



The Bridge School

Educational Visits Policy

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The appropriate guidance for the management of outdoor learning and Learning Outside the Classroom (LOtC) is the National Guidance web site: www.oeapng.info

This policy draws upon the guidance from the following documents:

- The NG document *Basic Essentials Folder – “Status, Remit and Rationale (1c)”* clarifies the range of employees whose work requires them to use the guidance. In summary, it applies to employees whose work involves direct supervision of young people undertaking experiences beyond the boundary of their normal operational base. This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.
- Policy and Guidance for Educational Visits and Learning Outside the Classroom, (BCC) 2016
- BCC Guidance – Critical Incidents Management; Guidance for Schools March 2014
- Health & Safety Executive 2011 School trips and outdoor learning activities
- FET Health & Safety Policy
- FET Charging & Remissions Policy
- FET Critical Incident Policy

1. Aim of the Policy

- To sustain and promote a broad range of off-site Educational Visit whilst ensuring safe practice and competent supervision
- To ensure Educational Visits are planned as an integral part of the school's curriculum to enhance every child's learning experiences
- To ensure visits offered are suited to the ages, aptitudes and abilities of the pupils taking part
- To ensure visits are well planned and professionally executed

2. Definition of an Educational Visit

An Educational Visit is any organised, off-site visit involving pupils or young people. Educational Visits should enhance the educational experience for all children by bringing the curriculum to life through a wide range of activities and constitute an integral part of school life. Educational Visits should teach children how to manage risks in a controlled environment and extend experiences on a broader level, providing deeper subject learning and increasing self-confidence.

These visits require the permission and approval of the Headteacher, delegated through the Educational Visits Coordinator (EVC) as well as the consent from parents/carers of the pupils or young people attending.

Teachers will set appropriate learning challenges, responding to pupils' or young people's diverse learning needs.

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. Every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

The principles of inclusion should be promoted and addressed for all visits and LOTC thus ensuring an aspiration towards:

- an entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers

Under the Equality Act 2010, (previously the Disability Discrimination Act 1995), it is unlawful to treat a disabled young person less favourably or fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

3. Categories of Educational Visits

Educational Visits are categorised to ensure that the correct risk assessment and preparations are made. Visits are categorised by Birmingham City Council (BCC) as:

Visit type A

Day visits (less than 24 hours) which do not include adventurous activities and do not use external centres. This may include visits to local parks, shops, farms and local facilities.

Visit type B

Visits which involve any nights away from the school, overseas travel and or which involve adventurous activities, e.g. climbing, canoeing etc.

Approval must be sought from The Board of Trustees for all Educational Visits deemed as Adventurous or those taken outside England/abroad.

EVCs should seek advice from the CEO of the FET if unsure.

The Critical Incident Policy/arrangements must be considered for all such Educational Visits to support staff and pupils should an emergency occur.

4. Principles of Educational Visits

All Educational Visits must have clearly identified aims, benefits and learning outcomes.

An 'approved Visit Leader' must escort every visit and there must be evidence of a prepared written risk assessment, with Visit leaders carrying copies of emergency contacts, itinerary and names of all participants. Parents must be fully informed of all arrangements. Educational Visits Coordinators (EVC's) must retain and record supporting documentation.

Well planned visits lead to successful visits!

5. Roles and Responsibilities

National Guidance provides clear advice regarding the assessment of leader competence. It is an expectation that all leaders and assistants have been formally assessed as competent to undertake such responsibilities to support Educational Visits.

There are clear and detailed responsibilities and functions of specific roles that relate to the management Educational Visits, including the roles of the Governing Body, Headteacher, Educational Visits Coordinator (EVC), Visit or Activity Leaders, Assistant Leaders and Volunteers.

The Headteacher must be consulted and kept informed of every Educational Visit and ensure that the EVC is aware of their duties and is trained to carry these out.

Educational Visit Coordinator (EVC) training is a key requirement to manage the activities undertaken by School Visits. This training should be undertaken every three years. There is also a requirement to ensure that staff accompanying visits are adequately trained as appropriate in First Aid.

The Headteacher has a requirement to keep the Local Academy Council informed of the nature and success of Educational Visits as well as ensuring that Safeguarding procedures are in place for all visits.

The Local Academy Council of Governors must ensure that the Headteacher is carrying out their duties in terms of effective and safe management of Educational Visits, including ensuring that risk assessment procedures are in place and that the LA is notified of defined OAA pursuits. They must also ensure that a Charging and Remissions Policy is in place and that the school supports the principles of inclusion.

All Educational Visits should also be monitored in terms of providing the appropriate level of insurance and medical supervision.

Educational Visits Coordinator (EVC) – Sarah Kelly and Michelle Goundry

The EVC must ensure that approval, notification forms and supporting documents are completed appropriately in good time before the Educational Visit can take place and has a key role in supporting Visit Leaders, for example, ensuring risk assessments have appropriate control measures in place to reduce risk to an acceptable level.

The EVC must ensure that records of all visits are held centrally so that these are accessible whilst the visit is happening and to refer to when following up the visit to ensure that staff continue to be supported in terms of ongoing training and CPD.

6. Leadership of an Educational Visit

The Visit Leader is the teacher responsible for leading the overall Educational Visit for the duration. It is essential that the lead teacher and other members of staff taking part in the visit have first-hand knowledge of the places to be visited and have made a preliminary visit to identify hazards in order to minimise risks involved for all. There is a legal requirement for a Risk Assessment to be undertaken as part of the pre-planning of all visits.

Visit Leaders must:

- Ensure that there are clear **educational aims** for the visit and be competent and approved as the Visit Leader by the EVC for that specific visit.
- Have a thorough up to date **knowledge of this Policy** and its procedures.
- Understand the importance of the “**Collective Discussion**” regarding the **Risk Assessment** process prior to the visit, ensuring ownership by all accompanying staff and ensuring all participants have a clear understanding of **emergency procedures** for the visit.
- Carry an **Emergency Contact List** of everyone going on the visit in addition to the Emergency Base Contacts. This list must include: names, address and telephone numbers of each child and adult, any special medical requirements (including where consent is NOT given by parents for medical treatment), any special dietary requirements and the supervision arrangements for all pupils.
- Ensure **parents** are kept fully informed of visit arrangements, details and itinerary, collecting and checking parental consent forms for all pupils and young people. A **clear risk assessment must be made for any named child with known medical or behavioural issues**.
- Plan the visit carefully and carry out a **risk assessment prior to the visit**, ensuring that copies of these details are given to the EVC by the agreed time. This information must also be communicated to any additional adult/volunteer helpers. **Volunteers who are not employees at the school must understand and agree to the expectations of them, understand their relationship to the young people, staff and Visit Leader and recognise the limits of their responsibilities.**
- Complete a **Post Visit Evaluation Report** and give this to the EVC, including any near miss or incidents that require a review of the risk assessment.
- Ensure all accompanying staff and children are suitably briefed at all stages of the visit, including a Plan B should there be any necessary deviation from the planned visit (refer to emergency procedures).
- Ensure adequate first aid has been considered and provided for the visit and that first aid kits are taken along with individual children’s medical kits as appropriate.

7. Staffing Ratios and Supervision

Throughout any visit/journey all accompanying staff assume the duty of care enshrined in the principal of 'loco-parentis'. The principle of being in 'loco-parentis' should not be undertaken lightly. In reality this means that the standard of care expected of staff is higher than that expected of careful parents.

In general terms, the Law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is "effective".

Effective supervision should be determined by proper consideration of:

- Staff Competence
- Activity - nature and location of the activity (including the type of activity, duration, skill levels involved)
- Group - age (including the developmental age) of the group; ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc)
- Environment - nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions)
- Distance away from the base

A higher ratio of staff:pupil must be maintained for Early Years groups and this must include a trained paediatric first aider

The Visit Leader must be a qualified teacher or Post 14 Instructor with previous training/knowledge or experience appropriate to the planned visit/journey.

A deputy Visit Leader should be agreed prior to the visit being undertaken in case of "Plan B" situations. Deputy or assistant leaders have the responsibility to support the Visit Leader and must take the lead if the Visit Leader is unable to resume charge of the whole group at any time. Deputy Leaders should ideally be the most experienced member of staff next to the teacher within the group.

Accompanying staff should have a reasonable experience and skills related to the activity to be undertaken and be expected to fulfil a specific role in relation to the objectives of the visit/journey. At all times, employees participating in visits have a responsibility for maintaining discipline, safeguarding the health, well-being and safety of the pupils or young people in their care and informing the Visit Leader of any relevant incidents affecting or likely to affect group members.

On extended/residential visits/journeys it is essential that the Visit Leader has some say in forming the team of staff they will have to work with. This should be in consultation with the EVC and SLT.

The following criteria may be a useful guide when considering the make-up of the team.

- i. Previous or relevant knowledge/experience/skills
- ii. Need for professional development
- iii. First Aid trained
- iv. Authorised Driver
- v. Mixed gender staffing for any mixed gender trip

8. Communication with parents/consent

Parents and carers should be notified of intended visits at the start of each year/term so that adequate notice of trips for that year and their relevance to the curriculum be provided. Parents should be informed of the activities their child will be undertaking, the arrangements for ensuring their safety and well-being and of any voluntary contributions required for the visit.

All trip notifications should be provided with a parental consent form which should be obtained for all visits.

A consent form should also form the basis for obtaining details regarding:

- collection of the child if the visit returns after the end of the school day
- medical conditions
- emergency contact details

Class teachers should check consent forms prior to the trip to ensure all information is correct.

The Headteacher will also need to consider whether consent should be obtained if any pupil or young person is to be transported using a member of staff's private vehicle.

All visits needs approving by the EVC 3 working weeks' notice prior to the organised visit – this also ensures that there is adequate time to make necessary arrangements for transport and funding to support the visit.

9. Medical arrangements

If the group of pupils participating in the visit includes any pupils that require medication during the normal school day then the nursing team should be given 4 working weeks' notice prior to the visit to make themselves available or to ensure that a member of staff is fully trained.

At least one member of staff should be First Aid at Work trained and hold a current First Aid Certificate.

- All pupils and adults should be medically fit to undertake the activities
- Pupils who require any medication to be on hand e.g. allergies, should have access to these
- Visit leaders should be responsible for any medication that is required during the visit if this is required and will need signing off by the nursing team as appropriate
- Consent forms should ensure that, in the event of a pupil suffering an accident or illness during the visit, medical attention can be obtained
- **Any adults participating in the visit with any pre-existing medical conditions or medical needs that may require attention during the visit, must ensure these have also been included in the risk assessment**
- A charged mobile phone should be taken on all trips – check that mobile phone coverage is in the area that you are visiting

10. Risk Assessment

As an employer, the School has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable" level - and not to eliminate risks, as would be a reasonable expectation when risk assessing a piece of machinery, work shop or manufacturing process. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring the School to provide such support, training and resources to its employees as is necessary to implement this policy.

The risk management of an activity should be informed by the benefits to be gained from participating. The School strongly recommends a "Risk-Benefit Assessment" approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is "acceptable".

HSE endorse this approach through their "*Principles of Sensible Risk Management*" and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is a legal requirement for the process of risk management to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people.

Risk assessments should:

- Identify any significant risks which pupils or young people, staff and helpers may be exposed to and outline any control measures that will be put into place to reduce risks to an acceptable level
- Be passed on to the EVC for consultation and approval
- Be kept with the Emergency Contact List and other planning and risk management documentation
- Relevant to the location - check if the venue and/or provider have their own risk assessments
- Be effectively communicated to the entire group participating in the visit through a suitable "Collective Discussion" prior to the visit. Any generic risk assessments must be changed, adapted or modified to suit the specific considerations and needs of the group during this discussion/meeting

The six main considerations in undertaking risk assessments are:

- Type of group
- Staffing (ratios and competency)
- Equipment
- Venue/activities
- Travel
- Emergency procedures

The degree of complexity of a particular risk assessment will need to reflect the nature and complexity of several variables that can impact on any given activity. These variables can be remembered as "**SAGED**" as explained below.

- Staffing requirements – trained? experienced? competent? ratios?
- Activity characteristics – specialist? insurance issues? licensable?
- Group characteristics – prior experience? ability? behaviour? special and medical needs?
- Environmental conditions – like last time? impact of weather? water levels?
- Distance from support mechanisms in place at the home base – transport? residential?

More hazardous or unusual visits will require close contact between school and the venue/provider and therefore a preliminary staff visit should be made.

In addition to measures documented on the Risk Assessment, during the visit, staff should:

- (if travelling by coach) either hand a copy of the emergency contact list in a sealed envelope to the driver (to be collected as you exit the coach) or ensure the driver has the school contact details
- Carry a class list/register to be called before starting a trip and departing from any visit along with a regular head count
- Ensure adequate supervision and check children are always given suitable briefings in their group
- Be prepared to make ongoing professional judgements relating to assessment of risks
- Additional support in undertaking Educational Visit Risk Assessments can be obtained from either the EVC or Headteacher.

Joint Educational Visits

The Visit Leader on Joint Visits must be specifically known and approved by the EVC and both EVCs must be satisfied, approve and record centrally at each setting, all the agreed arrangements.

After a visit

A post visit evaluation report should be completed with any accident/incident details recorded and the risk assessment reviewed appropriately. Where possible, encourage children and adult helpers to contribute to this report - a copy to be given to the EVC.

Further Educational Visits cannot be taken without all paperwork for previous visits being completed and given to the EVC.

11. Insurance and charging procedures

Employer's Liability Insurance is a statutory requirement and Forward Education Trust (FET) holds a policy with **Midlands Academy Insurance Group (MAIG)**

Insured Persons: Any pupil enrolled/any member of the teaching and support staff at the School, any adult who is acting in a supervisory capacity as a volunteer, assistant or helper and is authorised by the School to undertake a Visit and any child who is authorised by the School to undertake a Visit.

In respect of visits of less than one day's duration, cover shall be operative from the time of leaving the school boundaries until arrival back within the school boundaries.

In respect of trips of **more** than one day's duration, cover is extended to include travel directly from the Insured Person's home address to the place of official assembly at the commencement of the trip and travel directly from the official place of dispersal to the Insured Person's home address upon completion of the trip.

The following areas are covered within the Insurance Policy:

Medical, Personal Belongings, Money, Winter Sports, Personal Injury, Personal Liability Overseas Legal Expenses, Dental Injury.

Charging for Educational Visits

The Trust RESERVES THE RIGHT to make a charge in the following circumstances for activities organised by the school:

The Board and lodging element of residential activities deemed to take place within school hours. The full or part cost of transport and entry fees for school outings.

Where the parents of a pupil are in genuine financial hardship the school will consider remitting in full or part the cost of board and lodging for any residential activity that it organises for a pupil in school hours.

12. Arranging an Educational Visit

Planning should reflect the consideration of legal and good practice requirements, ensuring:

- The plan is based on establishment procedures and national guidance.
- All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process.
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained.
- Proportionate assurances have been obtained from any providers (making full use of national schemes that accredit that assurances have already been obtained by credible inspection regimes).
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required.
- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

To reduce bureaucracy and encourage activity, the need for formal consent must be considered. When an activity is part of a planned curriculum in normal curriculum time and no parental contributions are requested, then a formal consent is not necessary. However, in the interests of good relations between the establishment and the home, it is good practice to ensure that those in a position of parental responsibility need to be fully informed.

Below are a few of the organisational matters that must be dealt with efficiently if an Educational Visit is to take place safely and be enjoyable and worthwhile:

- a) The Visit Leader should initially approach the EVC with a draft of the proposed visit to include:
 - i. A clear statement of the Educational objectives of the visit
 - ii. Preliminary dates/costing and target group
 - iii. Staffing Requirements, to be agreed EVC
- b) All appropriate Educational Visit forms must be completed and endorsed by the EVC/Head of School. For visits within the local area, permission is gained annually from parents/carers who are then informed of each visit before it takes place.
- c) **For journeys of more than twenty-five miles, the Chair of the Local Academy Council (LAC) must countersign the approval. Any Residential or Adventurous activity or those taken outside of England, must also have the approval of The Board of Trustees.**
- d) A detailed risk assessment must be completed for the proposed visit and risk assessments requested from the proprietors of any venue(s) to be used.
- e) If the venue has not been used before, a preliminary visit should be undertaken to assess potential risks.
- f) Nursing, physiotherapy and SALT staff should be consulted and advice sought as to whether the pupils concerned can safely be taken on the specified visit and if so, whether any special considerations need to be borne in mind.
- g) **If using Commercial companies or Contractors, EVX forms must be completed by the company or contractor concerned and submitted to The Board of Trustees along with EVA or EVB forms, seeking permission for the visit/journey to go ahead.** For all residential trips, you must ensure that the accommodation provides a safe and healthy environment.
- h) Having received permission for an extended visit, a letter should be sent to parents/carers which contains information concerning:
 - i. Details of the visit/journey
 - ii. Educational aims/objectives.
 - iii. Costing and details of non-returnable deposits to travel companies, together with a payment schedule
- i) Obtain the written consent of parents/carers for every participating child, without which no child should be taken on a visit/journey.
- j) Obtain details of the next of kin and arrangements for contact in the event of an emergency, for all the children and staff taking part.

- k) Obtain confirmation from parents/carers of any information concerning any medical condition from which a child may suffer and make arrangements for the collection and administration of medicines, should this be necessary.
- l) To ensure the visit/journey is structured, safe and well supervised, draw up an outline program of events and activities for the duration of the visit.
- m) Together with the EVC, select your team of staff. Hold a briefing, make sure they are fully aware of their responsibilities and you have agreed procedures to maintain good standards of care and discipline and ensure adequate supervision at all times during the visit.
- n) Take out Insurance Cover to adequately cover all participants for liability claims and or medical expenses.
- o) In advance of departure hold a parents meeting to discuss all aspects of the visit and make clear the responsibilities of the pupils in terms of behaviour and safety.
- p) Before departure agree a system of contacts in case of emergency and give copies of all arrangements, names, addresses and telephone numbers of all participants to the School Administrative Officer.
- q) Keep a detailed record of all financial matters and on return complete a financial account of income and expenditure of the trip which should be agreed with the School Administration Officer.
- r) Complete a School Visit Monitoring sheet immediately on return in order that records and data on equal opportunities can be collated. Comments on information that may aid future planning are particularly welcome and useful for future visits.
- s) FINALLY (but importantly) remember that eligible child or young persons qualify for grant aid. Usually a child or young person entitled to a free dinner will qualify for grant aid towards a school visit. However, the school does need to know in advance of the financial year in question, an estimate of the numbers qualifying for a grant, even if actual names are not available at such an early stage.

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. This policy clarifies the circumstances where a preliminary visit is a requirement:

1. Pre-visits are required for visits where there is a high complexity factor and the visit has not happened previously.
2. Additionally required when the visit is solely led by Academy staff.

Residential visits, visits abroad, exchange visits, adventure led by school staff all have aspects of complexity. If the visit is led and managed by a provider, then a variety of approaches can reduce the need to pre visit.

It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- The LOtC Quality Badge
- AALS licensing
- Adventuremark
- The Association of Heads of Outdoor Education Centres (Gold Badge)

Special Considerations

Potentially dangerous activities such as Water Sports, Skiing Mountain Walking and Climbing must only be undertaken under the supervision of qualified instructors. All instructors must be qualified to the level recognised **by** the National Governing Body for the particular activity being undertaken.

It is essential that Visit Leaders obtain in writing the names and levels of qualification of the instructors who will be in charge of the group. This must be obtained in advance of departure.

Examples of minimum qualifications:

Swimming	A.S.A Teachers Award.
Canoeing	B.C.U. Senior Instructor.
Skiing	B.A.S.I. III
Windsurfing/Sailing	R.Y.A. Senior Instructor.
Mountain Walking	Full Mountain Leadership Log Book Holder

Local Authority Outdoor Activities handbook will have recommended qualifications.

Appropriate insurance must be taken out in advance of departure with activities clearly specified.

13. Planning for Emergencies

In the event of an emergency (accident, medical or otherwise) whilst off-site the Visit Leader must inform a senior member of staff and contact emergency services.

Ensure that there is a reliable emergency contact at school for each visit who can be contacted and who can access all details of the visit at any time (for instance 24/7 for residential visits)

14. Minibus Guidelines

Careful thought must be given to planning transport to support off-site activities and visits. The level of supervision necessary should be considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus.

The Visit Leader/EVC should ensure that coaches and buses are hired from a reputable company.

Transporting young people in private cars requires careful consideration and this should be a very rare occasion. Where this occurs, there should be recorded procedures, including checking of Business Insurance arrangements.

Driving a minibus is not the same as driving a car. It requires different knowledge, different skills and, because it involves carrying passengers, it carries different responsibilities. Only staff who have been trained and independently assessed may drive school minibuses.

Staff will also be subject to regular retesting **at** least every three years. All drivers must have a clean driving licence and should let it be known if any endorsements are incurred as this could affect the insurance cover.

a) Planning your journey

All drivers should make sure that they plan and prepare thoroughly for journeys, especially long ones. You should know your route, distances and journey times and check your vehicle in advance of departure

On longer journeys it is essential that regular rest breaks are taken **at least** every **two** hours and these should be built into any schedule. Ideally, thought should be given to taking another driver to share the driving. No driver should drive for more than seven hours in any twenty-four period, as driver fatigue can greatly contribute to accidents.

All vehicles must carry an escort in addition to a driver or drivers on all school journeys, to take responsibility for the pupils and ensure the driver is not distracted.

b) Checklist

Drivers must 'know' their vehicle. Remember, when you take the vehicle out **you are legally responsible** for driving with any defects.

You must carry out a full safety check to include:

- All fitted seat belts are working
- Tyres (inc. spare) correctly inflated and in good condition. Brakes pulling square
- Fuel/oil/water are at correct levels
- Lights/indicators/wipes all working
- First aid kit present & fire extinguisher in place
- Warning triangle in place

Should the driver have any **doubts** about safety of the minibus **UNDER NO CIRCUMSTANCES SHOULD IT BE TAKEN ONTO THE ROAD.**

If a minor fault is noticed while out with the minibus please report this on your return so that this may be looked at. Each minibus will undergo a complete service once a term but it is still essential individuals carry out the above checks before use.

c) Passenger Safety

All drivers should comply with the following:

- a) That seatbelts and safety restraints must be worn by all passengers at all times and that it is the responsibility of escorting staff to check that this is the case. The following guidance about the use of booster seats should also be followed:

“Using a child car seat or booster seat: Children must normally use a child car seat until they're 12 years old or 135 centimetres tall, whichever comes first. Children over 12 or more than 135cm tall must wear a seat belt. You can choose a child car seat based on your child's height or weight.”

- b) That all wheelchair safety clamps and straps must be secured before moving away and that it is the responsibility of escorting staff to check that this is the case.
- c) That everyone must remain seated when the vehicle is in motion.
- d) That side exit doors are used wherever possible and rear doors only when the tail-lift is in use.
- e) That tail lifts are only operated by an adult, who has received training in their operation.
- f) A checked and well stocked first-aid box to be provided within the vehicle.
- g) A safety sign provided within the vehicle alerting other drivers to the fact that children are being transported.

In connection with the above, it is suggested that if at any time you are distracted by the pupils you are carrying, you stop until the pupils are settled.

Wherever possible the minibus should be parked with its side doors to the kerb and pupils should not exit the vehicle without being supervised from the road.

Hard or heavy items should not be carried in overhead racks.

All luggage should be safely stowed before moving away.

All luggage should be stowed in such a way that gangways and exits are kept clear.

Cargo nets should be used to ensure that any stacked luggage does not move.

15. Educational Visits Checklist

Summary of considerations for Educational Visits:

- Roles & Responsibilities
- Checking qualifications / Competence
- Risk assessments
- Pre visits
- Ratios
- Volunteers
- Records including Checking Qualifications
- Approval from Local Academy Council for trips beyond 25 miles
- Approval from The Board of Trustees if required (Residential/ Adventurous/ outside of England)
- Communications
- First Aid
- Supervision
- Insurance (including if additional insurance is required)
- Emergency procedures
- Discipline
- Pupils or young people with Special Medical and Educational Needs
- Transport
- Visits abroad
- Joint visits
- Policy to be adopted by Local Academy Council of Governors
- Policy may be part of OFSTED focus
- Monitoring through approval procedures, including forms, categories and checklists
- Informing and receiving comments from the LAC
- Monitoring specific programmes
- Acting on comments from inspections including OFSTED

(Refer to Appendices for Approved Visit Forms)