

The BRIT School

Educational Visits Policy

Author:	Ray Oudkerk Vice Principal
Applicable to:	Whole School
Effective Date	December 2024
Date of next review:	December 2026

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1. Aims and scope

The BRIT School strongly believes that educational visits are an integral way of supporting our mission **To prepare young people for careers in the arts**. They also play an important role in nurturing our values *Ambitious, Inclusive, Responsible, Original* and *Kind* and further develop the BRIT Characteristics:



Educational visits are activities arranged by, or on behalf of, our School, which require students to leave the School premises, having been authorised to do so by the Principal or other designated members of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, expand students' education, provide enriching artistic/creative, social and cultural experiences, teach life skills, promote independent learning, provide a foundation for lifelong learning and form an integral part of our approach to furthering our students' education and personal growth.

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

This policy applies to activities taking place within and outside of normal School hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area.
- Day visits to places such as theatres and other cultural and educational institutions.
- Sporting activities.
- Adventurous and recreational activities.
- Residential trips organised by the School.
- Trips abroad organised by the School.

2. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2024](#)

3. Roles and responsibilities

3.1 The Vice Principal (designated by The Principal as the Educational Visit Coordinator (EVC))

The Vice Principal is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours.
- Making sure staff have received any necessary training.
- Working with the Principal and governing board to approve residential trips of more than 24 hours.
- Overseeing and guiding other staff who arrange and organise educational visits.
- Assessing the ability of other staff to lead visits and approve a suitable trip lead for each visit.
- Assessing outside activity providers.
- Advising the Principal and governing board in educational visit approval trips.
- Accessing the necessary training, advice and guidance.
- Evaluating visits and using this to improve future arrangements.
- Working with the Director of Scheduling and Director of Student Services and Admissions to ensure the safe and effective delivery of educational visits.

3.2 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to students, staff and volunteers.

- Assign staff and volunteer roles, as needed.
- Make sure the School has accurate and up-to-date information about the trip destination, to be used in risk assessments.
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed.
- Make sure parents/carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the School or a third party.
- Communicate key details about the visit and all locations to staff, students and parents/carers, including roles and responsibilities and expected behaviour.
- Make sure staff are capable and able to fulfil their roles at all times while responsible for students and others.
- Have the overview of trip payment plan and payments made as required/appropriate for the visit

3.3 Staff

Staff have a responsibility to make sure all students and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Principal.
- Carry out any required risk assessments and work with the trip lead.
- Communicate with parents/carers and make sure trips are inclusive of students' needs.
- Look out for the health and safety of themselves and those around them.
- Help manage student behaviour and discipline as required while on the visit.

3.4 Parents/carers

By agreeing that students can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable.
- Sign and return consent forms and any other documentation required in a timely manner.
- Share any concerns or information about the student that may affect or impact their ability to safely take part in the trip.

3.5 Volunteers

Volunteers attending School trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly.
- Behave appropriately and model good behaviour for students.
- Report any concerns to the trip lead or other staff present as soon as possible.
- Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible.

3.6 Students

Our Behaviour Policy also applies to all educational visits. This includes the expectation that students will meet the conditions set out in the Student Agreements as relevant for an educational visit:

The Student Agreement

1. To follow staff instructions as required to meet the expectations set out within the Student Agreement.
2. To commit to the Schools Mission 'to prepare young people for careers in the arts'.
3. To demonstrate the School's ethos and values of Responsible, Inclusive & Kind in behaviour and conduct.
4. To wear my ID badge and lanyard around my neck on School site at all times (except during specific practical work) so that it is clearly visible.
5. To maintain an attendance & punctuality level in excess of 96% (including lates).
6. To commit to my whole Study Programme by being fully equipped for lessons, completing all work, and ensuring all work submitted is demonstrably my own work and includes no form of plagiarism, falsification or cheating, and all sources (including AI) have been appropriately referenced and explained.
7. To ensure my appearance and dress on the School site is professional and appropriate onsite and for specific lessons.
8. To ensure my behaviour in and outside of School (including online) is representative of the School's ethos and values and does not put anyone at risk (including reputational risk).
9. To not have any item on School site, in the local area or travelling to and from School, that is dangerous, illegal or against the School's ethos and values. For example, anything that could be used as a weapon, contains alcohol or illegal drugs (including illegal drug-related paraphernalia). **This applies to all educational visits.**

10. To take care of the School environment, facilities and equipment.
11. To adhere to the Acceptable Use Policy for the use of the IT network, equipment, use of the internet and requirements for recording/copyright law.
12. To meet the conditions set out in the School's Behaviour, Anti-Drugs, Anti-Racism, Trans Inclusion and Equality, Diversity, Inclusion & Equity Policies.

And also to ensure they:

- Follow instructions given to them whilst on the visit at all times.
- Dress and behave as expected based on the Behaviour Policy during the visit.
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor.

Students will be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the School's Behaviour Policy at all times: [The BRIT School Behaviour Policy](#).

4. Planning and preparation

4.1 Decision making

The decision on whether or not a visit will take place will be made by the Vice Principal (in consultation with relevant staff) and based on factors including:

- Cost (including any potential cost to parents/carers).
- Timing in the School year and any potential clashes.
- Educational purpose and value.
- Disruption to the normal running of the School.
- Health and safety considerations.
- Staff-to-student ratio.
- Inclusion and accessibility.

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance.
- Travel plans or options.
- Full cost breakdown, including multiple options where available.
- Resources, including staffing, volunteers, and physical supplies.
- Accommodation options, where needed.
- Insurance detailed, where needed.

- Risk assessment plans and first aid provision.
- What safety measures can be put in place in order to reduce any risks.

See **appendix 3** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Vice Principal will seek approval of the Principal.

Once the risk assessment has been approved by the Principal (and the governing board where relevant) staff will communicate with parents/carers and provide trip information.

Parental consent will be required for trips that take place outside of normal School hours, and for any trips requiring a higher-than-normal level of risk assessment. Written consent is required for KS4 visits outside of normal School hours.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

4.2. Inclusion

All students, regardless of background or abilities, should be able to take part in every aspect of our School life, including visits.

4.3 AEN

If a student with a disability or an Education, Health & Care Plan (EHCP), or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the School day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate. Additional risk assessments may be carried out to ensure the safety of all staff and students.

4.4 Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a student with challenging behaviour from attending a trip to protect their safety and the safety of the other students attending. We will assess options to enable the student to go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the student can be supervised, but that these may not be possible or appropriate on all

educational visits. The School reserves the right to prevent students attending based on assessment of relevant concern.

4.5 Remote Supervision

Remote supervision refers to activity where students are given permission to access locations out of direct supervision of staff in a local area. For example, where students may be on a theatre visit and prior to the performance time is available for students to purchase refreshments from shops local to the theatre. As another example, on residential visits there may be blocks of time where students are given permission to explore a local area as part of the activity/experience.

In giving consent to educational visits at The BRIT School parents/carers should be aware that they are also giving permission for the use of remote supervision as appropriate/required for the educational visit.

5. Risk assessment

5.1 Routine visits

These involve no more than an everyday level of risk, such as for slips and trips, and are covered by a School's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip and can be considered as a lesson in a different classroom.

5.2 Trips that need a risk assessment and extra planning

These are trips not covered by a School's current policies. This could be due to considerations such as the:

- Distance from the School.
- Type of activity.
- Location.
- Need for staff with specialist skills.

As appropriate for the visit, we will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the School's risk assessment template on the educational visit form [Educational Visit Form](#), and approved by the Vice Principal. Existing risk

assessments or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and students), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Any students requiring Adrenaline Auto-Injectors (AAIs) for an allergy will have one on them during the length of visit and a member of staff on the visit will also have one. Two are required for the visit. This is part of the risk assessment prior to the visit and staff agree to ensure the AAI's are taken on the visit.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the Principal and, where appropriate, third party vendors.

Every risk assessment will be approved by the Vice Principal.

5.3 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- Appropriate first aid equipment will be taken on all trips, in accordance with the School's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip.
- Adults without a DBS check will not be left alone with students at any time.
- The trip lead will take regular headcounts and/or roll calls.
- As is practically possible, a male and female supervising adult is present (for mixed student groups).
- As is practically possible, a supervising adult able to administer first aid is present on all trips (trip venues will usually have first aid staff).

5.4 Transport

Transportation for trips will be organised by the School, in line with our safety procedures.

We will make sure students, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents/carers, transport for visits will leave from, and return to, the School site.

5.5 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance. This includes checking whether organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Volunteers

Where appropriate, parents/carers may be asked to volunteer to attend and supervise students alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the students going on the trip.
- The setting and circumstances of the trip.
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience.
- Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 4** for our Volunteer Behaviour and Code of Conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with students without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried be left alone with students or given sole responsibility for the care of a student.

7. Communication and consent

We will contact the parents/carers of students invited to take part in an educational visit at least 2 weeks before the proposed date of the trip. We would expect this to be at least 1 month before an overnight visit. Communication will be via email, and information provided will include the date, travel times, destination and purpose of the visit.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location.
- Student-to-staff ratios and staff qualifications, where relevant.
- Clothing and equipment required, and whether this is provided by the School.
- Expected behaviour and consequences of students' failure to meet these standards.
- Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the School.

Because most visits during the School day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk.
- Serious and life-threatening injury.
- Individuals going missing.
- A serious breach of safeguarding expectations.

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the School office. The School office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

One member of staff will always accompany a student seeking medical treatment.

In the case of a student being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found within 30 minutes, the trip leader will contact the School office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the student when found. The remaining staff and adults will return to the School with the rest of the students.

All incidents and accidents will be reported in line with our Health and Safety Policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

In emergencies and where the School office cannot be contacted the Vice Principal and another designated contact are available to be contacted.

9. Charging and insurance

We will follow our School's Charging and Remissions Policy at all times: [Charging & Remission Policy](#)

Parents/carers won't generally be required to pay for any educational visit that takes place during School hours. They also won't be required to pay for any educational visit that takes place outside of School hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or Religious Education (RE).

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect students' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

Financial support is targeted towards students eligible for Pupil Premium Grant, Free School Meals and Bursary. The percentage of contribution varies according to the context and overall cost of the visit and where parent/carer payment is required for a visit to run. The percentage contribution will be made clear in relation to each individual visit.

10. Residential visits

The Vice Principal (together with the Principal/Governing Board as required), will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as one day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training.
- All necessary permissions and medical forms are obtained at least 2 weeks (1 month for residential visits) before the start of the trip.
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate - e.g. if the volunteer will be in direct unsupervised contact with students - this will include relevant DBS checks.
- Parents/carers will be given information about the visit and asked for permission at least 2 weeks before the first day of the visit. Information shared with parents/carers will include:
 - The dates and time of departure and return to School.
 - The full address and contact details of the destination.
 - Planned activities and options.
 - Meal provision.
 - Costs and optional charges, including deposits and the date by which this must be received, in line with our Charging and Remissions Policy (this will include information about exemptions).
 - Clothing and equipment provided, and what students must bring themselves.
 - Public health requirements, including any required vaccinations.
 - Accommodation options and arrangements.
 - The names of staff attending.

For visits abroad, we will seek to ensure that any organisation providing activities holds the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

11. Review

This policy will be reviewed every 2 years by the Vice Principal. At every review, the policy will be shared with the Curriculum and Student Welfare (CSW) governing board committee & the Health & Safety Committee.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- First Aid Policy
- Additional Educational Needs (AEN) Policy
- Equality, Diversity, Inclusion & Equity Policy
- Accessibility Plan

Appendix 1 - Practical Guidance on Visits

EDUCATIONAL VISITS DURING THE SCHOOL DAY

1. Discuss proposed visit with Line Manager. Before any visit requests go to the Vice Principal (EVC), they need to have been discussed with your Line Manager.

Consider:

The purpose and aims of the visit are very clear ie: what are the intended outcomes?

Where the visit is educational, the work the students will undertake has been agreed by your Line Manager and is appropriate (with suitable rigour) to qualify the visit itself, remembering that students have been taken from other curriculum areas.

The checking of students in situ at the venue and in transit to the venue is secure. A clear headcount system or teacher group responsibility system is evident and all staff are aware of the importance of these routines and play an active part in this.

That, as usual, the risk assessment is completed upon agreement that the visit can occur.

2. Check with the Head of Year, SENCO and other departmental staff (as relevant) if any students you are thinking of taking should not be taken. If the visit is part of an exam course, all students must be allowed to take part, but specific behaviour contracts should be drawn up and discussed with individuals before going.
3. Complete the Educational Visit Form (including the risk assessment). This may include a preliminary visit, even if the venue has been visited before. Consider what could go wrong, what will be done to avoid problems, what will be done in the event of problems. Make first aid arrangements; first aid equipment must be taken on all visits and can be collected from the School Attendance Officer.
4. The visit email/letter to parents/carers. The letter should be sent electronically and if reply slips or additional information is required from parents/carers then a Google Form should be used to collect this information. Every visit, however, should have digital communications to inform parents/carers of the event and logistical arrangements.

Details to be included in the email/letter:

- Nature and purpose of the visit
- Cost (which should be the total, fully inclusive through sQuid)
- Date
- Travel arrangements (including stations from start to finish)

- Departure and return times
 - What student needs to bring/wear, etc
 - Arrangements for those entitled to Free School Meals (FSM)
 - Mobile usage (if staying in place or suspended)
 - Visit Leader emergency contact details
 - All letters should be modelled on the exemplar circulated by the EVC
5. Please ensure that packed lunches for FSM students are ordered. Final numbers and student names for FSM lunches must be given the day before to ensure they are ready to be collected on the day. Check with Student Services which students are entitled to (FSM).
 6. Please ensure that a mobile phone is booked for the duration of the visit from Student Services & Admissions. The Trip Leader should ensure that the mobile phone is charged, on and with them at all times during the visit.
 7. Please take into consideration the needs of AEN students. Refer to any Access Plans and consult with the SENCO whether special arrangements need to be put in place for students e.g. does the student need a member of the AEN team as part of the visit?
 8. Please ensure that you have noted the medical needs of students in your risk assessment where relevant. Particularly cross reference with the Attendance Officer those students who have allergies and require the use of an injection pen. A trained member of staff should be on the visit with these students. Please liaise with the Attendance Officer for more information and up to date student lists.
 9. All visit information should be stored electronically in a dedicated Google Drive folder. This includes:
 - Visit plan/itinerary
 - Student list including emergency contact details and any medical needs
 - Spreadsheet of reply slips from parents (downloadable from Google Form responses)
 - Staff list (and other relevant staff information where necessary)
 - Parent information letter
 - Risk assessment

If you wish to carry student information (e.g. emergency contact details, medical needs) as a hard copy during the course of the visit, this must be carried securely and kept on your person at all times. Ensure that personal information cannot be accessed by anyone outside the School, in compliance with GDPR regulations.

Appendix 2 - Practical Guidance on Visits

EDUCATIONAL VISITS WHICH INCLUDE RESIDENTIAL ACCOMMODATION

Ensure that the visit has been discussed with the Vice Principal (EVC) by June of the preceding year.

If not within the timeline, request permission from the Vice Principal both for the visit to go ahead, when the visit will take place and for specific staff to go. Ensure that, similar to day visit procedures, you have discussed and planned this visit alongside your Line Manager and that your Line Manager is added into all communication.

Carry out a risk assessment. Check with the travel/accommodation operator, the venue and possibly other Schools who have been and used facilities. If possible, visit the venue. Some operators do this for you, especially activity visits. The credibility of all agencies involved: the operator, the activities organisers, the coach/transport companies, and the management and security at the place being stayed at should be checked. A copy of the risk assessment must be given to the EVC well in advance of the visit and should be completed separately along with the School's general visit risk assessment form.

1. Consider whether you wish to specifically request a female driver.
2. Establish clear contingency procedures for staff/student sickness while away, and for any unexpected changes of arrangements.
3. Establish precise procedure with EVC for any major mishap or accident - who to contact, what to do, and what not to do.
4. Ideally, a first aid trained member of staff should accompany the visit.
5. Check the list of those wishing to go with the Head of Year, SENCO, Pastoral Leads and any other relevant departmental leads re: behaviour, attendance, holidays taken in term time, etc. It must not be a simple matter of first come, first served. However, medical issues would not prevent a student from being taken if parents/carers wish it. If a child with a specific illness is taken away, parents/carers must provide in writing all the information necessary for staff to act should the student become ill on the visit.
6. Send first email/letter with dates, cost etc. to all those eligible. Be clear there is no automatic right to go. Make clear standards of behaviour expected and what the consequences could be if these are not adhered to. Get names of those interested in going.
7. Hold information evening (face to face or online) for parents/carers and students.

8. All teachers going, should attend. At this evening, parents/carers should receive all details of the visit: dates, cost, accommodation, itinerary, expected time of return, etc. They should also be advised about the recommended amount of spending money, any vaccinations needed, suitable clothing, etc.
9. Parents/carers should also be clearly told what will and won't be happening on the visit:
 - Will students be on their own at any time?
 - Will they be swimming or involved in any hazardous activities?
 - What procedures are in place should the student become separated from the group? (a suggestion is that all students should have a printed label or lanyard with all their details and the address and telephone number of their accommodation with them at all times).
 - Make clear what arrangements are there for the security of their personal currency. Are they individually responsible? Are staff going to look after it and issue it in stages in which case they are responsible for it?
 - Make clear what is and is not covered by insurance.
 - It should again be stressed what standards of behaviour are expected and what the consequences could be if these are not met.
10. Obtain from parents:
 - Current medical information. They should also be given a form to sign authorising the staff accompanying them to make decisions about medical treatment if necessary. (They should be reassured this is for very basic routine problems such as having stitches etc).
 - Their EHIC or GHIC number if visiting Europe.
 - Two small recent photographs.
 - Parents/carers' day and night emergency contact numbers for the length of the visit. These should not just be mobile numbers.
 - Special dietary requirements.

A Google Form should be sent out with the letter inviting parents/carers to the information evening, with a request to complete the form before the meeting. It is advisable to have a stock of paper forms at the information evening for those who do not complete the electronic form.

11. Keep detailed records of payments and give parents/cares/students receipts as appropriate.

These should state the date of payment, amount, cash or cheque – when using sQuid. Deposits should be non-returnable.

The School holds visit insurance and this covers cancellation costs for certain reasons. With certain medical conditions, extra cover may be necessary; check with the insurance company if in doubt.

Provide every parent/carer with a copy of the insurance cover document which can be obtained through the EVC or finance office. Basic details can be found in the staff handbook.

12. Get passports in as soon as possible. Check:

- They are current and they do not expire within 6 months of your date of return. Whether visas are necessary.
- If visas are necessary, parents need to apply very early. Parents applying for visas will need a letter from the School confirming the student attends the School and giving full details of the nature of the visit, including the itinerary and dates. If travelling to Europe, a form from the Central Bureau signed by the Vice Principal covers the need for a Visa. The student must hold a full valid passport. Visas and Collective Visas need to be applied for at least two months in advance.

13. Record all details of every passport: Name, DOB, issue/expiry date, passport number, and country of issue.

14. Make arrangements for getting currency with the finance department. Consider how it will be distributed amongst staff.

15. Contact the British Embassy/High Commission in the country being visited. Send them the itinerary, accommodation details, passport details, etc. of everyone going. Know where to find this building when you arrive in the country.

16. Send a list of those going to all staff via email and all visit information into the bulletin.

17. Leave copies of all details (including staff, students and parents/carers contact numbers) with Student Services and Line Manager and Vice Principal (EVC). One member of staff should be named as the emergency contact person.

18. Staff going should have with them the mobile numbers of the relevant Line Manager, Vice Principal (EVC), School Reception as well as School contact numbers.

19. Students are allowed to bring mobile phones but rules for usage must be discussed with parents/carers beforehand and all numbers kept centrally with the trip leader and other designated staff.

20. If there are any breaks in the journey (e.g. coach to ship, etc.) make sure students know clearly the procedures for separating and regrouping, and where exactly staff will be. (Include this in the risk assessment).
21. Inform School immediately of safe arrival and any subsequent changes to arrangements or pending problems.
22. The hotel/hostel should be checked on arrival for satisfactory security arrangements, emergency procedures and fire exits. These should be gone through with the students on the day of arrival.
23. If a teacher is not satisfied with these arrangements, they should speak to the hotel and the visit operator. If there is then a change of venue, all details should be sent immediately to School.
24. If travelling on another coach abroad, check that the seatbelts are in working order. If they are not, alternative arrangements must be made.
25. Students should be made aware of the location of staff rooms so staff may be easily contacted in an emergency.
26. Keep a copy of all student details etc. (and small photographs) with the group at all times while away, not left at base. Students should also carry with them the address and telephone number of their base and a note in the foreign language for use if they were to get lost. Lanyards can be used for this purpose and borrowed from the main office.
27. Consider arranging a cascade for communication of return. Allow students to contact parents/carers directly if convenient or encourage parents/carers to check arrival time with School.
28. If the return is on a School day, School should be advised as soon as possible if you are on schedule or if there are delays in time of arrival.
29. If the return is not during a School day, inform the contact person as soon as possible of safe return and that all students have been collected.
30. After the visit, the trip leader reports in to the Vice Principal (EVC). This should highlight any issues or problems encountered, any accidents or 'near misses' and anything which might inform decisions regarding any future visits to that or any other location.

Appendix 3 - Educational Visit Form & Risk Assessment

To be completed by the staff member proposing the educational visit, and submitted to The Director of Scheduling & Vice Principal.

TRIP INFORMATION
Email
Staff name
Department
Type of visit
SECTION A: VISIT DETAILS
Visit title
Nature of visit
Does this visit relate to careers and future progression for students? We'll inform careers team for tracking
Venue/location details
Day of visit
Date of visit
Departure/meeting time
Return time/end of event
Return date(if overnight or overseas visit)
Lead staff member on the visit
Name of supporting staff
Total number of staff attending visit
Number of students expected to attend
Staff to student ratio: (e.g. 3 staff with 30 students = 1:10; 5 staff with 40 students = 1:8 etc)
Are any of the accompanying staff first aid trained?
SECTION B: STUDENT INFORMATION
Please upload student register which includes medical information with any needs clearly highlighted. This will need to be updated and taken with you, when you have final list of attending students.

Update Attendance Officer with final list. Files submitted:
Who is the visit for (Year Group)?
Permission slips KS4 - permission slips are required. KS5 - no permission slips required - covered in School Agreement. Please note that slips are required for all students, whatever KS, if this is an overnight visit.
I confirm a letter has been sent home to parents/caregivers of KS4/KS5 (if overnight) students with details of the itinerary included
SECTION C: TRANSPORTATION
Mode of transport
Any other information regarding travel
SECTION D: COVER ARRANGEMENTS
Please try to avoid using staff that will require cover wherever possible, or try to cover with your department
Do you or your supporting staff require cover?
If yes, please confirm details of cover required (please include as much information as possible such as; times, days etc)
SECTION E: COST
Is this visit free of charge?
If no, please confirm the cost of the visit
If there is a cost, how will the cost be paid?
Is there a voluntary contribution request?
If there is a voluntary contribution request, what is the cost of the request per student?
If there is a required student payment, when is the deadline for payment?
For larger required student payments, what are the payment instalment dates?
Has this visit been booked?
If required, has a deposit been paid?
FSM/PP/Bursary students receive a variable discount on trips that require a student contribution. Please check with Ray Oudkerk as to the amount of discount applicable.

SECTION F: BOX OFFICE

If applicable to the visit, the total number of 'tickets' on sale to students

Ticket price

Are there any details being sent out to students about the visit which Box Office should be aware of when receiving payment, if so please upload here.

Files submitted:

Are you happy to use the ring central app on your phone, or will you require the visit phone?

SECTION F: RISK ASSESSMENT

LOCATION? EVENT? ACTIVITY?	SIGNIFICANT HAZARDS (i.e. how might people foreseeably be harmed?)	CONTROL MEASURES (i.e. what steps are being taken to reduce the risk of the hazard?) Highlight all relevant fields
Loss of Personal Belongings: - Passports - Traveller's cheques - Cash - Luggage	• Student unable to travel/return • Students without any pocket money for the duration of the trip • Students without clothing/essentials for the trip	• Personal belongings should be kept safe and out of sight. • Luggage with staff & students at all times until get to check-in desk.
TRAVEL TO AND FROM VENUE AND DURING TRIP	• Falling • Accident and injury from incompetent drivers or other • Unsafe un-serviced /maintained transport • Travel sickness	• Students at all times should conduct themselves in a manner that does not bring the school in dis-repute or endanger themselves staff or other travelling students or other passengers. • Students will be briefed on expected behaviour. • Students where possible should remain seated during travel. • Students to be regularly monitored and travel medication to be taken if required. • All transport checks and competency of drivers carried out by Tour Operator • Coach Company checks used for transport to, from and during the trip • Teachers ensure students are seated at all times wherever possible or standing away from doors/windows. Head count upon arrival and departure. • Consider providing all pupils with a printed 'emergency card' with school identifying information and contact details on it, as well as the mobile number for a designated adult. • Consideration of wearing high-vis vests for all adults and children where appropriate such as travelling in very large groups.
Travelling around on - Coach - Underground - Bus - Walking around - Plane - Boat - Train	• Coach road accident. • Trips and slips, interaction with the public, getting lost • Students being left behind getting lost. • Pickpocketing – causing distress.	• Staff ensure students are seated at all times on the coach with their seatbelt fastened if provided. • Students will be briefed on safe travel around an unfamiliar country and that vehicles are approaching from the opposite side to which they are familiar with. • All students to use crossing and traffic control where provided. • All students will have maps, addresses and phone numbers of accommodation and directions via public transport. • Students are reminded on how to behave in crowded areas and what to do if separated. • Regular head counts throughout the trip. • KS4 Pupils closely monitored at all times. • Mobile phones will be available to all staff throughout the trip, and lists of up to date contact details for all adults and children on the trip should be easily available. (To be confidentially disposed of at the end of the trip so as to adhere to data-protection).
MAIN EVENTS	All hazards: • Accidents • Injuries associated with travelling around the accommodation and activities in the country being visited.	• This trip has been organised by a tour company who have provided Health and Safety Management System information.

Destination	- Getting lost. Becoming separated from group - Emergency evacuation - Approached by strangers, leading to distress - Threat of terrorism	- First aider travelling with the group and on hand if and when needed. - KS4 students to remain supervised at all times. - Pupils to have the school trip mobile number - Information areas pointed out and meeting point agreed on arrival - Appropriate footwear required for walking on rough terrain.
Other Destinations attending during trip	- Getting lost. Becoming separated from group - Emergency evacuation. - Approached by strangers, leading to distress. - Threat of terrorism - Sporting event causing antisocial behaviour	- Tour guide travelling with the group. - KS4 Students to stay with staff at all times - Students will be monitored in a contained area - Pupils to have the school trip mobile number - Information areas pointed out and a meeting point agreed upon arrival. - Appropriate footwear required for walking on rough terrain. - Avoid areas of high traffic tourist routes at times that clash with main sporting events - Reassess itinerary if local or national news suggests necessary - Remind students to be vigilant & alert - Brief students about a meeting place in an emergency - Ensure students have contact details for local police as well as staff members and the school on a contact card if abroad - Tell students that if they get separated to ask for assistance from a police officer or security official. - Carry additional medical supplies in case of long delays. - Notify travel insurance provider as soon as possible if directly affected by terrorism and request repatriation assistance as soon as possible.
ACCOMMODATION	Fire Risk	- Students will be sharing rooms of 2+. Maximum occupancy of rooms are 4. - All students will be met and instructed on all emergency procedures by hotel staff. - Fire exits checked and confirmed to students. - Students will be briefed on arrival as to the rules of the accommodation and our academy expectations and the risks associated with smoking in rooms.
Travel	Non collection of students by parents	- Prior arrangements have been made and collection agreed with parents have signed for any KS4 student able to make their own way - Any KS4 students who remain uncollected will be required to stay with the group leader until alternative arrangements can be made for the student. - Group leader should contact the parents. If contact cannot be made. - Contact should be made with the School Leadership group (numbers carried).
Emergency Situation throughout the trip	- Accident - Ill health - Trauma - Closure of venue - Inaccessibility to overnight accommodation - Cancellation or delay of travel - Terrorist Alert	- Students or staff who may become spontaneously unwell should be chaperoned to the hospital. - In the event a planned venue has been closed, alternative arrangements can be made by the tour company and the trip leader. - Trip leader to ensure accommodation is safe and if not considered so can request alternative accommodation through a travel company. - SLT should be notified if cancellation or any delays to travel outbound or inbound, as communication may be required with families.
		- In the event that a serious accident/incident SLT should be notified immediately and a contingency plan will be collectively deciphered on. - Any thefts should be reported to the Police and travel company. - All accidents recorded.
Free time	- Students Unsupervised - Accident - Illness	- KS4 Students will be controlled in free time and will be supervised by a staff member in the vicinity - Staff location given to students at all times - KS4 Students will not be permitted to wander off the hotel site, or in swimming pool area.
Medical situation	Spontaneous illness of staff or students	- Medical information of students is addressed above. - First Aider is in attendance for the duration of the trip and carries a first aid kit at all times, along with any medication of students with medical needs. - Spares carried by first aiders. - Group leader to ensure emergency services number carried out access.
Weather Concerns	N/A	- Pupils are informed of any hazards and inappropriate behaviour due to weather conditions - A good standard of discipline is maintained at all times - A first aider and suitable first aid kit is available - KS4 Students are not allowed in the pool area unsupervised - Sun cream should be worn at all times by staff and students - Shaded areas will be provided for students who wish to sit out of the sun - Students and staff should regularly hydrate themselves and wear hats where appropriate - Consent from parents has been agreed in advance - The pool whilst open, is manned by a lifeguard - Any student who is not able to swim will be made known to the lifeguard in attendance and monitored very closely - KS4 Students will be supervised closely at all times with activities - Shelter be located and informed to all present (if necessary) - Personal protective equipment brought to the trip (cold, wind, rain-proof)
SEN	Inability to understand instructions or other	Inform students to ask questions if they are unsure and to remain in groups at all times especially during 'free time'
Supervision Staff numbers and skill mixes	Alternative arrangements – disruption to the trip	- Refer to a tour company who can provide alternative accommodation or travel if required. - Inform SLT of any changes and text/call any changes to parents via trip phone.
Any other risks	- Embarrassment concerning personal issues - Lack of supervision leading to accident incidents / bullying, students wandering off	- Students are advised that female staff can be consulted on any personal issues during the trip - The correct ratio of staff to students travelling with the group at all times - KS4 Students will be monitored throughout the trip and will appointed a group leader who will be in charge of their own groups - Students will be reminded of appropriate behaviour in rooms at night and warned against the dangers of smoking in rooms - Students sleeping arrangements have been carefully assessed to account for any conflict or social situations.

I confirm that I have read the risk assessment. The overall residual risk rating of this visit is: Low, Medium or High

I agree to the following:

I confirm I will put in place the relevant control measures should a significant hazard arise.

I confirm I will put in place control measures not listed below as required to address a significant hazard.

I confirm that the venue will be able to support with any first aid needs and/or if overnight trip a first aider is accompanying the trip.

I confirm I have a copy of student list and medical requirements including emergency contact details with me throughout the trip.

I will make the Attendance Officer aware of student absence due to visit.

I confirm that any students requiring an Adrenaline Auto-Injector (AAI) for an allergy will have one on them during the visit and a member of staff on the visit will have another one.

Appendix 4 - Volunteer Behaviour and Code of Conduct

This code of conduct sets out the expected behaviour for volunteers attending School trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the School. If you feel you cannot agree with this code, please speak to the Vice Principal with responsibility for educational visits at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the School office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the School's signed Parental Agreement:

Volunteers agree to:

- Support The BRIT School in its realisation of its mission statement.
- Remain professional and respectful with staff and students at all times.
- Listen to and act on instructions from staff.
- Dress appropriately for the trip.
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff.
- Pay attention to potential dangers and raise concerns with staff.
- Act responsibly and demonstrate good behaviour to students.
- Report any concerns about the safety or wellbeing of a student to staff as soon as possible.

Volunteers agree not to:

- Exchange contact details with students unless told to by a member of staff.
- Engage in physical contact with students unless appropriate or required.
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status).
- Use demeaning, offensive, abusive or insensitive language.
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit.
- Allow themselves to be left alone with a student unless previously agreed with staff.
- Take photographs or record students without the permission of students and staff.

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Appendix 5 - External Links

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