assessments held by the EVC for regular activities and visits, may be used where appropriate. Risk assessments for repeat visits will be reviewed before each visit and updated to reflect any changes in circumstances, incidents, near misses or lessons learned from previous visits.
- All risk assessments will be reviewed and approved by the EVC and presented to the Senior Leadership Team as part of the visit approval process. Risk assessments for residential or overnight visits will also be subject to any additional approval requirements from Governors.
- Completed and approved risk assessments will be retained and accessible to relevant staff in the Shared Google Drive under *Whole School Risk Assessments*.
- The TO and accompanying staff will continually monitor risks throughout the visit and modify, suspend or stop an activity where circumstances change or risks can no longer be adequately controlled.

4.2
Further guidance about the completion of risk assessments is given in Appendix 1.

5. ROLES AND RESPONSIBILITIES

5.1 Role of the Headmaster
The Headmaster is responsible for:
- Working with the EVC and Senior Leadership Team to consider and approve educational visits, with final authority for visits of less than 24 hours.
- Working with the EVC, Senior Leadership Team and Governing Board to consider and approve residential or overnight visits of more than 24 hours.
- Ensuring that the EVC and other staff involved in educational visits have received appropriate training and guidance to fulfil their responsibilities.

5.2 Role of the Educational Visits Co-ordinator (EVC)
The Head of Prep and Second Master, Mr Robbie Newman, is the Educational Visits Co-ordinator (EVC). He undertook EVC refresher training in April 2024, with training updated at least every three years. He is supported, as necessary, by Mr Simon Gregory, who completed EVC training in December 2024.

The role of the EVC is to:
- Support and advise the Headmaster and Senior Leadership Team in the approval of educational visits, and the Governing Board where appropriate.
- Assess the competence and suitability of staff to lead visits and designate an appropriate Trip Organiser for each visit.
- Oversee and support the TO in the planning and organisation of educational visits.
- Review and approve risk assessments, ensuring that appropriate control measures, staffing and supervision arrangements are in place.
- For residential or overnight visits, ensure that the additional planning, safeguarding, supervision, accommodation, medical, emergency and logistical arrangements required by this policy have been appropriately considered and that any additional approval requirements have been met.
- Ensure that visits meet the requirements of the School's insurers.
- Ensure that appropriate safeguarding checks and arrangements are in place where required.

- Ensure that all required documentation, parental consent and approvals are in place before the visit takes place.
- Ensure that visits are evaluated following completion, where appropriate, and that lessons learned, including from accidents, incidents and near misses, are used to improve future planning and arrangements.
- Assess the suitability of external providers, where necessary, including their safety standards and public liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations that meet nationally recognised standards. Where an organisation does not hold the badge, the School must satisfy itself that the organisation is appropriate to use.
- Where activities include caving, climbing, trekking, skiing or water sports (other than rowing), ensure that the TO confirms that the provider holds any licence required under the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). The Outdoor Education Advisers' Panel is also a useful source of guidance.

5.3 Role of the Trip Organiser (TO)

Every educational visit must have one member of staff designated as the Trip Organiser. The TO has overall responsibility for the planning and safe conduct of the visit.

The role of the TO is to:

- Liaise with the EVC and other appropriate senior staff throughout the planning and preparation of the visit.
- Plan the visit sufficiently in advance, taking account of the health, safety and safeguarding risks to pupils, staff and volunteers.
- Obtain accurate and up-to-date information about the destination, activities, travel and other arrangements necessary to inform the risk assessment.
- Consider the individual medical, allergy, SEND, pastoral and other needs of pupils and coordinate any additional support required.
- Ensure that appropriate staffing, supervision and First Aid provision are in place, assigning clear roles and responsibilities to accompanying staff and ensuring that they are competent to fulfil them.
- Ensure that relevant School policies, risk assessments and emergency procedures are understood and followed by accompanying staff.
- Ensure that parents/carers are provided with appropriate information about the visit and that any required consent is obtained.
- Brief staff and pupils on the arrangements, responsibilities and expected standards of behaviour before the visit.
- For residential or overnight visits, ensure that the additional requirements relating to accommodation, rooming, overnight staffing and supervision, catering and allergies, security, medical and welfare arrangements, fire and evacuation procedures, parent information and emergency arrangements are planned and implemented in accordance with this policy.
- For residential or overnight visits, ensure that accompanying staff understand their specific responsibilities during the evening and overnight, including arrangements for pupil checks, responding to pupils who become unwell or require assistance, and maintaining appropriate supervision if circumstances change.
- Take overall responsibility for the management, supervision and safe conduct of the visit, including reviewing arrangements and taking appropriate action where circumstances or risks change.

5.4 Role of Supporting Staff

The role of supporting staff is to:

- Familiarise themselves with the purpose, itinerary and arrangements for the visit, including relevant risk assessments and emergency procedures.
- Understand and carry out the roles and responsibilities assigned to them by the TO.
- Follow the instructions of the TO and inform them promptly of any concerns or changes in circumstances.

- Maintain appropriate and effective supervision of pupils throughout the visit, including regular checks that pupils in their care are accounted for.
- Be aware of the individual needs of pupils in their care, including any medical, allergy, SEND, behavioural, pastoral or safeguarding needs relevant to the visit.
- Follow all relevant School policies and procedures, including those relating to safeguarding, First Aid, allergy safety, behaviour and lost or missing children.
- Promote and maintain appropriate standards of pupil behaviour and ensure that pupils follow instructions and agreed expectations.
- Remain alert to changing circumstances or emerging risks and take appropriate action to protect the safety and welfare of pupils.
- Know what to do in an emergency and how to contact the TO and other appropriate members of staff.
- Report any accident, incident, safeguarding concern, near miss or other significant issue to the TO as soon as possible.
- On residential or overnight visits, understand and carry out any allocated responsibilities relating to accommodation, evening and overnight supervision, pupil checks, security, fire and evacuation procedures, and responding to pupils who become unwell or require assistance during the night.
- On residential or overnight visits, remain available and able to fulfil their allocated supervisory responsibilities throughout the periods for which they are on duty, and inform the TO promptly of any circumstance that may affect their ability to do so.
- Support the TO in the safe and effective running of the visit and contribute to any post-visit evaluation where appropriate.

6. PERSONAL LIABILITY AND INSURANCE

6.1 Personal Liability

- Staff responsible for pupils have a duty to take reasonable care and to act appropriately in the circumstances. The Department for Education guidance *Health and Safety on Educational Visits* provides guidance for staff involved in the planning and delivery of educational visits.
- Staff acting reasonably, within the scope of their responsibilities and in accordance with School policies, procedures, approved risk assessments and instructions should not normally incur personal liability in the event that something goes wrong during an educational visit.
- All staff must therefore ensure that they understand and follow the arrangements established for the visit and raise any concerns with the TO, EVC or an appropriate senior member of staff.

6.2 Insurance

- All educational visits must be covered by appropriate insurance arrangements, and the TO and EVC must ensure that any requirements or conditions specified by the School's insurers are taken into account during the planning and approval process.
- For residential or overnight visits, visits abroad and other complex or higher-risk visits, the TO must ensure that any additional insurance requirements relevant to the nature and circumstances of the visit have been identified and addressed. This may include, as applicable, cover relating to accommodation, activities, medical treatment, cancellation, travel disruption and emergency assistance.
- For visits abroad, appropriate arrangements must also be in place for emergency medical treatment and repatriation where required.
- Where there is any uncertainty about the extent or applicability of the School's insurance cover, the TO must consult the Bursar before the visit takes place.
- Any incident or circumstance that may require notification to the School's insurers must be referred to the Bursar. Any formal notification to, or liaison with, the School's insurers must be undertaken by the Bursar.

6.3 Use of Private Vehicles

- Pupils must not normally be transported on School business in private vehicles belonging to members of staff.
- In exceptional circumstances, where no reasonable or practicable alternative means of transport is available and where it is considered necessary for the welfare, safety or educational needs of a pupil, the Headmaster may authorise a member of staff to transport a pupil in their private vehicle. Before authorisation is given, the School must be satisfied that all appropriate driving licence, insurance, vehicle safety, safeguarding, parental consent and record-keeping requirements have been met.
- The use of a private vehicle should not form part of the routine transport arrangements for a residential or overnight visit. Where exceptional circumstances arise during such a visit, including an emergency or a need to transport an individual pupil separately, the TO must consult a senior member of staff wherever practicable before any private vehicle is used.

7. PROCEDURES FOR EDUCATIONAL VISITS

7.1 Planning and Approval

- Requests for educational visits should normally be submitted to the EVC at least one term in advance, allowing sufficient time for the proposed visit to be considered by the Headmaster and Senior Leadership Team before approval is granted.
- Residential or overnight visits, visits abroad and other complex or higher-risk visits should normally be submitted further in advance, reflecting the additional planning, safeguarding, financial and logistical arrangements required.
- A decision on whether to grant approval may take into account cost, timing, educational purpose and value, potential disruption to the School, health and safety considerations, staffing and supervision, inclusion and accessibility, and any other relevant factors.
- Occasionally, an educational opportunity may arise at shorter notice. In these circumstances, the EVC must be satisfied that all necessary planning, risk assessment and safeguarding requirements can be completed within the available timeframe before the visit is approved by the Headmaster.

7.2 Staffing and Supervision

7.2.1

As a general guide, the following staffing ratios should be considered when planning visits:

- **Years 3 and 4:** approximately 1 adult to every 10–12 pupils.
- **Years 5 and 6:** approximately 1 adult to every 10–15 pupils.
- **Visits abroad:** approximately 1 adult to every 10 pupils, subject to the nature of the visit, travel and accommodation arrangements and the needs of the group.
- **Residential and overnight visits:** a minimum of two suitably qualified or experienced members of staff must accompany the group. Staffing must be sufficient to maintain appropriate supervision throughout the visit, including overnight, and in circumstances where a pupil requires separate supervision or a member of staff becomes unavailable.
- **Coach travel:** staffing must be sufficient to enable the accompanying staff to supervise pupils safely throughout the journey, including during boarding, disembarkation, rest stops and in the event of an emergency.

7.2.2

However, there is no single staff-to-pupil ratio that is suitable for all visits. The level of supervision for each educational visit must be determined through the visit-specific risk assessment and be appropriate to the nature and circumstances of the visit.

When determining staffing levels, the TO must take account of:

- the age, maturity, behaviour and general capabilities of the pupils;

- the individual needs of pupils, including SEND, medical, allergy, pastoral or other additional needs;
- pupils' previous experience of the activity and, where relevant, of being away from home or School;
- the nature of the visit and the activities to be undertaken, including the level of risk involved;
- the location and environment in which the visit or activity will take place;
- the duration of the visit, including whether it is residential or involves an overnight stay;
- travel and transport arrangements;
- the experience and competence of accompanying staff, including their experience of supervising pupils away from School;
- any specialist qualifications, First Aid provision or other competencies required within the staff team;
- the requirements or recommendations of the venue, activity provider, governing body, insurer or other relevant organisation;
- the composition of the group and any safeguarding considerations; and
- the resilience of the staffing arrangements, including the ability to maintain appropriate supervision if a member of staff becomes unavailable or a pupil requires separate supervision.

7.2.3

Consideration should also be giving to the following points:

- Where appropriate, particularly for larger groups, pupils should be allocated to named members of staff for supervision. Staff must know which pupils they are responsible for, and pupils should know which member of staff they should report to.
- Staffing arrangements must be sufficiently resilient to enable the visit to be managed safely if a member of staff becomes unavailable, becomes ill or injured, or if a pupil requires separate supervision. All visits should include an appropriate contingency for such circumstances, including the possibility of support from School where practicable.
- Staffing must be deployed so that appropriate First Aid provision is maintained throughout the visit, including where pupils travel in separate vehicles or divide into separate groups. There must be appropriately trained staff available to meet pupils' known medical and allergy needs, including staff able to administer an adrenaline auto-injector where required.
- All accompanying staff must be suitable and competent to undertake their allocated responsibilities and must have received any specific training required for the visit or activity.
- Any adult who does not have the appropriate Enhanced DBS check must not have unsupervised contact with pupils.
- Any activity involving pupils being permitted to operate without direct staff supervision must be specifically considered and authorised through the visit risk assessment. Such arrangements must be appropriate to the pupils' age, maturity and experience, the environment and activity, and must include clear boundaries, communication arrangements, meeting points and procedures in the event of difficulty or separation. Parents/carers must be informed in advance where this forms a planned part of the visit.
- Where possible, a DSL should accompany residential and overnight visits.

7.3 Visit Preparation

The TO must ensure that:

- the visit and any required transport are booked in sufficient time;
- where coaches are used, an appropriate transport provider is selected and relevant transport, insurance and safeguarding requirements are confirmed. Coaches must be fitted with seat belts;
- School minibuses used for educational visits do not exceed their permitted passenger capacity, including pupils and supervising staff. Drivers must be appropriately licensed, trained, insured and authorised by the School and must comply with the School Minibus Policy and current minibus driving requirements;
- the Health Centre is consulted regarding pupils' medical, allergy or additional needs and any specific arrangements required;
- the School caterer and Health Centre are informed of the visit and any lunches, drinking water and First Aid kits required are arranged;
- up-to-date emergency contact, medical, allergy and additional-needs information for participating pupils

is available to the TO throughout the visit, either in an appropriate secure form or through the School's approved information management system; and
- the risk assessment is completed and approved by the EVC.

For residential or overnight visits, the TO must additionally ensure that:

- the risk assessment is submitted to and approved by the Governors' Safeguarding, Health & Safety Committee;
- pupil and staff accommodation is suitable, secure and arranged to support appropriate supervision and safeguarding;
- room allocations are planned in advance, taking account of pupils' age, individual needs, safeguarding considerations and the location of accompanying staff;
- staff accommodation is positioned so that pupils can access staff appropriately during the night and staff can respond promptly in an emergency;
- clear arrangements are established for overnight supervision, including staff responsibilities, bedtime routines, appropriate checks and arrangements for responding to pupils who become unwell or require assistance during the night;
- the accommodation, tour operator or other relevant provider is consulted in advance regarding food and catering arrangements, and pupils' known allergies, dietary requirements and other relevant medical or individual needs are communicated and can be appropriately accommodated;
- where pupils have food allergies or other medically required dietary restrictions, arrangements for managing these safely are confirmed with the provider, including how relevant information will be communicated to catering staff and how any concerns or changes will be escalated to the TO;
- fire, evacuation and other emergency arrangements are confirmed with the accommodation provider, including escape routes, assembly points and arrangements for accounting for pupils; and
- a School credit card is taken and held securely by the TO or another designated member of staff for authorised and emergency expenditure.

7.4 Information and Staff Briefing

Before departure, the TO must ensure that all accompanying staff are briefed on the visit, including their roles and responsibilities, supervision arrangements, relevant risk assessments and emergency procedures.
The TO and accompanying staff must have access, as appropriate to their responsibilities, to:

- the itinerary and relevant contact details for the locations being visited;
- details of the pupils for whom they are responsible, including relevant medical, allergy or additional needs;
- the TO's mobile number and relevant School and Health Centre contact details;
- the risk assessment and emergency procedures;
- details of required medication, including adrenaline auto-injectors and inhalers; and
- information necessary to access emergency medical assistance, where appropriate.

For residential or overnight visits, staff must additionally be briefed on accommodation arrangements, room allocations, overnight supervision responsibilities, fire and evacuation procedures, security arrangements, pupils requiring additional support overnight and how pupils can obtain assistance from staff during the night. Appropriate information must be retained at School, including pupil emergency contact and medical information, parental consent where required, the itinerary, accommodation details where applicable, and transport arrangements.

7.5 On or Before the Day of Departure

The TO must ensure that:

- pupils are briefed on the purpose of the visit and expected standards of behaviour;
- First Aid kits have been checked and are taken on the visit;
- all required medication is available and appropriately trained staff are present to administer it where necessary;
- all required documentation and emergency information is available and accessible to relevant staff;

- any required lunches and drinking water are ready;
- a register or headcount is completed immediately before departure and all pupils and accompanying adults are accounted for; and
- any significant changes arising since the visit was approved, including changes relating to staffing, pupils, medical needs, transport, activities or weather conditions, have been considered and any necessary adjustments made.

For residential or overnight visits, the TO must also ensure before departure that essential accommodation and provider contact details, travel documentation, medication, financial arrangements and other residential-specific requirements are in place. A School credit card must also be taken and held securely by the TO or another designated member of staff for authorised and emergency expenditure.

7.7 During the Visit

The TO retains overall responsibility for the safe conduct of the visit and may amend the itinerary, suspend or cancel activities where circumstances require.
The TO and accompanying staff must continually monitor risks throughout the visit and adapt, suspend or stop an activity where circumstances change or risks can no longer be adequately controlled.

Specific duties may be delegated to accompanying staff, but the TO retains overall responsibility for ensuring that:

- all pupils are regularly accounted for, including through headcounts at appropriate points during the visit and particularly before departure, following transitions, when boarding or leaving transport and before leaving a venue;
- where appropriate, clear meeting or rendezvous points are established and pupils know what to do and whom to contact if they become separated from the group;
- seat belts are worn where provided;
- appropriate supervision and standards of behaviour are maintained throughout the visit;
- required medication is available, administered and recorded in accordance with the School's First Aid and Health Policy;
- accidents, significant illnesses, incidents, safeguarding concerns and near misses are appropriately managed, recorded and reported;
- any expenditure requiring a record is appropriately accounted for; and
- the School is informed of any significant delay, incident or change to arrangements so that parents/carers can be updated as appropriate.

For residential or overnight visits, the TO retains overall responsibility for additionally ensuring that:

- pupils are accounted for on return to the accommodation, before they retire for the night and at other appropriate times identified by the risk assessment;
- appropriate supervision is maintained during periods of free time, meals, evening activities and transitions between activities and accommodation;
- agreed boundaries, rooming arrangements, bedtimes and expectations for behaviour are clearly communicated and consistently maintained;
- appropriate checks of pupils are undertaken during the evening and overnight in accordance with the arrangements established for the visit, while respecting pupils' privacy, dignity and safeguarding requirements;
- pupils know how to obtain assistance from a member of staff at any time, including during the night;
- catering arrangements are monitored throughout the visit and agreed dietary, allergy and medical requirements are followed, with any concerns raised promptly with the accommodation or catering provider;
- external doors, access arrangements and other security measures are appropriately managed in conjunction with the accommodation provider, and pupils understand any areas that are out of bounds;
- medication, passports, travel documents, money and other valuables are managed securely, where applicable;

- any pupil who becomes ill or requires separate supervision is appropriately cared for, while adequate supervision of the remainder of the group is maintained;
- staffing and supervision arrangements are reviewed and adapted where circumstances change, including where a member of staff becomes unavailable or is required to accompany a pupil to hospital;
- fire, evacuation and other emergency procedures are understood by staff and pupils, and all pupils are promptly accounted for following any evacuation or emergency; and
- the School is contacted in accordance with the Emergency Procedures where an incident, illness or other circumstance requires advice, assistance or notification.

7.8 Following the Visit

Following the visit, the TO must:

- ensure that all accidents, injuries, First Aid and administration of medication are recorded and reported in accordance with the School's First Aid and Health Policy;
- report any significant accident, incident, safeguarding concern or near miss to the EVC as soon as practicable so that appropriate follow-up action can be taken and lessons learned;
- ensure that any medication is returned to its designated location or appropriate person;
- return all School property and equipment and report any items that have been lost or damaged;
- provide a record of expenditure associated with the visit, where required; and
- ensure that any confidential or personal information prepared specifically for the visit is securely disposed of when no longer required, in accordance with the School's data protection procedures.

The EVC must:

- ensure that visits are evaluated following completion, where appropriate, and that any accidents, incidents, safeguarding concerns, near misses or other significant issues are reviewed; and
- ensure that lessons learned are used to inform future planning, risk assessments and arrangements for the same or similar visits.

8. EMERGENCY PROCEDURES

The following procedures apply to all educational visits. Where a visit is residential or involves an overnight stay, the TO must also take account of the additional considerations identified in this section.

8.1 Illness, Allergic Reaction or Minor Injuries

In the event of illness, allergic reaction or a minor injury on an educational visit:

- A suitably qualified First Aider must provide appropriate First Aid.
- If a pupil becomes unwell and needs to leave the visit, following communication with a senior member of staff, the TO or another member of staff must contact the pupil's parent/carer using the emergency contact details provided and arrange collection.
- In the event of a child suffering an allergic reaction, the procedures set out in the Allergy Safety Policy are followed.
- If the parent/carer or emergency contact cannot be reached, the TO must contact a senior member of staff for advice. In the meantime, the pupil must remain appropriately supervised by a member of staff in a suitable and safe space. The TO must deploy staff as necessary to ensure that appropriate supervision of both the pupil and the wider group is maintained.
- On a residential or overnight visit, where a pupil becomes unwell but does not require immediate collection or medical treatment away from the accommodation, the TO must ensure that appropriate arrangements are made for the pupil's care, supervision and welfare, including overnight where necessary. The pupil's parent/carer should be informed as appropriate.
- Where a pupil needs to leave a residential or overnight visit but their parent/carer is unable to collect them promptly because of the location or circumstances of the visit, the TO must consult a senior member of staff to agree appropriate arrangements for the pupil's continued care, supervision and safe return.
- Any accident, injury or significant illness must be recorded and reported in accordance with the School's First Aid and Health Policy.

8.2 Serious Injury or Accident

In the event of a serious injury or accident, the TO and accompanying staff must:

- Call the emergency services immediately and ensure appropriate medical attention is provided.
- In consultation with a senior member of staff, ensure that at least one member of staff accompanies any pupil taken to hospital and remains with them until their parent/carer arrives or alternative arrangements have been agreed with the School.
- Ensure that the remainder of the group is safe, accounted for and appropriately supervised.
- Contact a senior member of staff as soon as possible and provide details of the incident, those involved, the action taken and any assistance required. The TO must maintain appropriate communication with the School throughout the incident and provide further updates as circumstances develop, including until the group has returned to School or responsibility for the pupils has otherwise been appropriately transferred.
- Decide, in consultation with a senior member of staff, whether the visit should continue, whether planned activities should be amended or suspended, or whether the group should return to School.
- Follow instructions from a senior member of staff regarding communication with parents/carers.
- Ensure that a full written record is made of the incident, including any injuries, actions taken, communications and relevant timings.
- Ensure that any subsequent reporting requirements are completed in accordance with the School's First Aid and Health Policy.

For residential or overnight visits:

- if a member of staff is required to accompany a pupil to hospital or provide separate supervision, the TO must review the staffing arrangements immediately and ensure that adequate supervision of the remainder of the group, including overnight supervision where applicable, can be maintained;
- where appropriate supervision can no longer be maintained, the TO must seek advice from a senior member of staff and amend, suspend or terminate the visit or relevant activities as necessary;
- where an incident affects the safety or continued availability of the accommodation, the TO must liaise with a senior member of staff and the accommodation, tour operator or other relevant provider to establish safe alternative arrangements; and
- where a pupil is unable to continue with the residential visit, appropriate arrangements for their care and safe return must be agreed with the School and their parent/carer.

For visits outside the UK:

- where a pupil or member of staff requires significant medical treatment or may require repatriation, the TO must contact a senior member of staff as soon as possible for advice and assistance. The School will coordinate with the Bursar and the School's insurers, as appropriate, regarding medical assistance, insurance arrangements and any necessary repatriation.

The TO must consult with the Bursar regarding any circumstances that may require notification to the School's insurers. Any formal notification to, or liaison with, the School's insurers should be undertaken by the Bursar.

8.3 Missing Child

If a child is found to be missing during an educational visit, the TO and accompanying staff must:

- immediately establish which child is missing, their last known location and when they were last seen, and conduct a headcount to ensure that all other pupils are accounted for;
- ensure that the remaining pupils are safe, appropriately supervised and kept together;
- begin an immediate and systematic search of the surrounding area and inform the venue or activity provider, where appropriate;
- contact a senior member of staff immediately and keep the School informed of developments;

- contact the Police without delay if the child cannot be located promptly, taking account of the circumstances and level of risk;
- follow the School's Lost or Uncollected Children Policy, including arrangements for notifying parents/carers and any relevant external agencies;
- once the child is found, ensure their immediate welfare and safety and inform the School promptly; and
- ensure that the incident is fully recorded, reported and reviewed, with any lessons learned incorporated into future risk assessments and visit arrangements.

On a residential or overnight visit, particular consideration must be given to the increased risks associated with a pupil being missing from accommodation, especially during the evening or overnight. The TO must immediately involve the accommodation provider, ensure that other pupils remain appropriately supervised and accounted for, and escalate the matter to the Police and School without delay where the circumstances indicate an increased risk to the pupil's safety.

8.4 Safeguarding Concerns

- Any safeguarding concern arising during an educational visit must be reported immediately in accordance with the School's Safeguarding and Child Protection Policy.
- Where there is an immediate risk of harm, staff must take appropriate action to protect the child and contact the emergency services where necessary.
- The TO must ensure that the School is informed as soon as practicable and that any instructions from the Designated Safeguarding Lead or other appropriate senior member of staff are followed.
- On residential or overnight visits, staff must remain particularly alert to safeguarding concerns arising from accommodation and sleeping arrangements, pupils' interactions with others at the accommodation, personal care or changing arrangements, and any concerns arising during periods of reduced or overnight supervision. Any such concern must be managed and reported in accordance with the School's Safeguarding and Child Protection Policy.

8.5 Communication with Parents/Carers

Following a serious incident:

- the School will seek to inform the parents/carers of any pupil directly involved as soon as possible;
- wherever possible, parents/carers of an injured or affected pupil will be contacted personally by an appropriate member of staff;
- the School will determine how and when information is communicated to the parents/carers of other pupils;
- staff must not independently send group messages, emails, social media posts or other communications about a serious incident unless authorised to do so; and
- staff should be mindful that information may circulate through pupils, parents/carers or social media before formal School communications can be issued.

For a residential or overnight visit, where an incident results in a significant change to the itinerary, accommodation, return arrangements or collection arrangements, the School will determine how and when these changes are communicated to parents/carers.

8.6 Communication with the Media

- All media enquiries must be referred to the Headmaster or another person authorised by the School.
- Staff must not provide statements, opinions or information to the media unless authorised to do so.
- If an immediate response is unavoidable, staff should provide only essential factual information and must not speculate or attempt to answer questions where the facts are unknown.

Further guidance on responding to and reporting accidents and incidents is contained in the School's First Aid and Health Policy. Emergency procedures relating to safeguarding and missing children should also be read in conjunction with the School's Safeguarding and Child Protection Policy, Allergy Safety Policy and Lost or Uncollected Children Policy.

9. AWAY SPORTS FIXTURES AND TOURNAMENTS

9.1 Introduction

9.1.1
Away sports fixtures are educational visits for the purposes of this policy. However, because they take place frequently, are generally of short duration and often involve familiar activities, venues and arrangements, the planning and approval process may be proportionate to their routine nature. This does not remove the requirement for appropriate safeguarding, supervision, risk assessment, First Aid, medical and allergy provision, transport arrangements and emergency procedures.

9.1.2
For the purposes of this section, away sports fixtures include regular inter-school matches and appropriate sports tournaments and IAPS competitions. Some tournaments and competitions may involve longer journeys, extended periods away from School, multiple matches or activities, unfamiliar venues or other additional considerations. These factors must be taken into account when planning the fixture or tournament and are reflected in the School's generic risk assessment for away sports fixtures.

9.2 Planning and Information

For each away fixture or tournament, a team sheet must be completed identifying, as appropriate:

- the pupils participating;
- the member of staff responsible for the fixture and any accompanying staff;
- the venue and opposition, tournament or competition;
- the date of the fixture or event;
- the departure or rendezvous time;
- the scheduled start time or event timings;
- the anticipated return or collection time; and
- any other information necessary for the safe and effective organisation of the fixture or event.

Appropriate information must be communicated to pupils, relevant School staff and parents/carers through the School's usual communication systems.

The member of staff responsible must ensure that any significant change to the published arrangements, including a significant delay to the anticipated return or collection time, is communicated to the School and parents/carers as appropriate.

9.3 Risk Assessment

- A generic risk assessment for routine away sports fixtures and tournaments must be maintained by the Sports Department and reviewed at least annually in conjunction with the EVC.
- The generic risk assessment may be used where the nature of the sport, venue, transport and other arrangements fall within its scope. Staff responsible for the fixture or tournament must familiarise themselves with the relevant risk assessment and implement the identified control measures.
- Before each fixture or tournament, the member of staff responsible must consider whether there are any circumstances that fall outside, or materially alter, the arrangements covered by the generic risk assessment. Where this is the case, additional control measures must be identified and, where necessary, an additional or event-specific risk assessment completed.
- Where there is uncertainty as to whether the generic risk assessment provides sufficient coverage, advice must be sought from the EVC.
- The generic risk assessment must recognise that sports fixtures and tournaments vary in their nature

and complexity and must include appropriate consideration of factors such as:

- the distance from School and length of the journey;
- the overall duration of the fixture or tournament;
- early departure or late return times;
- unfamiliar venues;
- multiple matches or extended periods of physical activity;
- appropriate opportunities for rest, food and hydration;
- weather and playing conditions;
- transport arrangements;
- staffing and supervision;
- pupils' medical, allergy, SEND, pastoral or other individual needs;
- First Aid and access to appropriate medical assistance;
- arrangements for pupils who become injured or unwell;
- arrangements for collection or return to School; and
- emergency communication arrangements.

9.4 Staffing, Supervision and Pupil Accountability

Staffing and supervision must be appropriate to the number, age and needs of the pupils, the sport being played, the venue, the duration of the event, transport arrangements and any other relevant circumstances.

The member of staff responsible must ensure that:

- pupils are appropriately supervised throughout the fixture or tournament and during travel;
- an accurate register of participating pupils is available;
- pupils are accounted for before departure, before leaving the host venue and at other appropriate points;
- appropriate First Aid provision is available;
- staff have access to relevant information about pupils' medical, allergy and additional needs;
- required medication, including adrenaline auto-injectors and inhalers, accompanies pupils where necessary;
- appropriate arrangements are in place for any pupil who becomes unwell or injured; and
- pupils are released only in accordance with the agreed collection or return arrangements.

For longer tournaments or competitions, staffing arrangements must take account of the extended duration of the event and the need to maintain appropriate supervision throughout travel, competition, breaks and other periods when pupils are not actively participating.

9.5 Transport

- Where a School minibus is used, it must be driven only by a member of staff who is appropriately licensed, trained, insured and authorised by the School to drive it.
- The permitted passenger capacity of the minibus must not be exceeded and all requirements of the School Minibus Policy must be followed.
- Where coaches or other forms of transport are used, the relevant transport requirements elsewhere in this policy apply.
- For fixtures or tournaments involving longer journeys, the member of staff responsible must consider the additional implications of the journey, including its duration, appropriate rest stops where required, pupil welfare, staffing, supervision and the anticipated return time.

9.6 Parental Information and Consent

- Parents/carers must be provided with appropriate information about away fixtures and tournaments, including the venue and expected departure, return or collection arrangements.
- Specific written consent is not normally required for sports fixtures and tournaments.
- Where the nature or arrangements of a particular fixture or tournament mean that specific consent is required under Section 3, this must be obtained before the pupil participates.

10. REPORT FOR GOVERNORS

10.1
Risk Assessments for all residential trips must be presented to the Governors' Safeguarding, Health and Safety Committee for approval.

10.2
An annual co-curricular report, including educational visits in Prep, is given to the Governors in the Trinity Term at a meeting of the Teaching, Learning and Curriculum Committee.

11. RELATED POLICIES, MONITORING AND POLICY REVIEW

11.1
This policy should be read in conjunction with other related policies, including the Safeguarding and Child Protection Policy, the Policy for Lost or Uncollected Children, the First Aid and Health Policy, School Minibus Policy, the Allergy Safety Policy and the Behaviour Management and Exclusions Policy.

11.2
This Policy will be reviewed annually in the Michaelmas Term. It will be presented to the Governors' Safeguarding and Health and Safety Committee for approval. The minutes of the meeting will be presented to the Governors.

APPENDIX 1 – COMPLETION OF RISK ASSESSMENTS

A risk assessment is a systematic process for identifying significant hazards associated with an educational visit, considering who may be harmed and how, and determining the measures required to manage the risks appropriately.

For the purposes of educational visits:

- A **hazard** is anything with the potential to cause harm.
- A **risk** considers both the likelihood of harm occurring and the potential severity of that harm.
- **Control measures** are the actions or arrangements put in place to eliminate a hazard or reduce the associated risk.
- **Residual risk** is the level of risk remaining after appropriate control measures have been applied.

Risk assessments should be proportionate to the nature and complexity of the visit and focus on significant risks rather than everyday risks that are adequately managed through normal school procedures.

2. Procedure

The Trip Organiser must complete the Educational Visit Risk Assessment before the visit and consider the following:

- **What are the significant hazards?**
  Identify hazards associated with the journey, venue, activities and environment, including any relevant safeguarding risks.
- **Who might be harmed and how?**
  Consider pupils, staff and volunteers, paying particular attention to individual medical, allergy, SEND or other needs that may require additional or different control measures.
- **What could happen and how serious could the consequences be?**
  Consider the potential harm arising from each identified hazard.
- **What is the initial level of risk?**
  Assess the likelihood and severity of harm before additional control measures are applied, using the school's risk-rating system.
- **What control measures are required?**
  Identify the measures necessary to eliminate the hazard where reasonably practicable or reduce the risk to an acceptable level. These may include, for example, appropriate staffing and supervision, First Aid provision, staff briefings, head counts, transport arrangements, individual medical arrangements, appropriate clothing or equipment, and emergency procedures.
- **What is the residual level of risk?**
  Reassess the likelihood and severity of harm after the identified control measures have been applied.

Where the residual risk remains **High**, the visit or activity must not proceed in its proposed form. Further control measures must be introduced to reduce the risk to an acceptable level, or the activity must be modified or cancelled.

The TO must ensure that all identified control measures are communicated to relevant staff and implemented before and during the visit.

The completed risk assessment must be submitted to the **EVC for review and approval** before the visit takes place.

Risk assessments for repeat visits must be reviewed before each visit and updated where there have been changes, incidents, near misses or lessons learned from previous visits.

Risk assessment is an ongoing process. The TO and accompanying staff must continue to monitor risks throughout the visit and adapt, suspend or stop an activity if circumstances change or risks can no longer be adequately controlled.

Risk Assessment Pro-Forma

Activity/Event: Pre-Prep Outing to ….			Assessment By:			The Blue Coat School			
Date Completed:			Date of Activity/Event:						
			Likelihood				Likelihood (after precautions)		
Identified Hazard	Who is at risk	Potential harm	High	Medium	Low	Precautions in place	High	Medium	Low
						Residual high risks must be removed before commencing the activity			
Supporting documents (Please list any supporting documents here) *Trips, Outings and off-Site Visits (Prep); First Aid and Health Policy; Allergy Safety Policy; Minibus Policy; Lost or Uncollected Children Policy; Completed Parental Consent Forms*									
Location Details:									
Staff Information (including details of those First Aid trained and those willing to administer emergency medication)									
Pupil Information (including specific medical information									
Useful contact information (e.g. Phone numbers for Trip Leader, BCS key staff, coach company, nearest hospital, venue)									
Timings of the day:									
Risk Assessment Review:									

Risk Assessment Pro-Forma – Example of some hazards/risks

Activity/Event: Pre-Prep Outing to ….			Assessment By:			The Blue Coat School			
Date Completed:			Date of Activity/Event:						
			Likelihood				Likelihood (after precautions)		
Identified Hazard	Who is at risk	Potential harm	High	Medium	Low	Precautions in place	High	Medium	Low
Coach stuck in traffic	Children, staff, volunteers	Dehydration (hot weather) Cold Parental concern about late arrival		X		Bottled water carried on coaches Well-equipped coaches from reputable company Phones carried by staff and contact numbers for children			X
Tripping, falling on uneven surfaces, stairs, etc	Children, staff, volunteers	Injury		X		First Aid kits taken At least one member of staff with Paediatric First Aid qualification on outing Staff have mobile phones to summon emergency help			X
Child going missing whilst on outing	Children	Possible abduction Distress to child and subsequently to staff		X		Children briefed prior to outing Staff ratios increased to *(specify number)* Regular and frequent 'head counts' throughout outing and especially at transitional periods Staff have mobile phones Reconnaissance visit made prior to outing to identify potential risk areas and staff briefed Staff are aware of procedures in the school Lost or Uncollected Children Policy			X

APPENDIX 2

The Blue Coat School

Founded by the Church of England in 1722

Parental Consent Form for a Residential School Trip

Pupil Name: …… **Form:** …….

[Year Group] visit to ……. …… (The proposed itinerary is attached.)

Departing at ……hours on…… from The Blue Coat School.

And returning to The Blue Coat School at ……. hours on …….

Maximum number of pupils [ ], who will be accompanied by [ ] members of the teaching or medical staff, including both male and female staff.

Accommodation:

Transport:

Medical and Dietary Information

Does your child have any special dietary requirements?
Any allergies or sensitivities to food, medication, pets or to insect stings and details of medication:
Any chronic or recurring medical conditions needing regular or occasional medication or treatment:
Does he/she suffer from travel sickness? ☐ Yes ☐ No If yes, and medication will be required during the visit, please complete a medication consent form (available from the Health Centre).
Do we have your permission to administer the following medicines?: ☐ Paracetamol, or paracetamol containing medicine ☐ Ibuprofen ☐ Piriton ☐ Inhalers (prescribed) ☐ Epipen or equivalent (prescribed) ☐ Lozenges for sore throats
To the best of your knowledge, has he/she been in contact with any infectious disease over the past four weeks? If so, please give brief details.
Does he/she suffer from any phobia which might make it unsafe for him/her to participate in any of the planned activities?
Date of last tetanus injection?

CONSENT TO EMERGENCY TREATMENT

I/ We authorise the Trip Organiser, or an authorised deputy acting on his/her behalf, to *consent* on the advice of an appropriately qualified medical specialist *to my/our child receiving emergency dental, medical treatment, including general anaesthetic, blood transfusion and surgical procedure* [under the NHS]/[under the school's travel insurance cover] if he/she is unable to contact me/us in time.

Signature of parent/s or person/s with parental responsibility:

_____ _____

Contact Details for the period covered by the trip:

NAME: ……...…. Tel. no: ……

Mobile: ……..

Email: ……..……. Work no: ……...……

NAME: ……. Tel. no: ……...……

Mobile: …….

Email: ……... Work no: ……...…

FAMILY DOCTOR: ……...…… Tel. no: ……

Behaviour code:

I/We understand that my/our son/daughter will be subject to the normal school rules of behaviour throughout the visit. I/We agree to him/her following the guidance on health and safety given either by a member of staff or by an Instructor at the Activity centre at all times. I/We accept that where his or her disregard for the code of behaviour either causes danger to him/herself and to others, or is a serious breach of school discipline, such as (but not confined to) smoking, drinking alcohol, using illegal drugs or sexual misconduct, he/she may be sent home forthwith at our expense.

Signature of parent/s or person/s with parental responsibility:

Signed: …… Signed: ……

Print Name: …… Print Name: ……

Date: …….. Date: ……..

Please note that your son/daughter will not be allowed to participate in this visit unless this form is completed and returned to The Blue Coat School by [insert date].

APPENDIX 3

The Blue Coat School

Founded by the Church of England in 1722

Please return to
[Main Reception]

By [insert date]

PARENTAL CONSENT FOR A SCHOOL OUTING

Pupil Name: ..... Form: .....

[Year Group] visit to ..... On .....
Trip Organiser ……..

Departing at ……hours from the School. Returning to the School at …….hours

Nature of Activity:

Maximum number of pupils [ ], who will be accompanied by [ ] members of the Prep staff

Transport:

Coach to and from …….
We only book coaches fitted with seat belts, from a company well known to us, whose drivers have been cleared with the DBS

Estimated Cost [ ] [To be added to your bill for the next term]

Medical Information

Any allergies or sensitivities to food, pets or to insect stings:
Any chronic or recurring medical conditions needing regular or occasional medication or treatment with details of medication:
Are you aware of any reasons why your child cannot take part in any of the activities as described, and/or does s/he require any special arrangements to be made for this event? If so, please describe them briefly below:
Does he/she suffer from travel sickness? ☐ Yes ☐ No If yes, and medication will be required during the day, please complete a medication consent form (available from the Health Centre).

CONSENT TO EMERGENCY TREATMENT

Child's Name: _____ *(Please print)*

I/ We authorise the Trip Organiser, or an authorised deputy acting on his/her behalf to *consent* on the advice of an appropriately qualified medical specialist *to my/our child receiving emergency dental, medical treatment, including general anaesthetic, blood transfusion and surgical procedure* under the NHS if he/she is unable to contact me/us at the time.

Signature of parent/s or person/s with parental responsibility:

_____ _____

Emergency Contact Details for the period covered by the visit:

NAME: …….. Tel. no: …… Mobile: ……..…….

Email: ……..…… Work no: ……

NAME: ……..……. Tel. no: …… Mobile: …….

Email: ……..…… Work no: ……

FAMILY DOCTOR: ……..…….. Tel. no: …….

Behaviour code:

Behaviour code:

I/We understand that my/our child will be subject to the normal school rules of behaviour throughout the visit. I/We agree to him/her following the guidance on health and safety given by a member of staff or by an Instructor at the venue at all times.

Signature of parent/s or person/s with parental responsibility:

Signed: ……..…… Signed: ……..…….

Print Name: ……...…….. Print Name: ……...……

Date: …….. Date: ……..

Please note that your son/daughter will not be allowed to participate in this visit unless this form is completed and returned to School by [ ]