

Meadowhead School and Sixth Form



Educational Visits Policy

This is a policy of Meadowhead School and Sixth Form.

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Contents:

1. [Educational Visits](#)
2. [Approval](#)
3. [Staffing](#)
4. [Expectations of Students and Parents](#)
5. [Emergency Procedures](#)
6. [Evaluation](#)
7. [Guidance for Visit Leader](#)
8. [Supervision](#)
9. [Risk Assessment](#)
10. [Transport](#)
11. [First Aid](#)
12. [Adventure Activities](#)
13. [Water & Swimming](#)
14. [Visits Abroad](#)
15. [Exchanges](#)
16. [Ski Visits](#)

Appendices:

1. [Trip Approval Form](#)
2. [Trip Checklist](#)
3. [Staff Accompanying Trips Abroad](#)
4. [Sample Risk Assessment Form](#)

Educational Visits

An educational visit is considered to be any occasion in which students are off the school premises engaged in any supervised activity organised by the school, either directly or indirectly.

Meadowhead School sees the great value of educational visits in providing an enriched curriculum. Educational visits have numerous benefits, including raising achievement through boosting self-esteem, improving motivation, development of key skills, promotion of education for sustainable development, supporting social education and citizenship, and improved health and fitness through active involvement.

The school has a named person who takes on the responsibility of Educational Visits Coordinator (EVC) and who attends any training sessions related to trip organisation and authorisation.

At the beginning of the school year, all staff are informed by the EVC of school procedures relating to educational visits. Staff leading visits are given assistance and directed to the appropriate information by the EVC. The EVC ensures that procedures and guidelines are adhered to.

The EVC is Jamila Khatun.

Approval

Staff wishing to lead a visit must complete a Trip/Event Approval Form ([Appendix 1](#)) and return it to the School Business Manager. This will be presented to the Leadership Group for initial approval at the weekly Business Meeting which occurs every Monday morning at 7.45am. Once the initial approval has been agreed the Trip Leader will add the trip details onto the trip management system (Evolve). Once all necessary documents have been uploaded, such as the risk assessment the EVC will send for full approval to the School Business Manager (Kevin Elliott)

Following approval parents will be fully informed about the activities and arrangements of each visit and for all residential visits they will be invited to a brief meeting where they can ask for clarification on any aspect of the itinerary and organisation. The trip leader must receive written parental permission for each individual child attending the trip/visit.

The EVC will provide a list of approved visits to the Governing Body every term.

Staffing

Meadowhead School Academy Trust (MSAT) recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on any trip/visit.

Trip leaders must familiarise themselves with this policy.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing students' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate MSAT will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

MSAT does not support additional people accompanying educational visits who are not students at Meadowhead School or part of the agreed staff complement. This may include family members accompanying visits if the SLT is not satisfied that there is an educational benefit for the students.

The appointed visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

MSAT staff should not consume alcohol where they are responsible for children in their care, at all times, which includes school trips and residential visits. It is inappropriate to do so when a child's health and/or safety is potentially at risk. Please be aware of the possible employment consequences if this rule is breached, (potentially gross misconduct).

Specific requirements and expectations of staff accompanying residential trips abroad can be found in [Appendix 3](#).

Expectations of Students and Parents

MSAT has a clear code of conduct for trips/visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a student prior to or during the visit if such conduct places a child or children at risk.

Emergency Procedures

MSAT will appoint a member of the SLT as the emergency contact for each visit. All major incidents should immediately be relayed to the main reception in school hours or directly to the member of SLT outside of school hours. The message will then be relayed to SLT, EVC and the School Business Manager (Kevin Elliott), especially those involving injury or which may attract media attention.

The Visit Leader will leave full details of all students and accompanying adults on the visit with the emergency contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back through the accident reporting systems.

The MSAT will have emergency funding available to support the Group Leader in an emergency.

A separate Emergency Procedures document is available for all visit leaders to take with them on each trip. This details all the steps which should be taken in the event of an emergency.

Evaluation

Visits will be evaluated by the Visit Leader via the EVOLVE trip management system.

If there have been any cases of illness/accident/incident, the EVC is notified using the standard accident report form and a report is filed.

All risk assessment forms are filed and kept on the EVOLVE system.

A short review/evaluation of the visit is completed by the trip organiser to establish areas where the trip could be improved with reference to the organisation and content.

Guidance for Visit Leader

The Headteacher and EVC should be satisfied that the staff member designated as visit leader has sufficient experience to undertake the role. They will have overall responsibility for the preparation, supervision and conduct of the trip/visit. They should be of sufficient seniority to direct other accompanying staff.

The Visit Leader will consult the Trip Checklist ([Appendix 2](#)) to ensure that all aspects of trip planning are considered during the planning process. The Visit Leader will ensure that all details are input into the EVOLVE trip management system.

Visit Leaders must complete the planning form prior to any visit taking place. This is sent directly to the EVC for approval. This form can be accessed via the Staff Portal and requires the leader to detail the arrangements for all aspects of the planned visit.

The subsequent pages of this document provide specific advice and guidance on key elements of all visits plus relevant information for organising particular types of visit or activities.

Supervision

Staffing ratios will vary according to the activity, age, group, location and resources. Ratios should not be finalised until the risk assessment is complete. Trip leaders will also need to consider the needs of students with SEN and/or physical disabilities. Known behaviours, learning and physical needs should also be taken into account.

Below are the recommended staff to student number ratios that the trip leader must adhere to:

Y7 – Y11 - One adult per 15-20 students, with a minimum of two adults. The trip leader must be a qualified teacher or other approved person employed by MSAT. In mixed parties, one male and one female adult is recommended.

Y12 and 13 may be accompanied by one adult for up to 20 students. Day visits of a routine nature may be made unaccompanied if authorised by the Headteacher and advised to parents.

Residential and trips abroad should be accompanied by one adult per 10 students, with a minimum of two adults. If the group is mixed there must be a minimum of one female and one male member of staff.

Volunteer Adults: At least half of the adults accompanying an educational visit should be staff based at Meadowhead School (teachers or other members of staff). Organisers are encouraged to use other adults to meet (or exceed) the minimum staffing requirements. Sixth Formers (over 18) may also be used sparingly. Any volunteer helpers should be properly briefed on their responsibilities and especially on safety procedures and must be DBS checked if volunteering regularly or on a residential visit.

Remote Supervision

During visits involving older pupils, remote supervision may be integral to the visit; on others there will be occasions when it is usual for pupils to experience some independence, for example, for souvenir shopping, during a cross-channel ferry journey or during a visit to a theme park. In organising such activities, leaders still remain responsible and owe the same duty of care to pupils and must follow all relevant advice in this document in relation to risk assessment, planning, preparation and supervision. Leaders must assess the risks of the particular location, situation or activities proposed and the competence of the pupils to act sensibly and take responsibility for themselves. Parents must be clearly informed of the arrangements and their written consent obtained. Some locations and activities, for example beaches and swimming, are not appropriate for remote supervision.

Depending on the circumstances and risk assessment, for remote supervision to be effective, the visit leader must make sure that students have:

- the competence to act safely and independently in the particular situation;
- maps, plans and/or other information for them to act effectively;
- suitable clothing and equipment;
- knowledge of agreed rules and boundaries;
- written details of meeting points and times and how to contact leaders in emergency and/or return to base;

Risk Assessment

A common sense and proportionate approach should be taken to risk assessment with the focus being on significant risks. Generic assessments for common activities are available from the EVC and on the staff portal but the trip leader must review and adapt these as necessary before undertaking the planned visit.

For higher risk activities a full risk assessment must be undertaken before the visit. The risk assessment should identify the following:

What are the hazards?

Who is at risk?

What control measures need to be in place to reduce or eliminate the risks?

What steps will be taken in the event of an emergency?

Please see **Appendix 4** for the template to be used when writing a trip risk assessment. This is prepopulated with the common aspects of any trip.

If any adventure activities are to be undertaken the academy must check that the provider of these activities holds a licence as required by the Adventure Activities Licensing Regulations 2004.

Copies of the risk assessment should be given to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.

A copy should also be given to the EVC for approval.

Risk assessment is not a one off exercise. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

Private or Public Transport

When hiring buses and coaches it is essential that the company is reputable. The vehicle should be provided with seatbelts on all seats – with all seats forward facing, as the law requires for academy trips.

If parents' or teachers' private vehicles are used the vehicles must be roadworthy and adequately insured. Documentation must be checked by the Visit Leader. All cars must be fitted with suitable child restraints. Parents must provide specific permission for their child to be transported in a private vehicle. Staff will not transport individual students in their own cars without the presence of another supervising adult.

If public transport is used it is advisable to make party bookings in advance and ensure that the risk assessment adequately covers all potential hazards.

Minibus Transport

The MSAT policy is that all drivers of school minibuses above the specified weight limit must hold a D1 License (those who obtained a license before January 1997 will hold this license as standard). All those who do not have a D1 license will be required to complete a D1 license test before being permitted to drive.

Drivers will only be permitted to drive a minibus without a D1 license if the following conditions are met:

The minibus weighs no more than 3.5 tonnes

The minibus has no more than 16 seats

The driver is over 21 years of age

The driver has been driving on a full license for more than 2 years

The driver is not specifically remunerated for driving through their contract of employment.

All drivers are required to complete a minibus driving training course (MIDAS) before being permitted to drive.

For all journeys a member of staff, in addition to the driver must be present on the minibus and is responsible for supervising the students.

On long journeys the driver must ensure regular rest periods are taken – a 15 minute break every 2 hours is recommended.

Drivers must not drive if unwell or if on medication or receiving medical treatment which advise against driving.

Seat Belts: Students and staff travelling in minibuses must wear seat belts by law.

Overloading: The minibus is overloaded if the total weight (bus + fuel + passengers + luggage) exceeds the **maximum laden weight** for the vehicle. This weight is printed on the vehicle and in the handbook. For guidance, the vehicle should only carry passengers, driver and hand luggage.

The use of a trailer greatly increases the maximum laden weight and is **essential** when transporting a full load of older students plus luggage.

LIABILITY FOR DRIVING AN OVERLADEN VEHICLE RESTS WITH THE DRIVER

First Aid and Medical Needs

For day trips it is advisable but not a requirement that one member of the accompanying staff is first aid trained and is also able to provide any necessary support for students with medical needs e.g. use of epipen.

For residential trips and trips abroad it is a requirement that at least one member of the accompanying staff is first aid trained. The specific number of how many first aid trained staff are required will be dependent on the size of the travelling group, planned activities and risk assessment.

A travel first aid kit should be carried and also details of any students with medical needs.

Visit leaders and other adults should be aware that no drugs, other than those prescribed by a physician, may be administered to a pupil. During educational visits, arrangements should be made for the control and administration of prescribed drugs to pupils on the basis of signed written information and consent from parents and agreement on appropriate action by the staff responsible for pupils.

Similar arrangements may be made for non-prescription drugs, e.g. painkillers such as paracetamol, which parents wish pupils to self-administer for such conditions as headaches or period pains. Teachers' conditions of employment do not include giving medication or supervising a pupil taking it, although staff may volunteer to do this. Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance.

Adventure Activities

This chapter deals with all activities which take place in the outdoors, including adventure activities and field studies. Environments which pose a potentially higher risk, such as those in the proximity of the sea or areas of inland water require particular care, planning and supervision.

Water environments

Particular care and attention needs to be exercised during activities which take place in or near to water environments as a high proportion of the more serious incidents on school visits involve water hazards.

Specific guidance is provided by the EVC on running trips in the vicinity to water.

Adventure activities using Adventure Activities Licensing Authority (AALA) licensed providers.

When planning to use adventure activity facilities offered by a commercial provider or by another local authority, the visit leader should check:

- whether the provider is legally required to hold a licence for the activities it offers; and, if so,
- the provider actually holds a current licence.

AALA licensable activities

A licensed provider does not necessarily have to hold a licence for all its activities. Separate assurances should be gained by the visit leader for activities not covered by the licensing *scheme*. However the following activities - where undertaken by young people under 18 years unaccompanied by a parent - need a licence when commercial companies sell them, or when local authorities provide them with or without a charge:

- **caving** requiring the use of special equipment or expertise;
- **climbing**, sea-level traversing, abseiling or scrambling requiring the use of specialist climbing equipment or expertise;
- **trekking** on foot, horse (pony), cycle, skis, skates or sledges in remote terrain where it could take 30 minutes or more to reach a road or refuge;
- **water sports** including sailing, canoeing, kayaking, rafting and windsurfing, on the sea, tidal waters or inland waters where it is possible to be more than 50 metres from the nearest land, and turbulent inland waters less than this.

Water and Coastal Areas

Leaders and other supervising adults should be aware that many of the incidents affecting pupils have occurred by or in the sea or inland water environments. Visit leaders should refer to and follow the advice provided in the document Group Safety at Water Margins

Swimming and paddling in the sea or other natural waters

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group and should only be allowed as formal and supervised activities. Impromptu swimming or paddling should never be allowed.

If any visit involves these types of activities the trip leader must give very careful and detailed consideration to the risk assessment which must be checked again on the day of the activity. In particular, water and environmental conditions and other significant factors must be checked on the day. Supervision arrangements must be robust, understood and acted upon by all staff and pupils. Visit leaders should never be tempted to engage in such activities on an unplanned and impromptu basis.

Teachers must be prepared not to proceed with the activity if in any doubt about safety or their ability to control the situation (there should be an alternative "Plan B", properly risk assessed, available).

For swimming in the sea or other natural waters it is imperative that group leaders use only recognised bathing areas that have official surveillance i.e. qualified lifeguard cover. Where this may not be available, swimming must never be allowed unless the group leader, or another designated adult in the group, holds a current, relevant lifeguard award (in the sea this is a different award than for swimming pools).

Swimming pools

If considering the use of a swimming pool not used before or monitoring the hazards of a regularly used pool it is advisable to observe and check the following issues.

Care must be taken if proposing to use leisure pools or swimming pools during public sessions because suitable supervision becomes more difficult than during a school swimming session, where the school has sole use of the pool. Particular care must be taken with hotel swimming pools, many of which do not have lifeguards present. ***Students must never be allowed to swim without a lifeguard present.***

As well as gaining information on the parental consent form about pupils' swimming abilities, visit leaders should check for themselves the level of a pupil's swimming ability.

For swimming; there must always be a lifeguard provided at a beach or pool and if not the group leader, or another designated adult in the group, must hold a current, relevant lifeguard award with evidence of ongoing training being up to date. If this is not in place, swimming must not proceed.

Visits Abroad

Language Skills

For all trips abroad at least one of the leaders should be able to speak and read the relevant language. If not, at least one leader should learn enough of the language to make basic conversation and deal with an emergency and/or the party should have a local guide who speaks good English as well as the local language.

Passports

Passports are needed for all overseas visits, including day trips. Passport applications should be made early to allow plenty of time for any difficulties to be resolved.

The visit leader should take a photocopy of the information page of all passports on the visit. For extended visits, it may be wise to hold a second copy at school. Always keep passports and other travel documents in a secure place while abroad (e.g. hotel safe). If a passport is lost, contact the local police and the British consulate who can issue emergency travel documents.

For information about passports, go to the Passport Agency website

<http://www.direct.gov.uk/en/TravelAndTransport/Passports/index.htm> or call the Passport Advice Line on 0300 222 0000

Collective Passports

Current information relating to all types of passport, including collective passports, is available from the United Kingdom Identity and Passport Service at:

http://www.direct.gov.uk/en/TravelAndTransport/Passports/Aboutcollectivegrouppassports/DG_174122

The authorities of some countries may require extra copies of the collective passport, these will be supplied by the Passport Office. You are advised to ask for sufficient copies. Identity cards are also necessary in many countries for students travelling on a collective passport. Non-British nationals/non-British passport holders may require visas/transit visas and it is the responsibility of the individual to check all passport and visa requirements with the Embassy of the country (or countries) to or through which they are travelling.

NB. Because the rules are complex Identity and Passport Service (IPS) recommends that wherever possible young people travel on their own passports. Some student travel companies are not recommending the use of collective passports as many airlines and countries do not accept them and rules are continually changing.

For questions about collective passports, nationality or visiting any other European country, call the Passport Advice Line on 0300 222 0000 or visit

<http://www.direct.gov.uk/en/TravelAndTransport/Passports/index.htm>

Visas

Adults and children who hold other than a British passport normally require a visa to enter another European Union (EU) state. However visa exemption may be available for such members of a school group taking part in an educational visit. For entry to many countries outside the EU a visa is required for all members of the party.

Details of the procedure for visa applications are available from consular sections of the embassies of the countries to be visited. The Foreign and Commonwealth Office website www.fco.gov.uk provides further information for individual countries. Visa regulations are subject to change without warning and leaders are advised to obtain precise information from the appropriate embassies early in the planning process and to check again prior to departure. In order to obtain a visa, applicants must produce a valid national passport. A visa application form should be obtained well in advance as this will give details on what must be provided.

Customs

Customs regulations vary depending upon whether schools are travelling within or outside the EU. Full details about customs regulations may be obtained from <http://www.hmrc.gov.uk/customs/index.htm> at ports and airports in the UK or tel: Excise & Customs Helpline 0845 010 9000.

Visit leaders should be aware of prohibitions on importing certain items available abroad e.g. flick knives, ammunition or fireworks. Emphasize to pupils and parents that to be found with such items is an offence, which can result in more than confiscation, especially if such items are hidden.

UK Global Health Insurance Card

You are recommended to obtain a GHIC for journeys in the EU. This is a reciprocal healthcare agreement with EU member states, however, it is not valid in Norway, Iceland, Liechtenstein or Switzerland. You will need travel insurance with healthcare cover in these countries. Anyone who is a UK citizen and intends to travel within the EU should have one. The GHIC entitles holders to treatment that is deemed necessary at a reduced cost or sometimes for free. Individuals should attempt to reclaim expenses prior to their return to the UK. The GHIC is individual and children need to have their own card. GHIC forms should be carried with passports when travelling in the EU.

Apply online at <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/> Tel: 0300 330 1350

School Exchange

Vetting Suitable Host Families

Leaders organising exchanges need to find out about procedures in the foreign country for vetting suitability of host families including the availability, or not, of criminal checks. Exchange or home stay visits may be arranged through agencies, in which case the agency should operate a system for vetting the host families. If checks available appear inadequate, the visit leader should seek further assurances and/or consider whether accommodation should be arranged in another venue. In any event, the level of checks made must be clarified for parents.

Supervision Arrangements

Practical arrangements for supervision should include the following considerations:

- careful matching of pupils is the key to a successful exchange;
- pupils and families should normally be put in touch with each other well before the exchange takes place;
- host families must be informed of any special, diet or medical needs of their guests, including age and gender;
- parents, pupils and the host school should be clear about arrangements for collecting and distributing pupils to families and transport arrangements throughout the visit;
- parents should be made aware that their children living with host families will not always be under direct teacher supervision;
- pupils living with host families should have easy access to their teachers, usually by use of mobile telephone;
- regular checks should be made with pupils/families to resolve any problems at an early stage (a personal visit to each pupil by a known member of staff)

Ski Visits

Ski visits present specific issues relating to safe management and risk assessment.

It is good practice for schools undertaking ski visits to book a minimum of two two-hour lessons in ski school, with a lunch break in between, per day. For supervision of skiing outside lesson time, qualified supervisors should be provided. Suitable methods of demonstrating competence include specific awards such as Snowsport England's Alpine Ski Course Leader Award or recognized and relevant ski instructor qualifications.

Tour operators of ski visits who sub-contract to other providers, (e.g. ski school, accommodation and transport) must give the school assurances that the contractors will provide the level of service to the school specified on the Provider Form

No contract should be entered into until the school is satisfied that there is good safety provision.

Overseas Expeditions

As with ski visits overseas expeditions present specific issues relating to safe management and risk assessment.

Schools should ensure that, if using a specialist outside provider for such a venture, any contract is between the provider and the school, **not** between the provider and participants' parents.

Adventure activities abroad

Teachers proposing to lead adventure activities abroad must be trained and qualified and, as appropriate, have site, in-country and/or environment specific experience. Leaders with qualifications should take advice from the Outdoor Education Adviser and/or the National Governing Body of the relevant sport as to the validity or relevance of their qualification in a foreign country, where laws governing leadership and supervision of adventure activities may differ considerably from those in the UK.

APPENDIX 1

REQUEST FOR EVENT/TRIP PLANNING

Staff Making Request

Date and Time
(Check School Calendar)

Date:	Time:
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Proposed Venue

Event Description

Students Involved

Year Group:	Number:
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Initials Of Other Staff Involved

Potential Cost including Cover Costs

If Applicable Where Will Money Come From e.g. Budget

Head of Faculty Signature

Has consideration been given to:

Risk Assessment* Contact With Parents Transport Arrangements

* Please note all events/trips involving students going off the school site require a risk assessment to be produced and given to Jamila Khatun.

Please complete and pass to the school Business Manager to take to SLT meeting for consideration as far in advance of your event as possible.

Agreed by Leadership Denied by Leadership Date

Notes

APPENDIX 2

MEADOWHEAD SCHOOL - TRIP CHECKLIST

The following list is provided as a guide for all the things which need to be considered during the planning of an educational visit. Please note this is only a guide and there may be other things specific to your trip which are not listed below.

LEADERSHIP APPROVAL

Check the school calendar to ensure that your trip does not clash with other events.

Have you completed a trip request form and submitted it to Leadership?

RISK ASSESSMENT

An event specific risk assessment must be completed for every trip and uploaded to the EVOLVE System. This must include consideration of each aspect of the trip such as travel, supervision, accommodation, activities, medical or other emergency.

Have you risk assessed each aspect of the trip and put in suitable control measures to reduce the potential harm to both staff and students?

You must undertake constant risk assessment during the trip to ensure the safety of those involved.

If you need advice, please see Jamila Khatun.

COST

Are there any costs for the trip including transport, activities, accommodation and staff cover?

How will this be paid for?

STUDENTS

Have you informed parents about the trip details including dates, times and activity itinerary?

Do you have written parental consent for all students attending the trip?

Have you informed the students about anything they need to bring with them?

Have you informed the whole school including the café about which students are attending the trip?

Are you aware if any students have special educational needs?

Are you aware of any students who have any specific medical issues?

Are you aware if any students are on free school meals and need lunch providing? You must order lunches from the café prior to the trip day and collect it from them on the morning of the trip.

STAFFING

Do you have enough suitable staff to accompany the trip in relation to the number of students attending? (mixed residential trips must be accompanied by a mixed group of staff and there are also different staff to student ratios depending on the type of trip).

Have all those staff accompanying the trip completed an absence request form and had this approved by their line manager?

If teaching staff are to accompany the trip has cover been arranged for these staff. If this is required how will this be funded?

TRAVEL

Have you arranged suitable travel for the trip?

Do you require various types of transport?

ACCOMMODATION

If required, has accommodation been arranged?

Do you need to visit the accommodation first to ensure that it is suitable for requirements?

FIRST AID

All trips must be accompanied by at least one first aid trained member of staff.

Do you have a suitable number of first aid staff for the size of the group and activities you are undertaking?

Have you organised first aid kits?

EMERGENCY MEASURES

Do you have the contact phone numbers of staff in school so that you can inform them of any problems which may occur?

Have you arranged to collect a school mobile phone to take with you on your trip?

Do you require the contact details for the parents of the students attending the trip?

Have you read and possess a copy of the Educational Visits Emergency Procedures?

**IF YOU HAVE ANY QUERIES REGARDING ANY ASPECT OF PLANNING A TRIP
PLEASE SEE KEVIN ELLIOTT FOR ADVICE**

APPENDIX 3

Guidance for Staff Accompanying Trips Abroad.

Meadowhead School Academy Trust truly values the need to provide overseas learning experiences for our students, and we are proud of our excellent reputation for running a variety of good quality, well managed and safe overseas trips/exchange programmes for our students of all ages.

There are many benefits for our staff who offer to give up their time to accompany or lead trips overseas: -

- Opportunity to engage fully with students and assist their learning/understanding of the language/culture of the target country.
- Opportunity to travel to another country you may have not visited before, and experience new languages/cultures/ good weather!
- Valuable Professional Development opportunity for you as a member of school staff, which looks good on your CV.
- You will have fun and exciting experiences which may be new to you!
- You will learn some new skills as part of the planning process / during / following the return of the trip.
- You may experience new training such as first aid / risk assessment.
- You will get to know your colleagues better and socialise with them.
- It is essential training/experience if you are planning to lead your own trip in the future.
- It is a good opportunity to put your own language skills into practice if you have some, or to learn a new language if you don't!

If you have been invited to accompany any trip you need to read this document carefully, and, if you agree to the roles/responsibilities outlined, please sign at the bottom and hand it to the trip leader. If you have any further questions, please consult the relevant trip leader.

PRE-VISIT

- You may be asked to attend student/parents meetings organised by the trip leader in order to meet participants and be fully briefed yourself.
- You will need to meet with the trip leader to discuss the plans/specifics and what is required from you.

ACTIVITIES DURING THE VISIT

- Follow the instructions of the trip leader at all times (be as helpful as possible).
- Take an active role in all activities (with guidance from the trip leader).
- Support the trip leader at all times with any aspect of the trip (they may be under some pressure and need your support.)

COMMUNICATION

- On exchange visits, be prepared to communicate with staff from the partner school (you are representing Meadowhead in the Global community, so make a good impression and maintain your professionalism at all times).
- School mobile phones should be used for contact between staff, parents, students (not for personal use). You should not give your personal phone number to students/parents for your own protection.
- Students/staff should only contact each other via school mobile in case of emergency.
- If you have no knowledge of the language but would like to learn some prior to your visit, we may be able to offer you a free adult beginners course at Meadowhead to learn the basics (not obligatory but it may help you if you have to be left with a student/rest of the group in the rare event of a medical emergency for example).
- You may be asked to take photos or video record parts of the trip/students.
- School rules for LAC pupils must be adhered to at all times.

POST VISIT

- You may be asked to contribute to a follow up activity when you return from the trip, such as:
- Contributing to an article for the Phoenix/ International Times magazine
- Uploading/editing photos/videos onto the school system
- Attending a celebration/presentation evening for parents, students, staff/governors.

ELIGIBILITY

- You should ideally have previous experience of accompanying school trips, although this is not essential if you have the skills/confidence to undertake the role/responsibility as outlined above.
- You should ideally have relevant experience in dealing with groups of students.
- You must be willing to ensure the safety and welfare of our students at all times during the visit.
- You must ensure that you see line manager approval before agreeing to accompany a trip. (The trip leader may already have agreed this with your line manager but you must still make sure).

Thank you for volunteering to participate in this trip/exchange. We hope it will be a very valuable and positive experience for you, and we really appreciate your support.

.....

ACCEPTANCE FORM/AGREEMENT FOR ACCOMPANYING A SCHOOL TRIP

Trip Title / Destination

I(name) understand and agree to abide by the guidelines for staff accompanying a school trip listed in this document.

Signed.....

Date.....

APPENDIX 4 – EXAMPLE DAY TRIP RISK ASSESSMENT

TRIP RISK ASSESSMENT –

To be completed after referring to the relevant Generic Risk Assessments for the visit.

MEADOWHEAD SCHOOL		ACTIVITY/LOCATION/S	
DATE(S):		COMPLETED BY	

GENERIC RISK ASSESSMENT. The risk assessments applicable to this trip are all visits and transport. Below are the relevant parts of those risk assessments adapted for this trip/visit.

EVENT-SPECIFIC RISK ASSESSMENT

HAZARD	WHO IS AT RISK?	CONTROL MEASURES	WHAT FURTHER ACTION IS NEEDED?	TICK IF ALL IN PLACE
Consider the following factors: location, activities, the group (pupils and staff), time of year, climate/weather conditions, any other significant hazards and risks which may be particular to your visit.	Pupils, staff, other people?	What are your arrangements for preventing the hazards you have identified from harming people? Include plans for supervision, including any remote supervision, indicating staff competence (and qualifications, if appropriate).	Does anything more need to be done? Who else needs to be informed or briefed?	
On foot - injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> • Work on foot planned to avoid fast roads wherever possible • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned • Young people are briefed re hazards and behaviour required • If abroad, young people briefed re right-hand traffic and any in-country traffic rules 		

<p>Minibus - Injury, possible fatality, separated from group</p>	<p>Young people, staff</p>	<ul style="list-style-type: none"> • Minibus driver has PVC or SCC Permit to drive (PCV licence if abroad) • Bus has small bus permit in windscreen • Driver ensures seatbelts are used • Luggage on roof does not exceed 100kg • Luggage in vehicle securely fastened and clear of aisles • If abroad, minibus and drivers' hours follow EC requirements • Driver must read and follow school policy for educational visits re minibuses • Care always taken in parking in suitable place for disembarkation • Close supervision and head counts during any breaks in journey and getting in and out of bus 		
<p>Pupil lost or separated from group - Injury, possible fatality</p>	<p>Young people</p>	<ul style="list-style-type: none"> • Supervising staff are competent and understand their roles • Ratios in line with school policy • Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc) • Discuss itinerary and arrangements with young people • Briefing to all on what to do if separated from group • head counts by Leaders particularly at arrival/departure points, and when separating and reforming groups 	<p>Plan supervision before visit and brief staff and young people</p>	
<p>Illness or injury</p>	<p>Young people, staff</p>	<ul style="list-style-type: none"> • At Least 1 Leader with each group first aid trained • Leaders know how to call emergency services • Young people and parents are reminded to bring individual medication and this is kept securely • first aid and travel sickness equipment carried • Mobile phones carried if available • Emergency contacts with school and parents arranged 	<p>Check first aid certs current. Remind parents young people re medication. Medication brought by young people</p>	

Special needs of specific young people – medical, behavioural - Illness, injury	Young people	<ul style="list-style-type: none"> • Obtain information from parents • Take advice from SENCO if appropriate • Make necessary arrangements for individual young people including individual risk assessment and additional staffing as necessary 		
Exposure to weather - Cold injury, heat injury , over exposure to sun	Young people, staff	<ul style="list-style-type: none"> • Consider possible weather conditions and plan appropriate programme, clothing and equipment (warm and waterproof clothing and, in summer, sun protection) • Plan for young people who may/do not bring suitable kit–check before departure and/or bring spares • Daily weather forecast obtained and plans adjusted accordingly 		
Reduction of risks associated with Covid - 19	Young people, staff	<ul style="list-style-type: none"> • Consider what PPE is required on your trip, i.e. masks, face visors, hand sanitiser, sanitiser wipes, tissues, apron, gloves • How do you maintain social distancing from other parties that you may come across? • Do you need to wear masks? Public transport? 		

ON-GOING RISK ASSESSMENT. Remember to assess the risks on the day and during the activity, many factors can change. Do not hesitate to alter or abandon the activity if the risks on the day become unacceptable.

EMERGENCY PLANNING. What are your arrangements for dealing with an accident or serious incident?

SHARING RISK ASSESSMENT INFORMATION. How will you share risk assessment information with staff/pupils involved?

