



## THE ORATORY SCHOOL (OS) Educational Visits and Trips Policy

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## **Introduction**

It is a fundamental part of the School's educational philosophy that educational visits and residential trips complement and enhance the curriculum by providing experiences which would be impossible within the school boundaries. Residential trips should serve an educational or pastoral purpose which is clearly related to the curriculum or the ethos of the school. The purpose of this document is to offer guidance to staff both on how to plan residential trips and to provide a policy to safeguard and promote the health and safety of pupils on activities outside the school.

Outside education, educational visits and overseas trips play a key role in the personal development of pupils, aiding their social understanding and building resilience, for example:

- develop their self-knowledge, self-esteem, confidence and resilience,
- develop spiritual understanding and appreciate non-material aspects of life;
- know how to stay safe and understand how to be physically and mentally healthy, particularly in terms of diet, exercise and a balanced lifestyle;
- respect and value diversity within society, show respect for and appreciation of their own and other cultures, and demonstrate sensitivity and tolerance to those from different backgrounds and traditions

Furthermore, Educational Visits should contribute towards the goal of Catholic education: to educate children and young people in an environment of faith that will enable them to discover through their experience of learning the abundance of life that the Lord offers to them.

## **1. Policy objectives**

- 1.1 It is the school's duty to ensure that all educational visits are safely prepared and managed and that the health, safety and welfare of pupils and staff are maintained in accordance with the Department for Education (DfE). The school's educational visits policy and the planning, conduct and monitoring of them apply National Guidance ([www.oepng.info](http://www.oepng.info)).
- 1.2 This policy provides appropriate guidance and context for all off-site activities and identifies the key roles of those at the school responsible for Educational Visits
- 1.3 To ensure so far as is reasonably practicable, the health and safety of any member of staff or pupil participating in off-site activities or any member of the public affected by the activity.
- 1.4 To support staff via relevant training and appropriate recognition of their input.
- 1.5 To ensure that trips are accessibility for all pupils
- 1.6 That visits have a clear educational or personal development goal and that where necessary staff will mitigate the impact of staff or pupil absence from the ongoing teaching and learning within the school environment.

## 2. Responsibilities

- 2.1 The responsibilities and roles of the Visit Leader, the Educational Visits Coordinator (EVC), the Head Master, the governors and all staff on trips are set out below.
- 2.2 The Visit Leader is the teacher in charge of taking the trip. The Visit Leader is responsible for ensuring that the visit is risk assessed, staffed according to ratios and that all parties (the school, the staff on the trip, the pupils attending, parents) have the necessary information for the trip to run effectively. Additionally, the Visit Leader must ensure that where charges are necessary, they cover the cost of the trip but do not generate profit. The Visit Leader is responsible for all aspects of risk management for their trip including checking licensing or seeking a Provider's assurance; assessing the risks; pre-visiting the sites if unfamiliar with them; preparing a trip report with pupils medical and contact details and carrying out dynamic risk assessment on site. The Visit Leader must report any incidents and provide an evaluation of the trip to the EVC/ HM on return.
- 2.3.1 The Educational Visits Coordinator (EVC) is responsible for overseeing the planning, organisation and effectiveness of trips for the Head Master by supporting the Visit Leader. The EVC will ensure that staff leading trips are appropriately supported, advised, trained and monitored and will assist the HM in judging the competency of staff to act as Visit Leaders.
- 2.3.2 The EVC will check that outside providers have been appropriately checked and where necessary contact the county's Outdoor Education Adviser depending on the nature of the trip.
- 2.3.3 The EVC will keep records of trips and ensure that accidents and incidents are recorded and passed on to the relevant school staff.
- 2.3.4 The EVC will attend EVC training and will attend an EVC review session every three years.
- 2.3.5 The EVC will provide INSET training to staff every two years and contribute to induction training of new staff.
- 2.4. The Head is ultimately responsible for judging the competence of the EVC and of Visit Leaders for their roles. The HM will ensure that the governing body is informed of policy and about visits, will ensure that reporting of accidents and incidents is carried out, will check before approval that provider assurances/ licensing is in place and that charging procedures are implemented in line with policy and legal requirements. The Head will also ensure that emergency contacts for trips are part of the school's critical incident team.
- 2.5. The Bursar/ bursary department will check the financial planning of the trip via the Finance Form and approve the cost to parents. The Bursar/ bursary department will also check that trips are covered under the school's insurance policy and review any Provider assurance forms.
- 2.6 The Governors are responsible for being a 'critical friend' and for enabling and ensuring that the school's policy and procedures are appropriate
- 2.7.1 All teachers who have a responsibility for looking after pupils have a duty of care in common law. Pupils on trips are always the responsibility of the school's staff until collected by their parents. If the persons in their care are under 18 they are said to be 'in

loco parentis' and are expected to exercise the same degree of care that a 'reasonable, prudent and careful parent would exercise'

- 2.7.2 All teachers on trips have a duty to safeguard the welfare of the pupils. Staff on trips have all undergone safeguarding training and are aware of the legislation contained in Keeping Children Safe in Education. Trips must be run in accordance with the school's Safeguarding policy.
- 2.8. The School will ensure that relevant training is provided, or is funded, for staff involved in running trips. This includes from the central budget: first aid, minibus driver training and EVC training. Department heads should include the costs of subject/ activity specific training in their annual budget applications.

### **3. Proposing a trip**

3.1 When a Visit leader wishes to arrange a trip he/ she should check the appropriateness of the trip with the EVC and then gain the permission/ approval of:

- i) if a day trip in term time, the Second Master

OR

- ii) if a residential trip in either the UK or abroad, the Head Master.

This should be done through the Trip Approval Form. In both instances the approval form should be copied to the EVC and to OS\_Calendar

3.2 Once approved, the dates of the trip should be sent through to OS Calendar on the Calendar submission form in time for inclusion for the next term's calendar.

### **4. Costs and Charges**

4.1 Staff must make sure that the trip is fully self-financing and for residential trips that there is a contingency worked in for emergencies.

4.2 Once a trip has been approved in principle, a Finance Form must be completed with all costs and submitted to the Finance Department for checking. This is to ensure that all relevant costs, including transport where not included in quotations, contingency funds and other outgoings are covered within the price and to agree a price for pupils. This must be completed before any communication is sent out to parents.

4.3 The Visit Leader must check that adequate insurance arrangements are in place for any trip involving adventurous activities or residential elements. The Bursar will advise on what is covered by the school's insurance policy and whether additional insurance is required for a trip.

4.4 Transport and equipment costs should be charged in addition to any activity cost. The Bursar must give written authority prior to any letter requesting funds for high cost trips. The Bursar's assistant will approve trips low – medium cost trips.

4.5 All residential trips require an initial non-refundable deposit and this must be communicated clearly to parents within the initial letter. An instalment payment scheme may then be determined by the trip leader in consultation with the bursary for trips of over £200.

- 4.6 All payments for trips are made by bank transfer or are put on the end of term school bill, depending on the advice of the bursary department and the cost. The manner of payment (retrospective or in advance) must be made clear on the letter to parents.

## 5. Planning

- 5.1 The Visit Leader is responsible for the planning of the trip. He/ She will liaise with the EVC and Finance Department to ensure that all relevant documentation is provided.

- 5.2. Full details of the Visit Leader's responsibilities and advice are provided to staff in the Handbook for Educational Visits

- 5.3. The Visit Leader's planning will include:

- Completion of a Finance Form and checking with the Bursary that the trip's activities are covered by the school's insurance.
- Completion of a risk assessment
- Preparation of a TRIP REPORT of medical & contact details, and completing a group specific risk assessment incorporating medical, SEN & EAL details
- Ensuring that staff ratios are appropriate for the trip and in line with guidance. Ensuring there is 1 to 1 support if required to enable a pupil with specific needs to attend the trip
- Liaising with the Health Centre to check nothing has been missed on the medical details and to arrange for a First Aid Kit and emergency medication is provided for those pupils who need it.
- Liaising with the Housemasters to check on any emotional or social issues that may affect the group dynamic
- If not provided by a tour operator, booking school transport or coaches via the school's Vectare platform
- For day trips/ residential trips departing across lunchtime completing a packed lunch request form and submitting to catering department
- If they do not possess a school mobile phone, reserving one with reception

- 5.4 Copies of the risk assessment, group list, itinerary and any other relevant documents must be submitted to the Educational Visits Coordinator by the following:

Overseas Trips: Three weeks in advance

UK Residential Trips: Two weeks in advance

UK Day Trips: One week in advance

Once the EVC has studied the documents and approved them, the EVC will print them off, sign them and pass on to the HM's PA for the HM's signature.

- 5.5 **NO TRIP SHOULD LEAVE SCHOOL WITHOUT HAVING RECEIVED THE HM'S APPROVAL TO THE RISK ASSESSMENT.**

## 6. Checking suitability

6. 1 The Visit leader, with the assistance of the EVC must:

- 6.2 Use a tour operator that is a member of ABTA, is ATOL protected and has a Quality Badge from the Council for Learning Outside the Classroom.

- 6.3 For all activities organised through the Tour Operator, the Visit leader must ask for risk assessment documentation/ confirmation that the centre/ activity has been approved by them to be sent through. If in doubt, or if not provided, the Visit Leader should consult the EVC.
- 6.4 When using the services of a commercial company to provide adventurous or high risk activities (e.g climbing; high ropes; water-based activities) the Visit Leader must check that the company requires a licence to provide those facilities and if so, ensure that the company currently holds that licence. Staff should check the Adventurous Activities Licensing Authority website to check whether an organisation is licensed. If so, no further action is required.
- 6.5 When using a provider for an activity not covered by AALA (e.g. trampolining) or ABTA of Council for Learning, the Visit Leader should send a Provider Assurance Form to the provider to complete and return to the school, with written confirmation of licence, public liability insurance, DBS and staff certification where appropriate. The completed form should be submitted to the EVC and the Bursar to check before booking the activity.
- 6.6 Activity providers not approved by the Tour Operator (if overseas), not covered by AALA or Council for Learning accreditation, or which decline to complete a Provider Assurance Form must not be used.
- 6.7 Pre-visits should be made by the Visit Leader, or by another experienced member of staff who will be going on the trip if it involves:
- i) overseas visits not accompanied by a tour operator representative (where appropriate)
  - ii) residential visits to activity centres not used before in the UK
  - iii) any visit involving transport/ unstructured time in unfamiliar locations

## **7. Parental Communication**

- 7.1 Parents must be informed of the intended trip in writing as early as possible if a cost is involved. Written parental consent must be obtained for visits abroad, trips involving swimming, adventure or high risk activities, residential visits and visits incorporating remote supervision. Brief details of all activities on the visit must be provided to ensure that informed consent has been given. All non-adventurous day trips in the UK, that are curriculum trips or free, should still be confirmed by written communication, out of courtesy. It is not sufficient to send out a 'reminder' that the trip is in the calendar.
- 7.2 All communications about trips should be sent to the HM's PA and school secretary responsible for school comms once a Finance Form has been completed.
- 7.3 The EVC, in liaison with the bursary & HM's PA will provide a standardised template for letters with costs, including non-refundable deposits, any instalment plan and means of payment.
- 7.4 Parents will be required to complete a medical and consent form for all residential trips to ensure that up to date medical information is provided as the school records may not have been updated and the visit leader must be confident that all relevant information is accurate regarding the health and safety of members of the group.

7.5 All trip letters should clearly communicate:

- i) cost
- ii) itinerary
- iii) purpose
- iv) kit
- v) timings

of the trip and parents should be provided with an emergency contact number for all residential or late returning trips.

7.6. For residential and especially overseas trips, an online presentation evening should be held within the month before a trip departs to provide final details for parents and participants.

## **8. Evaluation Forms:**

8.1 Within fourteen days of the trip, Visit Leaders must forward complete a Trip Evaluation Form

8.2 Reporting injuries, diseases and dangerous occurrences regulations (RIDDOR). Schools are required to keep a record and notify relevant authorities of

- i) Injuries, diseases and dangerous occurrences
- ii) Near misses/ near accidents

8.3 If any safeguarding incident or RIDDOR incident occurred on the trip then a full written account of what happened, must be copied to the HM, DSL and Bursar.

## **9. Staff Support**

### **9.1 Role of the EVC**

9.1.1 The EVC will provide induction for new staff on the trip policy

9.1.2 The EVC will provide support and guidance for staff at the school running their first trip, with a meeting and discussion.

9.1.3. The EVC will provide an update to all staff every year

### **9.2 Role of visit leader**

9.2.1 Visit leaders should give colleagues at least one week's notice by displaying details on the appropriate staff room notice board and announcing the essential details at a staff briefing

9.2.2 Visit leaders must share all relevant information including risk assessments, group lists, itinerary and emergency contact information with all colleagues accompanying them on the trip and the EVC & HM's PA. This may be done electronically or in hard copy.

9.2.3 The school office should be provided with a list of everyone attending the trip both children and adults, together with a programme / timetable for the activity and an emergency contact list. Similarly, the school office, and relevant Housemaster/ Housemother, must be notified of any pupil who does not turn-up for the trip, and any reason ascertained for absence.

### **9.3 Staff accompanying a trip**

9.3.1 All staff involved in trips must arrange a full programme of work for lessons which will not be taught during the period of absence. An on-line cover form should be submitted in advance and at least 24 hours before the trip's departure to enable the provision of cover for lessons missed.

### **9.4 Heads of Department:**

Relevant Heads of Departments (HoDs) should apply in their annual budget bid for the allocation of funds to ensure training/ refresher courses for staff who organise site visits or fieldwork trips (e.g, Royal Geographic Society Fieldwork/ DofE courses)

## **10 Risk Assessment**

10.1 The Visit Leader will carry out a risk assessment of the trip, aided by the Educational Visits Coordinator. This should be based on the following considerations:

What are the hazards?

Who might be affected by them?

How might they be affected by them?

What safety measures are required to reduce risks to an acceptable level?

Are the safety measures in place or are additional measures required to reduce risks further?

What is the contingency plan in case of emergencies?

10.2 When planning trips abroad, residential visits, or visits involving outdoor activities in unfamiliar locations, pre-visits, wherever possible, should be made by the member of staff in charge, or by another member of staff going on the trip, in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind:

the age of the children; the size of the group; the time of year (and probable weather conditions); suitability of the facilities; hazards and risks

10.3.1 Risk assessments for equipment and centre staff, and for some leader-led activities can be acquired from the venues or providers. However, these should be used as supporting documents to show due process in assessing risk.

10.3.2 Venues need either a Quality Badge from the Council for Learning Outside the Classroom or an AALA licence. If the centre or activity is not covered by either of these organisations then a written Provider's assurance sent by the trip leader to the organisation must be returned to the school and shown to the EVC before the HM can sign off on the trip. (NB Trampolining is one such activity where the school's Provider Assurance Form will be required.)

10.4. Every trip is different. There are generic risk assessments that cover transport and accommodation but it is essential that if using any pre-written/ generic risk assessment that the group leader ensures it is adapted to cover the specific needs of the group taken and the areas/ activities to be visited.

10.5 With the exception of CCF trips the school's risk assessment forms must be completed.

- 10.6 Help and support can be provided by the EVC, found in the Educational Visits folders on the Staff Shared T drive, and by accessing National Guidance documents on <https://oeapng.info/>
- 10.7.1 When arranging overseas or residential trips through a tour operator ensure that the operator is a member of ABTA, is ATOL protected and has a Quality Badge from the Council for Learning Outside the Classroom.
- 10.7.2 For all activities organised by the Tour Operator, the Trip leader must ask for risk assessment documentation to be sent through. If in doubt, or if not provided, the Trip Leader should consult the EVC.
- 10.8 Copies of the risk assessments must be signed off by the Educational Visits Coordinator and Headmaster in advance of departure.

It is the responsibility of the Visit Leader to ensure that risk assessment documentation and pupil information is provided to and discussed with all members of staff going on the trip. THIS CAN BE DONE IN SECURE ELECTRONIC FORMAT OR ON PAPER COPIES.

### 11. Staff to pupil ratios

11.1 It is not always possible to give a standard staff : pupil ratio immediately, without first considering the age of the children, whether any of the children have special needs, the nature of the trip and activities, the experience of those accompanying pupils, the hazards and risks involved and the duration of the trip

The following DCSF recommendations should be used as a guideline:

Ratio	Pupils' Year Group
1 : 15/20	Year 7 upwards
1 : 10	All visits abroad

- 11.2 The minimum number of staff required for a trip is two – UNLESS WITH PRIOR PERMISSION FROM THE HM OWING TO LOCATION, NUMBERS ON TRIP/ DURATION.
- 11.3 On residential trips with female pupils, there should be at least one female member of staff who has up-to-date first-aid qualifications unless permission for exemption has been given by the Head owing to the nature of the trip.
- 11.4 In order to ensure the accessibility of a trip for a pupil with specific learning needs or physical impairment, additional staff above the recommended ratio can be added to provide one-to-one support. The parent of the child concerned may be asked to contribute to the additional costs.
- 11.5 Some venues issue their own guidelines or requirements with regard to ratios and these should be followed and notified to the EVC in the risk assessment.
- 11.6 For various sound educational and pastoral reasons it is not advised that staff accompany residential school trips on which their own children are going. No member of staff should be on a school trip in sole charge of a minor dependent. Any exceptions to this advice should be with the express permission of the Head who must be assured that there is suitable cover on the trip to ensure the safety of the school's pupils.

11.7 Any adult not on the school's staff (either a parent, partner of a staff member or friend of the school) accompanying a residential trip must be in receipt of a current enhanced DBS clearance, either in connection with this specific trip or in connection with other on-going volunteer activities within the school.

11.8 For more detailed and further guidance on school trips and ratios visit ROSPA's website:

<http://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>

## **12. Emergency arrangements**

12.1 The EVC will provide all staff on residential trips with an Emergency Contacts and Procedures card, summarising what to do if there is a major incident on the trip.

12.2 The EVC will liaise with the Head to ensure that there is a named SLT emergency contact for each residential/ overseas trip who is at/ near to school for the duration of that trip.

12.3 In addition to risk assessments, the Visit Leader must complete an emergency / contingency plan in case of predictable/ possible eventualities such as injury, illness, disciplinary incidents, pupils going missing, pupils making disclosures of abuse etc. Space is provided for consideration of contingencies on the final page of the risk assessment.

12.4 All staff accompanying a party must be made aware by the Visit Leader of the emergency procedures which will apply. Each staff member should be provided with emergency telephone numbers. It is essential that all staff carry with them an up-to-date copy of the Emergency Contacts and Procedures card.

12.5 All staff accompanying the trip must have copies of the Emergency contacts list. Copies of all trip paper work and emergency contact details for pupils and staff on the trip are to be provided to the EVC and the SLT emergency contact for the trip.

12.6 The EVC & the DSL/ SLT emergency contact must be informed of any accidents, serious illness, incidents or near misses that occur during a trip back to school as soon as is practicable (i.e at some point on the same day). If overseas, the tour operator rep or emergency contact department of the operator should also be contacted.

NB: It depends upon the nature &/severity of the issue as to who is called first: school or tour operator. In most instances, the tour rep/ emergency contact is likely to be the first port of call.

In the event of a major incident/ emergency (see below), the SLT emergency contact must be contacted, or if un-contactable any member of the SLT Crisis Management Team before the EVC (unless the EVC is a member of the Crisis Management Team)

12.7 Foreign office guidance must be sought prior to trips to countries where there are potential hazards such as specific diseases, civil unrest etc. For overseas trips, the Visit Leader must include on their Emergency Numbers list & trip paperwork the following:

- i) the British embassy/ consulate
- ii) the emergency services number
- iii) the location and number of the nearest hospital

- iv) any social media/ text messaging warning notifications from the local emergency services
- v) where necessary, the contact details for the embassies or consulates of any foreign national pupils on the trip in case of lost passport or grave emergencies.

12.8 The Visit Leader is responsible for ensuring pupils have a designated mobile number to contact the Visit Leader and if on a residential trip an emergency contact card. Visit Leaders should ensure that they have the mobile phone numbers of the pupils on their trip if pupils are remotely supervised for any significant period of time or activity and that these are shared with all staff on the trip. Good practice includes setting up a What's App group for residential trips

12.9 The Visit leader should ensure that they are aware of up-to-date advice on responding to a terrorist incident in any country they are visiting and have details of the embassies of all nationalities of pupils on the trip

### **13. Catholic Life**

13.1 Conduct on trips and expectations of the pupils must be consistent with Catholic values, the school's expectations and human formation.

13.2 When a residential trip is away over a Sunday or a Holy Day of Obligation, the trip leader should endeavour to arrange for the group to attend Mass whenever possible.

### **14. Information to Students**

14.1 Student briefings should take place at least a week before departure to cover expectations, conduct, contact details and emergency procedures. The briefing should also contain a summary of risks of any adventurous activities to allow pupils to make informed consent on whether they would like to take part.

14.2 Specific consideration should be shown to those with specific learning/ behavioural needs or EAL to ensure that they are aware of the details. This may take the form of additional written material or providing material in translation

14.3 Depending on the nature of the trip, it may be advisable from an educational perspective to engage the pupils in the risk assessment process.

### **15. On the trip**

15.1 The named Visit Leader has the overall responsibility for all pupils on the trip and for ensuring that staff know what to do and when.

15.2 The Visit Leader acts *In Loco Parentis* throughout the duration of the trip and has a duty under common law to take care of pupils in the same way that a prudent parent would do".

15.3 The Visit Leader is responsible for ensuring that any accidents are recorded and that the administration of medication is recorded according to school policy.

15.4 Ensuring that there is a contact list of mobile 'phone numbers belonging to the pupils and that all pupils have the school trip 'phone number for emergencies.

15.5 The Visit Leader may delegate any tasks to a responsible adult accompanying the trip in terms of roll calls, checks on coaches and transport and at sites.

15.6 Overseeing the conduct and behaviour of the pupils & staff.

OS020 – Educational Visits and Trips Policy  
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15.7 Keeping receipts / records of spending of trip funds to hand to the bursary on return.

**16. After the trip**

16.1. The Visit Leader must complete the Trip Evaluation Form (linked on the School intranet) within 14 days

16.2. Return any unspent money/ return the school bank card

16.3 Return any first aid kits and hand over any handwritten records of administered medication to the Health Centre

16.4 Complete an Accident Record sheet/ Near Miss Form if applicable as soon as possible on return and submit to the Bursar, HR and EVC.