



## **Educational Visits Policy**

Reviewed: March 2026  
Review date: March 2027  
Person responsible for policy: MCT  
Approved by: Governing Body



## 1) Introduction

Our school believes that **every** student should experience the world beyond the classroom; educational visits are therefore an important part of both formal and non-formal education, as well as a key part of students' personal development. This policy applies to learning which takes place on educational visits which are considered activities taking place not on the school site or at local facilities used for regular PE lessons.

The range of activities covered by this policy includes:

**Category A visit** | These shorter visits require **no cover**, are close to the school and are done on a regular basis in environments known to the staff leading the visit. It would include normal daily life activities including for example: walks and exploring the area near the school site; visits to the local church; library; school sporting fixtures. They can include transport over short distances, within the wider Droitwich area, if needed. Category A visits are planned through the 'Category A Visit Notification' process, formerly known as the 'PE Fixtures Notification' process. Approval is given by the Deputy Headteacher at the start of the notification process, and the EVC is notified before the trip goes ahead.

**Category B visit** | These day visits are to areas beyond the local area involving more complex environments and activities and will be a one-off or irregular activity in the school year. There may be some specialist training attached to some activities in this area. Examples include visits further afield, farm visits, local parks, museum visits, swimming lessons in offsite pools, zoo visits, sporting festivals and larger tournaments and some basic outdoor education activities. Category B visits are checked by the EVC before Headteacher approval is issued.

**Category C visit** | These day or multi-day visits include residential visits and overseas visits, adventure activities\* and activities involving water. If you are unsure whether your visit is category C, please contact the EVC. Category C visits are checked by the EVC before Headteacher approval is issued.

*\*It is not possible to provide a completely definitive activities list. Examples of activities would include Duke of Edinburgh expeditions, outdoor adventure activities including hills and mountains, adventures on water or field studies involving water and motorsports. For current legislation related to adventurous activities, visit the HSE Adventure Activities Licensing Service website.*



## 2) Employer's Policies & National Guidance

Droitwich Spa High School and Sixth Form Centre adopts the National Guidance (published by the Association for Advisers for Outdoor Learning and Educational Visits (AAOLEV), formerly known as the OEAP) for educational visits. This is to ensure compliance with best practice guidance and relevant law as laid out by the UK Government and/or the Health and Safety Executive (HSE).

The appointed Adviser for Outdoor Learning and Educational Visits is:

Mike Tibbits

[tibbitsM@droitwichspahigh.worcs.sch.uk](mailto:tibbitsM@droitwichspahigh.worcs.sch.uk)

The appointed Educational Visits Coordinator is:

Mike Tibbits

[EVC@droitwichspahigh.worcs.sch.uk](mailto:EVC@droitwichspahigh.worcs.sch.uk)

National Guidance (AAOLEV) can be found at: <https://oeapng.info/>

HSE educational visits guidance can be found at: <https://www.hse.gov.uk/education/school-trips.htm>

UK Government visits guidance can be found at:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

### 3) Educational Visit Staff Roles & Responsibilities

**Co-Headteachers:**

Provides final authorisation, or delegates responsibility for final authorisation, for all educational visits. In the event of an emergency, the Co-Headteachers will liaise with the 'duty on call SLT' contact or will act in their place.

**Nominated Governor:**

A nominated member of the Governing body should be notified about authorised visits which are planned in accordance with this Educational Visits Policy. This role falls to the Chair of Governors if no nomination is made.

**Duty on call SLT Contact:**

This is a member of the School's Senior Leadership Team (SLT) who can be contacted by school staff 24/7 in the event of an incident or emergency on an educational visit.

**Educational Visits Coordinator (EVC):**

A senior member of staff who oversees the planning of educational visits to ensure they meet the educational visits policy, coordinates staff training in delivering educational visits safely and conducts appropriate checks on educational visits on an annual basis.

**Visit Leadership Team:**

The staff team, including the Visit Leader and any Deputy Leaders, Activity Leaders and Helpers. The term 'Staff' can refer to employees of the School and/or registered volunteers where appropriate.

**Visit Leader:**

The person who has overall responsibility for managing the Visit, including for the health and safety of the Participants and Visit Leadership Team and the supervision, welfare, learning and development of the Participants.

**Deputy Visit Leader:**

The member of staff who supports the Visit Leader in organising and leading the educational visit and is responsible for coordinating events whilst the visit is taking place if the Visit Leader is incapacitated. Please note in AAOLEV National Guidance, this role is referred to as Assistant Visit Leader.

**Activity Leader:**

A member of the Visit Leadership Team who is responsible for the management of the group (or sub-group) taking part in a specific Activity within a Visit, including for their supervision, health, safety, welfare, learning and development. They may also be the Visit Leader or Deputy Visit Leader.

**Helper:**

A person (normally an adult) who has an agreed role during a Visit, but who is not a Visit Leader, Deputy Leader, Activity Leader or Participant. For example, a Helper might be: an inexperienced member of staff; a Parent; an apprentice, student or trainee; a carer. Any child or young person acting as a Helper should be regarded as a Participant for the purposes of supervision, safeguarding and parental consent.



## 4) Procedures & Consent

The School has standard operating procedures for the following:

1. Planning an educational visit (appendix 1a)
2. Dealing with incidents that arise on an educational visit (appendix 3)

Requesting consent for a student to attend an educational visit during the school day is good practice but not a legal requirement. For out of hours, or residential visits, it is required, and consent is given digitally by parents when they sign up for a place via Arbor.

For higher risk visits, consider asking parents to complete a paper consent form using the example template in appendix 2 so that as the Visit Leader there is a greater amount of detail regarding medical conditions or allergies, and given permissions, e.g., for issuing over the counter remedies.

The Visit Leadership Team have a duty of care and in effect act in *loco parentis* whilst students are on educational visits and are responsible from the start time until the student returns safely from the visit. School staff are not expected to remove all risk from educational visits and instead are expected to act as a 'reasonable parent' would, to promote the safety and welfare of children in their care.

In an emergency, this duty of care extends to administering first aid or seeking emergency medical treatment. Whilst every effort will be made to contact parents, the Visit Leadership Team will follow advice provided by medical experts on the phone (e.g., via 101 or 999) or in person (e.g., at a minor injury unit or hospital Emergency Department).

Teachers are not required or expected to administer medication to students but may choose to do so by prior agreement with the student and their parent/carer. This includes prescription medication, non-prescription medication and over the counter remedies. This includes but is not limited to painkillers, anti-inflammatories, antihistamines, bite/sting relief cream, sunscreen, after sun, plasters, diarrhoea medication, rehydration salts. Medication administered to students must be checked by to ensure it is the correct medication and in date, and a written record must be kept including date, time, medication, dose. This record could be made on a medication record sheet, or on a secure digital communication log.



## 5) Monitoring of educational visits

It is a statutory requirement for employers to monitor the implementation of their health and safety arrangements. In addition to health and safety, monitoring should include other critical areas such as safeguarding, quality of provision and the performance of external providers. Monitoring should be done in such a way that it is a positive experience for leaders, with constructive feedback to enable them to reflect upon and improve their practice.

Monitoring of off-site visits and activities should be recorded centrally, and include an element of field observation, and could be carried out by the EVC, Senior Leaders, Headteacher, Governors or the establishment's appointed Outdoor Education Adviser.



## 6) Induction, training, & succession planning

Upon joining the School, a member of staff should participate in several educational visits as a Deputy Visit Leader and undertake Visit Leader training prior to organising and leading an education visit. However, if evidence of training and successful educational visit delivery in a previous school setting can be provided, they may be authorised by the EVC or Headteacher to do so.

The School will keep records of which staff have undertaken a Visit Leader training course (recommended 3 hours). Visit Leaders will be required to remain current in their knowledge of best practice (e.g., through staff training sessions or briefings). If Visit Leaders are not demonstrating best practice when undertaking this role, they may be required to repeat the full Visit Leader training course.

The EVC will undertake regular training to ensure their practice reflects AAOLEV National Guidance.

For visits that are repeated by the School (e.g., Duke of Edinburgh's Award expeditions), the Visit Leadership Team will be encouraged to ensure such visits are sustainable, and that leadership roles are shared to develop capacity within the staff team.

## 7) Risk Management and Risk-Benefit Assessment

The School recognises that risk exists on educational visits and uses the HSE guidance with regards to risk management. It states that “striking the right balance between protecting pupils from risk and allowing them to learn from school trips has been a challenge for many schools, but getting this balance right is essential for realising all these benefits in practice.”

Striking the right balance means that:

- schools and staff focus on real risks when planning trips.
- those running trips understand their roles, are supported, and are competent to lead or take part in them.
- the real risks are managed during the trip.
- learning opportunities are experienced to the full.

Striking the right balance does not mean that:

- every aspect is set out in copious paperwork that acts as a security blanket for those organising the trip.
- detailed risk assessment and recording procedures aimed at higher-risk adventure activities are used when planning lower-risk school trips.
- mistakes and accidents will not happen.
- all risks must be eliminated.

Educational visits are therefore planned and delivered following a three-tier risk assessment model.

Tier 1 – Generic risk assessment for an activity: an assessment of risk that applies to that type of activity under the circumstances listed.

Tier 2 – Event specific risk assessment: an event specific assessment of risk that applies to that activity for that group of staff and students only.

Tier 3 – Dynamic risk assessment: ongoing assessment and management of risk during an educational visit activity, completed by all members of the Visit Leadership Team.

Please note, a bank of generic risk assessments produced by the OEAP are available to Visit Leaders planning educational visits.

The standard operating procedures for planning an educational visit can be found **in appendix 1a.**

## 8) Assessing Facilities & External Providers

Facilities are venues or resources external to the School which are used for a visit but which do not organise or lead any part of the visit. For example, a ski slope where the venue does not provide teaching or instruction and/or where equipment is hired or borrowed.

Providers are a person or organisation external to the School which are contracted to organise and/or lead all or part of a visit or activity. This could include, for example, a coach company, activity or field studies centre, an expedition company, a ski school.

Selecting an appropriate facility and/or external provider is an essential part of planning an educational visit. Any facility and/or provider must meet acceptable standards of quality and safety, including any of the following areas that are relevant to the provider and the planned visit:

- Health and safety policies and procedures (including measures to prevent infection);
- Emergency procedures (which should link to your establishment's emergency procedures);
- Use of vehicles;
- Staff competence;
- Safeguarding (including DBS checks if required);
- Accommodation;
- Sub-contracting;
- Third party public liability insurance (£5 million as a minimum, typically);
- Data protection (see below).

If a provider holds the Learning Outside the Classroom (LoTC) Quality Badge, then this means that the above checks have been made, and the provider holds annually verified accreditation. If a provider does not hold this accreditation, the Visit Leader **must** ask them to complete a 'Provider Form' and submit this with the visit plan and risk assessment.

On occasions, a preliminary visit will be required to provide information beyond assurances that a form can provide. Wherever reasonably practical, it is good practice for a preliminary visit to be completed for unfamiliar facilities and/or providers. The cost of any preliminary visit should be built into the visit budget. Where a preliminary visit is not reasonably practical, information about the provider or facility should be sought from the School's Outdoor Education Adviser, colleagues, similar groups that have recently visited and/or reputable organisations (such as tourist boards).



## 9) Personnel Matters

Time should be allocated by the Visit Leader for planning and preparing for all educational visits. It is noted that time worked on educational visits (before, during and after) is often beyond the scope of normal contracted hours, and the School is always grateful to those making the additional efforts required to deliver offsite learning experiences.

Where risk assessment permits, staff can be allocated 'off-duty' times within educational visits but there should always remain the on-duty member(s) of the Visit Leadership Team who is/are able to deal with any incidents arising. 'Off-duty' members of staff must remain on call in case they are required. Following guidance issued by the AAOLEV, the consumption of alcohol is not permitted.

Where risk assessment permits, staff can transport students in private cars providing there is never one student alone with one member of staff, and the staff member holds business insurance cover for their vehicle and the vehicle is in a roadworthy condition. Before agreeing to transport students in a private car, this should be agreed in principle with the Co-Headteachers or their appointed Deputy.

It should be noted that staff are required to disclose, to the Visit Leader and their Deputy, any medical or other issue that could affect their safety, capability, or judgement during the educational visit. It is also good practice for staff to share their emergency contact's name and telephone number with the Visit Leader and their Deputy.

Staff must abide by the School's Code of Conduct at all times and not undertake any actions that may bring the School into disrepute.



## 10) Volunteers

Volunteers often play an important role in supporting the delivery of educational visits; this support offered by non-employees is always valued and appreciated by the School. Volunteers must be registered with the School well ahead of the educational visit taking place, in line with the relevant policy.

Where adults are not registered with the School as volunteers or staff members, as per KCSIE they must not be considered for making up staff : student ratios, and must not be with students unaccompanied. This could include adults working at venues or facilities, adults known to the Visit Leadership Team or students, or indeed adults in the general public.



## 11) Emergency Procedures & Incident Reporting

Emergencies and incidents do take place during educational visits and therefore a robust plan is required for responding to these. The School's 'Emergency Plan for Visits' can be seen in **Appendix 3** and a copy of this must be carried by the Visit Leader and their Deputy when off-site.

Emergencies, critical incidents, non-critical incidents, and near-misses must be reported via the MS Forms system upon return. The School will keep a record of these and training will be delivered so that staff can learn from emerging patterns or specific issues arising.



## 12) Poor behaviour on educational visits

When a student's behaviour does not meet the School's expectations on educational visits, the Visit Leadership Team are required to address this with the student by issuing a clear verbal warning regarding the conduct. If poor behaviour persists and/or causes a risk or danger to others, the Visit Leadership Team are required to intervene and issue an appropriate sanction.

Sanctions imposed will be in line with the School's policy for managing students' attitudes and behaviour; however, these will vary from visit to visit and depend on a range of factors, but could for example include:

- Further verbal warning;
- Parental phone call;
- Early end to the visit;
- Parents being required to collect the student from the visit;
- Sanctions after return from visit – e.g., detention, suspension, exclusion.



### 13) Inclusion

In line with the School's policy on Equality, Diversity and Inclusion opportunities to participate in educational visits are expected to be inclusive and, where possible, equitable.



## 14) Insurance

The School holds insurance in the form of a Department for Education Risk Protection Arrangement (RPA). This extensive cover applies to any school trip, excursion or work experience placement anywhere in the world which is related to education; commences during the RPA Membership Year and involves travel outside of the school boundaries. Includes winter sports trips.

Any claims must be made via the School Finance Team.

RPA Emergency Contact Details: 0203 475 5031.



## 15) Finance Arrangements

Educational visits must not be profit making ventures and must be planned to reduce the overall expenses wherever possible, but not at the expense of value and/or safety. However, it is noted that often costs will be charged to parents/carers to enable them to take place in line with the School's charging policy.

Where cost is the only reason a student would be unable to accept an opportunity to take part in an educational visit, the Visit Leader should consider means of supporting that student so they are able to take part. This may vary from case to case but could include:

- Pupil Premium Fund, 16-19 Bursary fund or SEND Funding;
- Arranging a payment plan to spread the cost over several months;
- Seeking funding to reduce the cost of participation.

For the Visit Leader, financial planning is a critical part of planning an educational visit and the proposed costings for the visit must be approved by the Finance Team prior to details being shared with students and parents. For further details about the standard operating procedures for planning an educational visit, please see appendix 1a.

If it is expected that monies need to be carried by staff on an educational visit (e.g., on an international visit), please speak to the Finance Team regarding this. It is possible for a prepayment debit card and/or cash to be issued to the Visit Leader.

Whilst on the educational visit, the Visit Leadership Team should retain all receipts if recouping any costs incurred personally have been planned for and approved or are required in exceptional circumstances. A petty cash claim should be made on return to school, with the receipts attached to the petty cash claim form and authorised by the Visit Leader.

In an emergency situation where large spends may be required (e.g., to secure accommodation or onwards travel arrangements), please confirm planned arrangements with the SLT duty on call contact prior to making any payment.



## 16) Data Protection

It is essential that the Visit Leadership Team has access to up-to-date information in order to manage the welfare of students, volunteers and staff. This typically includes emergency contact details and medical, allergy, dietary and other considerations such as confirmation of swimming ability. However, Information about staff and participants, including recognisable photographs, is subject to the Data Protection Act and GDPR.

Sensitive information should be kept secure but accessible and understood by those who need it, including relevant leaders from other organisations. Consideration should be given to how that information is carried. This might include copies of medical forms, a printed summary sheet or electronic data storage. You should ensure that individuals' confidentiality can be protected, and personal information securely disposed of when it is no longer needed.

Up to date data about students is accessible via Arbor and a summary can be downloaded and carried by the Visit Leadership Team. Please note that it is the responsibility of parents to keep the data about their children kept on Arbor up to date, and the School will regularly email parents asking them to update the data if there have been changes.

It is the responsibility of the Visit Leader to gather any necessary data about volunteers and staff, but as a minimum should include an emergency contact number and details of any medical conditions, dietary needs and allergies.

The School will keep records about all educational visits that have occurred for a range of reasons, including the following:

- To record the range of opportunities that you provide for the young people in your care;
- To record staff experience in leading visits and outdoor learning;
- To demonstrate effective planning and evaluation of visits and outdoor learning;
- To build a history for sharing learning and good practice;
- To inform future visits in order to improve both safeguarding and learning;
- For public interest, research or statistical purposes;
- When there has been an accident or incident that may result in an insurance claim or legal action (see below).

Whenever there has been an accident or incident on a visit, the Visit Leader must follow the School reporting procedures, including reporting to HSE if required by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR). Records about all accidents or incidents will be kept in line with School policy. Near misses are to be recorded on the educational visit evaluation form.



## 17) Property

Personal property remains the responsibility of the individual student, volunteer or member of staff at all times on educational visits. Visit Leaders should ensure there is adequate security for property where possible, for example, for valuables during a residential visit.

Equipment loaned to a student, volunteer or member of staff by the School should be appropriately used and returned in a similar condition as on issue. Normal wear and tear to School equipment is accepted but the School retains the right to seek an identical replacement item or funds equivalent if this isn't possible.

On international visits, if property is lost or stolen, the School's Risk Protection Arrangement provides some insurance cover for loss of baggage, money and travel documents. For full details, and if you wish to make a claim, please speak to the Finance Team.

## **Appendix 1: Standard operating procedures**

### **Appendix 1a**

#### **Standard operating procedures for planning a trip**

##### **Standard Operating Procedures – Planning a Category A visit**

**Category A visit** | These shorter visits are free to families, require no cover, are usually close to the school and are in environments known to the staff leading the visit.

Category A visits are valuable experiences for students which are usually organised on an ad-hoc basis. They take place at offsite facilities and venues owned by other organisations, or on the school site out of normal school hours. Category A visits include for example: walks and exploring the area near the school site; visits to a local church, museum or library; school sporting fixtures. They can include transport from school to venues if needed by minibus or private car provided this is done in line with the Staff Handbook.

Category A visits are planned through the 'Category A Visit Notification' process, formerly known as the 'PE Fixtures Notification' process and approval is given through the notification process. This appendix recognises that the process for organising and leading a Category A visit should not require onerous levels of paperwork whilst striking a balance for keeping students and staff safe whilst away from school.

Ongoing dynamic risk assessments are required during the visit, but a full written risk assessment is not. For sports fixtures, the PE department will follow the control measures as laid out in their risk assessments for activities and attending offsite events.

Category A Visit Planning Process:

1. Contact [cover@droitwichspahigh.worcs.sch.uk](mailto:cover@droitwichspahigh.worcs.sch.uk) to notify them of the staff on the trip and what time they will be offsite – even if out of school hours.
2. Create and complete the Visit Plan in a new Category A digital visit pack.  
Launchpad → Educational Visits → Digital Visit Packs → Category A Visit  
[*step-by-step guide available*]
3. Notify parents at least 24 hours in advance of the trip going ahead  
– use the template email on Arbor.
4. Create an adhoc 'Category A Educational Visit' to Arbor.  
[*step-by-step guide available*]

## **Standard Operating Procedures – Planning a Category B visit**

**Category B visit** | These day visits are to areas beyond the local area involving more complex environments and activities and will be a one-off or irregular activity in the school year. There may be some specialist training attached to some activities in this area. Examples include visits further afield, farm visits, local parks, museum visits, swimming lessons in offsite pools, zoo visits, sporting festivals and larger tournaments and some outdoor education activities.

Category B visits have a more detailed planning process, and both the plan and risk assessment are checked by the EVC before Headteacher approval is issued. You may wish to informally discuss the planned activities with the Deputy Headteacher prior to completing the Digital Visit Pack.

Category B Visit Planning Process:

1. Start a 'Digital Visit Pack' on the DSHS Launchpad.

DSHS Launchpad → Staffroom → Educational Visits → My Visit Packs

2. Complete the costings document for your planned educational visit.
3. Complete the Part 1-2 of the 'Visit Plan and Risk Assessment' document.
4. Click 'Edit Properties' and tick 'Submitted for approval' to begin the automated workflow. An initial email is sent to Visit Leader, Deputy Headteacher, Cover, Finance and EVC.

Workflow Stage 1: Diary (SLT) → Cover → Finance

- i. The Deputy Headteacher will review the planned dates against the diary. If approved, the digital visit pack moves onto Cover.
  - ii. Cover checks the impact of the planned absence and allocates cover for this. When complete, the digital visit pack moves onto Finance.
  - iii. The Finance Team will review the planned activities and costings and issue interim approval.
5. Interim approval email is sent to Visit Leader, Deputy Headteacher, Cover, Finance and EVC. Visits are not yet authorised to go out.
6. Finance will add the visit to Arbor and open the sign-up window; parents can then sign their child up and pay for the visit using their Arbor account. Finance will also assign a trip phone and email the Visit Leader with the telephone number.
7. After the sign-up window has closed, the Visit Leader will collect the names of participating students, from Arbor, along with all details of medical conditions, allergies and dietary notes.
8. At least six weeks in advance of the visit, the Visit Leader will now complete sections 3-5 of the 'Visit Plan and Risk Assessment' document, and when complete will click 'Edit Properties', and tick 'Risk Assessment Written.'

9. This begins stage 2 of the automated workflow:

Workflow Stage 2: EVC → Headteacher → Authorisation

- iv. The Educational Visits Coordinator (EVC) will review the planned activities and risk assessment written for the students and staff participating. If satisfied, they will approve the planned activities, and the digital visit pack moves onto the Headteacher.
  - v. The Headteacher will review the planned activities, and comments from Diary (SLT), Cover, Finance and EVC and if satisfied, they will issue authorisation for the visit to go ahead.
  - vi. The authorisation email generated by the workflow notifies the Visit Leader, Diary (SLT), Cover, Finance, EVC and the nominated Governor that the visit has authorisation to go ahead.
10. The Visit Leader then creates 'visit packs' which are carried by the Visit Leader, Deputy Visit Leader and the Duty SLT whilst the visit is away from the school site.

The minimum required documents for a visit pack are:

- Visit plan and risk assessment document
  - Educational Visits - Emergency Plan
  - Register(s), contact information for parents, medical/dietary/allergy information
11. On the day, and before departure, take an accurate register of the students and staff present. Notify the School Office if there are students or staff missing and therefore not attending.
12. During the visit, regularly take an accurate register of the students and staff present.
13. Upon safe return to school, or at end of visit if final location is different, send an 'After Return Notification' to Duty SLT, School Office, Headteacher, EVC.

**Template 'After Return Notification'**

To: Duty SLT, EVC, School Office, Headteacher

Subject: Category B Visit to [INSERT NAME OF DESTINATION]

All back safe	YES / NO
Incidents/accident details	• •
Near miss details	• •

Regards,

*[Name of visit leader]*

## Standard Operating Procedures – Planning a Category C visit

**Category C visit** | These day or multi-day visits include residential visits and overseas visits, adventure activities\* and activities involving water. If you are unsure whether your visit is category C, please contact the EVC. Category C visits are checked by the EVC before Headteacher approval is issued.

Category C Visit Planning Process:

1. Start a 'Digital Visit Pack' on the DSHS Launchpad.

DSHS Launchpad → Staffroom → Educational Visits → My Visit Packs

2. Complete the costings document for your planned educational visit.
3. Complete the Part 1-2 of the 'Visit Plan and Risk Assessment' document for your planned educational visit.
4. Click 'Edit Properties' and tick 'Submitted for approval' to begin the automated workflow. An initial email is sent to Visit Leader, Deputy Headteacher, Cover, Finance and EVC.

Workflow Stage 1: Diary (SLT) → Cover → Finance

- i. The Deputy Headteacher will review the planned dates against the diary. If approved, the digital visit pack moves onto Cover.
  - ii. Cover checks the impact of the planned absence and allocates cover for this. When complete, the digital visit pack moves onto Finance.
  - iii. The Finance Team will review the planned activities and costings and issue interim approval.
5. Interim approval email is sent to Visit Leader, Deputy Headteacher, Cover, Finance and EVC. Visits are not yet authorised to go out.
6. Finance will add the visit to Arbor and open the sign-up window; parents can then sign their child up and pay for the visit using their Arbor account. Finance will also assign a trip phone and email the Visit Leader with the telephone number.
7. After the sign-up window has closed, the Visit Leader will collect the names of participating students, from Arbor, along with all details of medical conditions, allergies and dietary requirements.
8. At least three months (six months for international visits) in advance of the visit, the Visit Leader will now complete sections 3-5 of the 'Visit Plan and Risk Assessment' document, and when complete will click 'Edit Properties', and tick 'Risk Assessment Written.'



9. This begins stage 2 of the automated workflow:

Workflow Stage 2: EVC → Headteacher → Authorisation

- iv. The Educational Visits Coordinator (EVC) will review the planned activities and risk assessment written for the students and staff participating. If satisfied, they will approve the planned activities, and the digital visit pack moves onto the Headteacher.
  - v. The Headteacher will review the planned activities, and comments from Diary (SLT), Cover, Finance and EVC and if satisfied, they will issue authorisation for the visit to go ahead.
  - vi. The authorisation email generated by the workflow notifies the Visit Leader, Diary (SLT), Cover, Finance, EVC and the nominated Governor that the visit has authorisation to go ahead.
10. The Visit Leader then creates 'visit packs' which are carried by the Visit Leader, Deputy Visit Leader and the Duty SLT whilst the visit is away from the school site.
- The minimum required documents for a visit pack are:
- Visit plan and risk assessment document
  - Educational Visits - Emergency Plan
  - Register(s), contact information for parents, medical/dietary/allergy information
11. On the day, and before departure, take an accurate register of the students and staff present. Notify the School Office if there are students or staff missing and therefore not attending.
12. During the visit, regularly take an accurate register of the students and staff present.
13. Upon safe return to school, or at end of visit if final location is different, send an 'After Return Notification' to Duty SLT, School Office, Headteacher, EVC.



**Appendix 2: Example Consent form**

**CONSENT FORM & INFORMATION REQUIRED FROM PARENTS/CARERS PRIOR TO OFF-SITE VISITS**

Visit Name & Date(s)			
Student's Full Name			
Student's Date of Birth		Student's Age	
Student Mobile Telephone Number	<i>If the student will not be bringing a mobile telephone, please indicate this.</i>		
Name of Student's Emergency Contact		Relationship to Student	
Emergency Contact's Telephone Number(s)			
Student Allergy Information		Student has an Individual Health Plan (IHP)	<b>YES / NO</b>
Student Medical Information	<i>Continue on additional page if required.</i>		
Student dietary information			

In the event of a medical or dental emergency, school staff will always try to contact the emergency contact listed on this form. However, to avoid delays to accessing emergency treatment, by completing this consent form, you give permission for your child to undergo emergency medical and/or dental treatment.

Minor-ailments do occur and can often be easily resolved but permission is required for any of the following to be administered. Please write **YES** or **NO** to indicate whether the following can be administered by school staff on the visit.

Permission	
	Sunscreen (SPF 50)
	After sun
	Plasters
	Sting and bite relief cream (mepyramine maleate, e.g., Anthisan)
	Pain killing medication (paracetamol e.g., Panadol)
	Anti-inflammatory medication (ibuprofen, e.g., Nurofen)
	Antihistamine medication (cetirizine hydrochloride, e.g., Piriton)
	Diarrhoea medication (loperamide hydrochloride, e.g., Imodium)
	Rehydration salts (e.g., Dioralyte)

Parental Signature		Date	
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For more information about why the information in this form is required and how your data is managed, please see the School's Educational Visits Policy: <https://website.droitwichspahigh.worcs.sch.uk/index.php/school/our-ethos/governing-body-governance/school-policies/>



## **Appendix 3: Educational Visits Emergency & Incident Response Plan**

### **Educational Visits – Emergency & Incident Response Plan**

Author: Mike Tibbits (Outdoor Learning and Educational Visits Adviser)

Version: 4      Date: 27/11/2025

#### **Risk to life Emergency**

In a life-threatening emergency:

1. Make the area safe or remove the group to a safe location.
2. Call 999 for help. In the UK, if at sea or on the coast ask for the Coastguard, or if in remote terrain, ask for Police and then for Mountain Rescue.
3. Contact the SLT Emergency Contact on the details below. If no answer, send a SMS message.
4. Keep a written log of the events unfolding.

#### **Non-life-threatening - Incident**

In a non-life-threatening incident:

1. Make the area safe or remove the group to a safe location.
2. Assess the situation and decide whether medical assistance is required. If it is an emergency, call 999 and ask for the ambulance service. In non-emergency medical situations, call 111.
3. Contact the SLT Duty Contact on the details below. If no answer, send a SMS message.
4. Keep a written log of the events unfolding.

#### **Terrorist Attack – Emergency**

In the event of a terrorist attack:

1. Decide whether it is appropriate to keep the group together in the current location or move the group to a safer location.
2. Liaise with emergency services at the scene but try to always keep the group together.
3. If members of the group are injured, find out which hospital they will be taken to before letting an ambulance leave.
4. Contact the SLT Emergency Contact on the details below. If no answer, send a SMS message.
5. Keep a written log of the events unfolding.

#### **SLT Duty Contact**

1. Contact the On Duty Co-Headteacher via school on 01905 774 421:
2. Out of hours, or if the above number fails, contact the Headteacher(s) on:  
CEM - 07807 889356                      or                      GLD - 07834 390088
3. If there is no response and emergency support is required, contact the Worcestershire County Council  
Emergency Support number on:  
07624 909 756

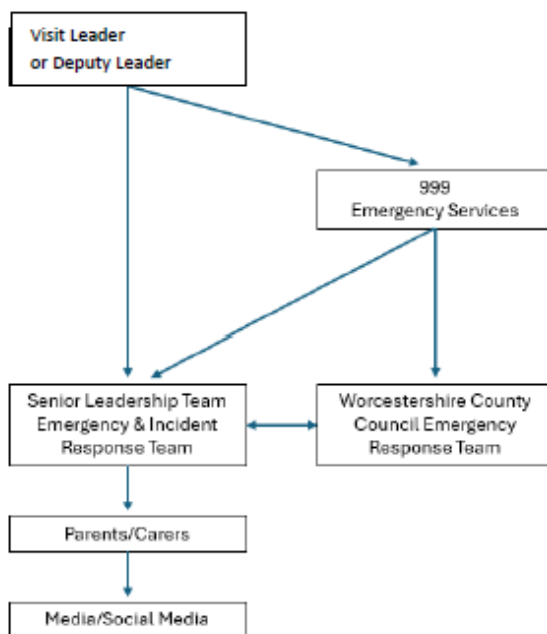
#### **Group Personal Accident & Travel Insurance – Department for Education RPA 136927**

Emergency number is 0330 058 5566, or overseas +440203 475 5031

*All non-emergency claims should be made through the Finance Team in school hours.*



### Educational Visit Emergency Plan Flowchart



### Initial Actions for SLT Duty Contact:

- Name **one** member of staff to be the emergency services' point of contact.  
*This will usually be the Visit Leader implementing the emergency response at the scene but may need to be the SLT Duty Contact.*
- Name **one** member of staff to be the Visit Leader's school contact for this incident.
- Name **one** member of staff to be the point of contact for parents/carers.
- Name **one** member of staff to lead on all media requests and communications with the community (via media, email, social media etc.).

### Following Actions for SLT Duty Contact:

- Identify what level of support is required at the scene of the emergency or incident and plan communication updates at regular intervals.
- If necessary, dispatch additional staff to the scene or put staff on standby to do so.
- Contact affected parents/carers to inform them of the ongoing emergency/incident.
- Communicate when parents/carers will receive the next update.  
*Consider setting up a meeting point at school for parents/carers to gather.*



## Emergency or Incident Telephone Record

This document is designed to ensure that in an initial telephone discussion between a Visit or Assistant Leader in trouble and their designated Duty Contact, both parties have the same document to look at and thereby ensure that all key factors are recorded. The document should be kept to hand by all those designated as a Visit Emergency Contact and carried by Visit Leaders and Assistant Leaders. Where young people are being supervised remotely for significant periods of time, they may also require this (or similar) document. Complete all cells.

Name of Caller	Role of Caller <i>(Visit Leader? Deputy Leader? Helper?)</i>
Caller's telephone number	Date of this call Time of this call
Name of Group	Number and age(s) of party Other leaders at the scene
Exact Location <i>(consider OS grid reference or what3words)</i>	Is the group staying put or moving to a new location?
Type and time of the Incident or Emergency	
Hazards (present or suspected)	
Number and name(s) of casualties	Names of any party members sent to seek help
Is the rest of the party safe and likely to remain safe?	
Weather conditions including any threatening environmental factors	
Emergency Services required? Already alerted? At what time?	
Caller's proposed action plan	

**Appendix 4: 'DSHS Visit Category B/C Plan and Risk Assessment' document template**

**DSHS Category B/C Visit Plan and Risk Assessment**

Author: Mike Tibbits (Outdoor Education Adviser)

Version: 2

Date: 08/09/2025

**Part 1: Summary of the planned educational visit**

<b>Title of educational visit</b>	
<b>Name of destination(s)</b>	
<b>Learning objective(s)</b>	

<b>Start date &amp; time</b>	19/09/2025 15:30
<b>End date &amp; time</b>	20/09/2025 16:30

<b>Category of visit</b>	
<i>Category B: Day trip (involves transport to and from venue or facility)</i>	
<i>Category C: Single or Multi-day trip (Residential, Adventurous, Water-based, International)</i>	

<b>Category C Visit Details</b>	<i>If category B, ignore this part.</i>
<b>Overnight residential visit</b>	<b>YES / NO</b>
<b>Adventurous activities visit</b> <i>[includes all DofE expedition activities]</i>	<b>YES / NO</b>
<b>International visit</b>	<b>YES / NO</b>

<b>Insurance policy details</b>	Department for Education RPA 136927
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<b>Visit Leader name</b>	
<b>Mobile telephone number</b>	
<b>Deputy Visit Leader name</b>	
<b>Mobile telephone number</b>	

<b>SLT Duty Contact name &amp; role</b>	Co-Headteacher
<b>SLT Duty Contact telephone number(s)</b>	07957 933 681 <i>[Don't change this]</i>
Have you confirmed with this person they are able to fulfil the role of Emergency Home Contact for the duration of the visit?	<b>YES / NO</b>





### Part 3: Visit Planning

When visit planning, consider the STAGER Variables:  
Staff, Timings, Activities, Group, Environment & Remoteness

<b>Staff</b>	<b>How many staff are involved:</b> Employees = Volunteers =	
	<b>Staff Name</b>	<b>Qualifications &amp; experience</b>
	<i>[Add additional rows or delete as required]</i>	
	<b>Volunteer declaration:</b> I confirm that the volunteers are registered with the academy and have completed the required safeguarding training in line with DSHS policy. <b>YES / NO</b>	
<b>Volunteer Name</b>	<b>Qualifications &amp; experience</b>	
<i>[Add additional rows or delete as required]</i>		
<b>Activities</b>	<b>Who is running the planned activities for this educational visit?</b> <i>[Note, if this is an external provider, has a provider form been completed and submitted with this pack?]</i>	
	<b>What are the travel arrangements for this educational visit?</b>	
	<b>What are the accommodation arrangements for this educational visit?</b>	
<b>Group</b>	<b>How many children are participating?</b>	Total = Male = Female =
	<b>Who are the children participating?</b>	



	<i>[List the children's names here]</i>	
	<b>List students, staff and volunteers with medical conditions, give details:</b>	
	<b>List students, staff and volunteers with allergies, give details:</b>	
	<b>Arrangements for students with additional needs (e.g., SEND):</b>	
	<b>Arrangements for students who receive free school meals:</b>	
<b>Environment</b>	<b>What environments are there to consider when identifying risks for this educational visit?</b>	
	<i>[This includes during outwards travel, all planned activities, activity-free time, overnights &amp; return travel.]</i>	
		<i>[Add additional rows or delete as required]</i>
	<b>Are any special arrangements required in case of an emergency?</b>	
	<i>[Consider how long it would take for help to arrive in an emergency.]</i>	



## Part 4: Tier 1 Risk Assessment

<b>Name any generic risk assessments or guidance used in the visit planning</b> <i>[Add additional rows or delete as required]</i>  Useful examples can be accessed at: <a href="https://oeapng.info/downloads/specialist-activities-and-visits/">https://oeapng.info/downloads/specialist-activities-and-visits/</a>	

## Part 5: Tier 2 Risk Assessment

**If the risk is not considered to be acceptable after control measures are put in place, consider if this activity should be permitted to go ahead without additional mitigation to reduce the risk to an acceptable level.**

If you have identified generic risk assessments above, list event specific risks only here.

For example, consider locations, transport, food (allergies), weather, medical conditions, students attending, staff attending, accommodation.

<b>Event specific hazards</b>  Detail hazards which may result in harm during this event only.	<b>Risk(s) to those involved</b>  Detail risks that are reasonable to consider as a result of these hazards.	<b>Control Measures:</b>  Detail the control measures to be implemented, including references to any relevant sources of guidance. Measures should state exactly how the hazard and its associated risks will be mitigated to keep individuals safe.	<b>Is the risk acceptable?</b>  Yes / No

*[Add additional rows or delete as required]*

Department for Education recommended National Guidance for educational visits is available online from:

The Association of Advisers for Outdoor Learning and Educational Visits (formerly known as the OEAP) [www.oeap.info](http://www.oeap.info)

Remember that Tier 3 Risk Assessment is dynamic and ongoing during the visit, and you must make changes as necessary to keep students and staff safe during the visit. For further information about risk assessment please see: <https://oeapng.info/download/1144/?tmstv=1757275462>

**Appendix 5: Category A Visit Plan template**

**DSHS Category A Visit Plan**

Author: Mike Tibbits (Outdoor Education and Educational Visits Adviser)

Version: 1      Date: 08/10/2025

<b>Title of educational visit</b>			
<b>Date of visit</b>	19/09/2025		
<b>Start time</b>	15:30	<b>Expected end time</b>	17:00

<b>Time from</b>	<b>Time until</b>	<b>Full details of planned activity</b>

*[Add additional rows or delete as required]*

<b>Staff attending</b>	<b>Students attending</b>

I have assessed the risks for the planned activities and will adjust activities in line with my dynamic risk assessment during the event as required.

Visit Leader name:

Date: