



Brentwood School Trips and Visits Policy

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	Network Acceptable Use Policy	Parent Contract	Privacy Notice for Pupils, Parents, Guardians and Alumni
	Reducing the Risk of respiratory infection	Risk Assessment policy	Safeguarding Policy and procedures
	SEND Policy	Supervision Policy	Trip & Activity Refund Statement

TRIPS & VISITS POLICY

CONTENTS

1	Aims	3
2	Scope and application	3
3	Regulatory framework	3
4	Definitions and interpretation	4
5	Responsibility statement and allocation of tasks	6
6	Legal requirements and responsibilities	7
7	Planning and preparations	11
8	Risk assessment	11
9	Charging	13
10	Consent	13
11	Insurance	14
12	Supervision and ratios	14
13	Actions to be followed immediately by staff if a child goes missing on an outing or activity	16
14	Child protection	17
15	External Providers and Adventure Activities	17
16	Transport	18
17	Trips abroad and off-site accommodation	19
18	Exchange visits	20
19	First aid and the administration of medicine	21
20	Emergencies	22
21	Incidents involving the police	23
22	Training	23
23	Record keeping and data protection	23

Appendix (for staff use)

Appendix 1 - [Standard Operating Procedures for Off Site Sports Fixtures and Events](#)

Appendix 2 - [How to run a trip \(steps to follow when running a day or residential trip\)](#)

Appendix 3 - [OEAP National Guidance](#)

Appendix 4 - [Effective Supervision Guidance](#)

1 Aims

1.1 This is the Trips and Visits policy for pupils of Brentwood School (**School**).

1.2 The aims of this policy are as follows:

1.2.1 to set out the School's approach to the planning and implementation of Trips and Visits in order that everyone involved understands his or her responsibilities and can participate fully;

1.2.2 to establish a framework for managing risks and challenges to the health, safety and welfare of pupils on Trips and Visits that is proportionate;

1.2.3 to actively promote the well-being of pupils; and

1.2.4 to provide a culture of safety, equality and protection.

2 Scope and application

2.1 This policy applies to the whole School including the Early Years Foundation (**EYFS**).

2.2 This policy applies to all Trips and Visits (as defined in paragraph 5 of this policy).

This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:

2.2.1 affect the health, safety or well-being of a member of the School community or a member of the public; or

2.2.2 bring the School into disrepute.

3 Regulatory framework

3.1 This policy has been prepared to meet the School's responsibilities under:

3.1.1 Education (Independent School Standards) Regulations 2014;

3.1.2 Boarding schools: National minimum standards (Department for Education September 2022)

3.1.3 Statutory framework for the Early Years Foundation Stage (DfE, January 2024)

3.1.4 Education and Skills Act 2008;

3.1.5 Children Act 1989;

3.1.6 Childcare Act 2006;

3.1.7 Equality Act 2010;

3.1.8 Health and Safety at Work etc Act 1974;

3.1.9 Data Protection Act 2018 and General Data Protection Regulation 2018 (**GDPR**);

3.1.10 SEND Code of practice: 0 to 25 years (DfE and Department of Health, January 2015); and

3.1.11 Package Travel and Linked Travel Arrangements Regulations 2018.

3.2 This policy has regard to the following guidance and advice:

3.2.1 [Health and safety on educational visits \(DfE, November 2018\)](#);

3.2.2 [Health and Safety Executive: School trips and outdoor learning activities \(Health and Safety Executive \(HSE\), June 2011\)](#);

3.2.3 [Keeping children safe in education](#)

3.2.4 [National guidance for the management of outdoor learning, off-site visits and learning outside the classroom](#); and

3.2.5 [School and college security](#) (DfE, November 2019).

4 Definitions and interpretation

4.1 Where the following words or phrases are used in this policy:

4.1.1 References to the **Proprietor** are references to the Governing Body.

4.1.2 Reference to **Adventure Activities** include but are not restricted to activities which are exciting and challenging and which involve significant inherent risk of harm, without which the activities would lose much of their value, or which takes place in a remote or hazardous location. Examples include winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking, water sports or activities in or around water and Cadet and other uniformed activities. An activity may also be considered adventurous if in or near areas considered to be politically, economically or socially unstable. All such trips are raised and managed via the 'Visit Form' on the School Visits Management Platform Evolve.

4.1.3 Reference to **Local Area Visits (LAVs)** refers to visits recorded as LAVs on the Evolve Platform and also refers to 'Routine Visits' as defined by the DfE H&S guidance on Educational visits. LAVs include those visits to the immediate local vicinity of Brentwood (specifically within a 5 mile radius) and are accessible by minibus, coach or by walking and NOT via public transport. LAV's are conducted within the school day (specifically 8.30-4pm).

4.1.4 Reference to **Day trips** refers to those trips that are not adventurous and do not fall under the category of LAV. These trips may not be local in nature and are likely to occur outside of the school day, therefore warrant additional assessment or planning, but not a full Evolve Form submission.

4.1.5 Reference to **Contingency Plan** means a Plan B in the event the planned activity on a Trip or Visit cannot be undertaken safely.

4.1.6 Reference to **Trips and Visits** includes but is not restricted to the following activities which are off-site and arranged or facilitated by the School at any time:

- (a) study and cultural visits;
- (b) Local Area Visits/Routine Visits
- (c) hazardous and Adventure Activities and expeditions; and/or
- (d) overseas trips and residential trips.

4.1.7 Reference to **Education Visits Co-ordinator (EVC)** means a member of staff to whom the Head delegates responsibility alongside their main role, for the arranging and the administration of a Trip or Visit and the assessment and management of any risks posed by that Trip or Visit.

4.1.8 Reference to **Employee** means anyone who works under a contract of employment at the School.

4.1.9 Reference to **External Provider** means any person or organisation other than the School or an Employee of the School who provides a service and / or facilitates an activity under a contract during a Trip or Visit e.g. an activity, field studies or outdoor education centre provider or an expedition company.

4.1.10 References to **First Aiders** are members of staff who have completed an approved first aid course and hold a valid certificate of competence in First Aid at Work, Emergency First Aid at Work, Paediatric First Aid at Work or Emergency Paediatric First Aid at Work.

4.1.11 Reference to **Trip Leader** means an Employee who has overall responsibility for the planning, organising, supervision and conduct of the Trip or Visit delegated to him / her by the EVC.

4.1.12 Reference to the **Head** means the Headmasters of the Senior and Preparatory School.

4.1.13 Reference to **Homestay** means any arrangement where the School organises or arranges, and has power to terminate, the care and accommodation of a child in the home of a host family to whom the child is not related. Homestay includes arrangements in the UK or abroad, and situations where the School engages a company to make the arrangements.

4.1.14 Reference to **HSE** means the Health and Safety Executive.

4.1.15 References to **Licensed Activities** means only those activities which are currently licensable under the Activity Centres (Young Persons' Safety) Act 1995 and Adventure Activities Licensing Regulations 2004 (SI 2004/1309) and include caving, climbing, trekking and water sports.

4.1.16 Reference to **Parent(s)** includes one or both of the parents, or those with parental responsibility for a child.

4.1.17 Reference to **Supervisor** means an adult who has been approved by the EVC and who has responsibilities and duties assigned to him / her during a Trip or Visit by the School (to include but not restricted to Employees, Parents, host parents, and volunteers).

5 Responsibility statement and allocation of tasks

5.1 The Governing Body has overall responsibility for all matters which are the subject of this policy.

5.2 To ensure the efficient discharge of its responsibilities under this policy, the Governing Body has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Head	Reviewed every three years or as required following a change in legislation/guidance.
Monitoring the implementation of the policy and any action taken in response and evaluating effectiveness	EVC Overseen by the Deputy Head Staffing, Co-Curricular and Operations	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	EVC	As required, and at least annually
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	EVC	As required, at least termly
Monitoring accident / incident reports and records created in relation to the policy and identifying any action to be taken in response and evaluating proportionality and effectiveness	EVC Overseen by the Health and Safety Officer through the Health & Safety Committee	As required, and at least annually

All Health & Safety, and welfare arrangements of those on the Trip or Visit are reviewed and are satisfactory. This includes ensuring that there are appropriate risk assessments and contingency and emergency plans in place	The Health & Safety Compliance Officer	Ongoing as part of Evolve Trip approval role
Formal review	Governing Body	Every three years or as required following a change in legislation / guidance.

6 Legal requirements and responsibilities

6.1 **Head:** The Head will ensure that Trips and Visits comply with legislation, regulations and guidance issued by the HSE, the Department for Education together with that provided by the Governing Body and the School's own health and safety policy.

6.2 An Education Visits Coordinator (EVC) is appointed by the Head for each phase of the school. In the Senior School, The Head of Calendar and Trips Logistics is the EVC and in the Preparatory School, The Deputy Head (Operations & Co-Curricular), is EVC.

6.3 The Head will ensure that:

6.3.1 the EVC is sufficiently qualified, experienced and competent to arrange, administer and monitor Trips and Visits;

6.3.2 the EVC is provided with up to date training, advice and guidance.

6.4 The EVC will:

6.4.1 be an experienced Trips and Visits leader him / herself;

6.4.2 have the status to be able to guide the working practices of others;

6.4.3 be confident in assessing the ability of others to lead Trips or Visits;

6.4.4 be confident in assessing External Providers;

6.4.5 be able to advise the Governing Body and / or the Head in approving Trips or Visits, where necessary;

6.4.6 have access to, and be aware of, appropriate training, guidance and advice.^[1]

6.5 The **EVC:** will ensure that:

6.5.1 a Trip Leader is appointed who is competent to plan, undertake and supervise activities and to monitor / assess the risks in preparation for and throughout the Trip or Visit;

6.5.2 Trips or Visits do not take place unless; final approval has been given by the Governing Body, Head and / or another suitable member of the Senior Management Team in advance, as necessary.

6.5.3 Trip Leaders are signposted to the Bursar's PA in order to check for adequate insurance cover for Trips and Visits;

6.5.4 any relevant qualifications claimed by the Trip Leader or other relevant members of the group have been checked and verified and are up to date;

6.5.5 Supervisors are properly assessed in accordance with the School's safeguarding and child protection policy and procedures, which will include barred list checks if the Supervisor is likely to be left unsupervised or allowed to work in regulated activity;

6.5.6 adequate records are retained following Trips or Visits;

6.5.7 appropriate evaluation and monitoring takes place following visits including ensuring that appropriate lessons are learned and risk assessments and procedures are adapted where necessary;

6.5.8 The School has considered its requirements to report safeguarding incidents to any other regulatory body or organisation including, but not limited to:

- (a) Charity Commission
- (b) Health and Safety Executive (**HSE**) (see also section 20 below)
- (c) Disclosure and Barring Service (**DBS**)
- (d) Teaching Regulation Agency (**TRA**)
- (e) Diocesan Safeguarding Officer
- (f) Boarding Schools Association (**BSA**)
- (g) Insurers.

6.6 **Trip Leader:** is responsible for the planning, undertaking and supervision of the particular Trip or Visit delegated to him / her by the Head.

6.7 The Trip leader must follow legislation, regulations, guidance and this policy and other applicable School policies relevant to Trips or Visits.

6.8 Where necessary, the Trip Leader should obtain specialist advice to enable Trips and Visits to be undertaken safely.

6.9 Where required, the Trip Leader will be appropriately qualified and will produce evidence of such qualifications, upon request.

6.10 The Trip Leader has overall responsibility for:

- 6.10.1 the preparation and planning of the Trip or Visit, including obtaining approval for the Trip or Visit to take place;
 - 6.10.2 carrying out risk assessment(s);
 - 6.10.3 preparing and implementing a Contingency Plan in case the primary activity is undeliverable;
 - 6.10.4 the supervision and conduct of the Trip or Visit;
 - 6.10.5 the health, safety and welfare of the group during the Trip or Visit;
 - 6.10.6 the behaviour and discipline of pupils during the Trip or Visit;
 - 6.10.7 ensuring that the School's relevant emergency policies and procedures are implemented in an emergency.
- 6.11 The Trip Leader will also ensure that:
- 6.11.1 all those attending or involved in the Trip or Visit know who is in charge at any time and that all Supervisors and External Providers are aware of any identified risks and understand their respective responsibilities;
 - 6.11.2 that everyone on the Trip or Visit is aware of emergency arrangements;
 - 6.11.3 any insurance conditions are complied with;
 - 6.11.4 all Trips and Visits for EYFS pupils will include Paediatric First Aid trained staff. For all other pupils there will sufficient first aid provision for each Trip or Visit and staff will be aware of and adhere to the School's policies on first aid, administration of medicine and allergy management and obtain relevant medical information about pupils from iSAMS. ^{4]}
 - 6.11.5 Where pupils have known significant allergies, the Trip Leader has discussed these with the pupil or parent (where the pupil is under 16) and jointly decided upon an appropriate plan for the pupils' meals (if the trip involves meals offsite).
- 6.12 The Trip Leader has the full authority of the Head and has the right to return any pupil home if, after consideration of all relevant matters, he / she is of the opinion that such action is warranted. Under these circumstances parents would be expected to collect their child at their own expense.
- 6.13 **Supervisor(s)** will:
- 6.13.1 follow the terms of this policy, any applicable codes of conduct and the instructions of the Trip Leader;
 - 6.13.2 help with control, behaviour and discipline of the group;
 - 6.13.3 look after their own health and safety and do their best to ensure the health and safety of everyone in the group;

6.13.4 inform the Trip Leader immediately if they suspect there is a risk to the welfare, health and safety of themselves or others during the Trip or Visit;

6.13.5 be properly checked and assessed in accordance with the School's safeguarding and child protection policies and procedures;

6.13.6 be aware of potential conflicts of interest, if their own children are members of the group.

6.14 Unless they are an Employee, Supervisors will not normally be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment. Under no circumstances will a Supervisor in respect of whom no barred list check has been obtained be left unsupervised or allowed to work in regulated activity.

6.15 **Pupils** will:

6.15.1 follow the instructions of the Trip Leader and Supervisor(s) during the Trip or Visit and comply with the Senior School or Prep School rules, drugs and alcohol policy and the behaviour management policy;

6.15.2 not behave in a way which put themselves or others at risk or in breach of the Senior School or Prep School rules and the School's behaviour management policy;

6.15.3 dress and behave appropriately and responsibly, using safety equipment appropriately and as instructed;

6.15.4 if abroad, be sensitive to local codes and customs.

6.16 **Parents** will:

6.16.1 provide the School with clear and accurate up to date information on their child's health and / or any special needs;

6.16.2 provide appropriate consents, including to the administration of first aid, medication and medical treatment, and where necessary, provide the School with their child's medication in advance of the trip;

6.16.3 ensure that their child has had the necessary vaccinations to enable them to safely take part in the Trip or Visit^[3];

6.16.4 ensure that for international trips they have checked the validity of their child's passport to make sure it is suitable for the travel required. Additionally where any Visa needs to be applied for, this is also the responsibility of the parent, and both these tasks should be completed well before the trip departs.

6.16.5 ensure that they provide up to date contact details or other appropriate contact details in the event that they will be unavailable;

6.16.6 ensure that their child understands the standard of behaviour and conduct expected of pupils on the Trip or Visit.

7 Planning and preparations

7.1 The Trip Leader will:

7.1.1 undertake and complete the planning of and preparation for the Trip or Visit in accordance with the EVOLVE system;

7.1.2 where necessary and reasonable undertake an exploratory visit to areas or in respect of activities involving significant hazard, or he /she should obtain reliable information concerning the nature of any hazards and means of avoiding or minimising risk;

7.1.3 consult the School's guidance on off-site sports fixtures and tournaments, day visits, residential visits and exchange visits checklists where appropriate. [these are found at Appendix 1 to 4];

7.1.4 obtain initial approval for the Trip or Visit to take place from the EVC; and provide the required planning information for the Trip or Visit to also be subsequently approved by the H&S Compliance Officer before final approval by the appropriate SLT member.

7.1.5 undertake appropriate risk assessment(s) and complete the appropriate risk assessment form (see paragraph 9 of this policy and [Risk Assessment Form](#));

7.1.6 ensure that appropriate parental consent has been obtained for the pupils (including specific written consent to the trip where required) (see paragraph 11).

7.1.7 ensure Parents of pupils with health / medical needs attending the Trip or Visit have provided the appropriate medicines for administration and that these are held appropriately during the Trip or Visit;

7.1.8 brief Supervisors, group members and Parents (where appropriate) particularly in advance of an Adventure Activity, an overnight trip or visit outside the UK;

7.1.9 return any unused currency following a trip or visit to the Bursary;

7.1.10 produce a schedule of all expenditure on the trip using the appropriate Trip Costings template.

7.1.11 report back to the EVC;

7.1.12 retain appropriate records following the Trip or Visit.

8 Risk assessment

8.1 The School endeavours to take a proportionate and sensible approach to Trip or Visit and the level of planning and preparation will be tailored in each case to the type of trip and the particular risks involved. Some Trips or Visits may only require a little extra planning beyond the educational aspect of the trip, whilst others may need detailed planning and risk assessment and approval of the Head and / or the Governing Body.

8.2 The School will ensure that those who are conducting the risk assessments have the necessary skills, status, competence and experience to do so.

8.3 The School adopts a common-sense and proportionate approach to health and safety on Trips or Visits with a focus on real risks, not those which are trivial and / or fanciful.

8.4 An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every Trip or Visit and recorded on the EVOLVE system. The variation will be in the extent to which a risk assessment is documented and this correlates directly with the nature of activity. For example a full documented risk assessment is required for Residential or adventurous activities however for LAVs or Day Trips the Trip Leader will need to complete the relevant sections on Evolve to confirm that appropriate risk considerations and mitigations are in place.

8.5 **Generic risk assessments:** If there is a generic risk assessment already in place for a specific type of trip or activity, the Trip Leader may (where appropriate) review the generic risk assessment and check that is still suitable. These types of Risk Assessment are however not to be used for adventurous or residential trips.

8.6 **Specific risk assessments:** If there is no generic risk assessment for the activity, or if the visit involves one of the following factors (listed below) the Trip Leader must carry out a specific written risk assessment for the Trip or Visit:

8.6.1 activities requiring a higher level of risk management than is normal during routine activities;

8.6.2 Adventure Activities;

8.6.3 off-site activities that take place **totally** outside normal School hours including during School holiday period or during weekends with the exception of regular sporting activities;

8.6.4 overnight and residential stays;

8.6.5 visits outside the UK.

8.7 **Dynamic risk assessments:** regardless of the type of the visit, the Trip Leader must be prepared to re-evaluate and / or reassess the risks and mitigate any risks where possible whilst the visit is taking place taking into account any relevant changes in circumstances or factors such as fatigue or changes in the weather.

8.8 If any risk is considered to be unacceptable by the Trip Leader and / or EVC and Health and Safety Officer the Trip or Visit shall not go ahead, or shall be terminated if already in progress.

8.9 When conducting a risk assessment, the following factors should be considered, notwithstanding any risk assessment that may be conducted or supplied by any external provider:

8.9.1 the type of activity;

8.9.2 the age / competence / fitness / usual standard of behaviour of the pupils;

- 8.9.3 any special educational / medical needs of any of the pupils;
- 8.9.4 any impact of individual needs on the group as a whole;
- 8.9.5 adult : pupil ratios;
- 8.9.6 the competence / experience / qualifications of the adults;
- 8.9.7 modes of transport, journey routes and location(s) of visits;
- 8.9.8 emergency procedures; and
- 8.9.9 any other relevant factor in relation to the specific circumstances of the Trip or Visit.

8.10 **Contingency plan:** the Trip Leader should also consider and assess a Contingency Plan in addition to the main activity, in case the main activity is undeliverable. In some cases this may be as simple as returning to base, in other cases where there is a high probability that the main activity may become undeliverable (e.g. if weather conditions require this) it may be prudent to assess an alternative activity.

8.11 If the risks become unacceptable the Trip or Visit / activity shall be terminated and / or a Contingency Plan carried out instead.

9 Charging

9.1 The School reserves the right to charge for Trips and Visits, transport, accommodation, equipment and other associated costs. Such details will be provided to Parents prior to the Trip or Visit.

9.2 If payment is not received in advance (or as required) or School fees are outstanding, the School reserves the right to exclude pupils from the Trip or Visit.

9.3 Parents will also be informed of the arrangements for sending a pupil home early. Parents will normally be required to meet the costs of such arrangements should this be required for reasons of health and safety or breach of this policy. Please also refer to paragraph 6.12. The School will not be obliged to refund the cost of the remainder of the Trip or Visit.

10 Consent

10.1 Written parental consent is generally not required for routine Trips or Visits which are a normal part of the pupil's education at the School, take place during the normal School day and do not entail additional cost. The School obtains general written consent from Parents for such. Trips or Visits when the pupil enters the School. This covers the whole time the pupil is at the School.

10.2 **Specific consent:** Written consent is always obtained from at least one parent prior to any Trip or Visit for the following:

- 10.2.1 all visits (including overnight or residential stays) which take place during the holidays or a weekend;

10.2.2 non-routine off-site activities and sporting fixtures which extend beyond the normal start and finish of the school day;

10.2.3 Adventure Activities at any time;

10.2.4 visits which require overseas travel;

10.2.5 activities for which risk assessment has shown a high level of risk management is required;

10.2.6 any Trip or Visit involving Early Years pupils; or

10.2.7 any Trip or visit incurring an additional charge.

10.3 The School provides sufficient information to Parents either via a specific communication and / or termly calendar about each visit to enable them to opt out of specific visits should they wish to do so and of any extra safety measures required. Parents will also be advised of planned compulsory trips such as field days.

10.4 If consent is refused by one or both Parents the School reserves the right to refuse to allow the pupil to take part in the Trip or Visit.

11 Insurance

11.1 There shall be appropriate insurance cover in place for each Trip or Visit.

11.2 The Finance Director reviews trip requests taking into consideration any requirements set by the School's insurers when planning a Trip or Visit.

11.3 Parents should be informed of the insurance arrangements made by the School in clear terms. They should be told which insurances are arranged by the School and which are arranged and payable by Parents. Parents should be told of any insurances that have not been verified, for example, host parents abroad. Insurance information will be made available on My School Portal.

11.4 The School will consider available insurance cover for Trips and Visits in order to understand the potential impact on cover of future pandemics or outbreaks of infectious diseases. Where the School arranges cover, it will be clear with parents about the limitations to available insurance cover in these circumstances.

11.5 The School cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

12 Supervision and ratios

12.1 Supervision of pupils can be direct, indirect or remote but must always be 24 hours a day.

12.2 There must be an adequate ratio of adults to supervise pupils throughout Trips and Visits. This ratio should derive from the risk assessment(s) undertaken and the risk factors identified. Please see [Appendix 4 - Effective Supervision Guidance](#)

12.3 Where a Supervisor is also a Parent of a pupil on a Trip or Visit, the School should take into account the risk of them being distracted by the needs of their own child rather than looking to the needs of the group. That Parent will not usually count in the ratio for the group as a whole, unless the School can manage the risk of conflict by other means e.g. by not allocating that Parent a role with direct responsibility for their own child.

12.4 Where possible, there should be provision within the ratio for a different Supervisor, in the event of an emergency or incident, to:

12.4.1 deal with any emergency or incident;

12.4.2 seek emergency and / or medical assistance;

12.4.3 supervise the remainder of the party.

12.5 For local low risk visits in normal circumstances and subject to any special considerations the following ratios *may* be appropriate, with the final ratio applied always determined via the process of risk assessment.^[4]

Class / Year	Applicable ratio
Foundation and Reception	The Early Years Foundation Stage (EYFS) Statutory Framework sets out legal minimum ratios for all providers working with children aged up to five. The appropriate ratio during an outing is always likely to be higher than the legal minimum: as with other age groups, this should be determined by risk assessment, which should be reviewed before each outing.
Years one and two	1:6-10
Years three to six	1:10-15
Years seven onward	1:15-20

12.6 The ratio should become closer the more complex or hazardous the activity.

12.7 Unless specific permission is given to the contrary by the Head, staff are required for all visits, including:

12.7.1 Accompanying sixth formers attending a lecture in London

12.7.2 Taking a sports team to an away fixture (if the journey time is less than 30 minutes)

12.8 Where there is one member of staff, the following considerations should be taken into account in drawing up the risk assessment:

12.8.1 Is the staff member content to take sole charge?

12.8.2 Will the staff member also be driving the mini-bus?

12.8.3 Are they familiar with the route?

12.8.4 Are there any vulnerable pupils amongst the cohort?

12.8.5 Is assistance easily summoned in the event of a breakdown, injury etc?

12.9 On residential visits with mixed sex groups there should be at least one male and one female member of staff accompanying the group. Where this is not possible parents will be informed prior to the trip. This may also be appropriate for some non-residential visits with mixed groups.

12.10 The Trip Leader will ensure that each pupil who is not under direct supervision is accounted for. This means the Trip Leader will know the identity, whereabouts and expected time and place of return of the pupil.

12.11 Where pupils are supervised remotely, the pupils must have the aptitude for, and be appropriately trained, briefed and experienced for the activity involved. Pupils must however be able to contact a Supervisor in the event of an emergency.

13 Actions to be followed immediately by staff if a child goes missing on an outing or activity

13.1 The following steps apply to the whole school and all types of Trips & Visits. Adjustments to this procedure should be made accordingly, i.e. depending on the location of the Trip or Visit, the age of pupils and the first point of escalation (Headmaster for Senior School and Head of Preparatory for the Prep School)

13.1.1 An immediate head count will be carried out in order to ensure that all the other pupils are present;

13.1.2 An adult will search the immediate vicinity;

13.1.3 The Trip Leader must be notified and will take responsibility for the next steps;

13.1.4 They will make direct contact with the venue Manager and arrange an extended search and, if appropriate, lockdown on the venue;

13.1.5 At their discretion, the Trip Leader will contact the Police;

13.1.6 The Headmaster or Head of the Preparatory School (as appropriate) will be informed by phone, who may at this point convene the Brentwood School Crisis Management Group for support and advice;

13.1.7 The Headmaster or Head of the Preparatory School (as appropriate) will ring the pupil's parents and explain what has happened, and what steps have been set in motion. Parents will be asked to travel to the venue or the school at once; this action will happen after Step 5 and after no more than 15 minutes for an EYFS child or 30 minutes for all other Prep and Senior School pupils;

13.1.8 Following advice from the Critical Incident Group, the Trip Leader may make arrangements to return the remaining pupils to school to avoid distress and allow focus on the search. Where return to school is not possible straight away or on the same day, supervising staff should return pupils to their accommodation;

13.1.9 The Headmaster or Head of the Preparatory School will liaise with the Police and the Local Children Safeguarding Board as appropriate (this action may be delegated to the DSL).

13.2 **Once The Child Is Found** suitable follow up action must be taken to examine what happened and why, and to help inform future procedures.

14 Child protection

14.1 The School's safeguarding and child protection policy and procedures will apply at all times during Trips and Visits.

14.2 Any incident amounting to any report, allegation or suspicion of abuse or safeguarding concerns which occur whilst on the Trip or Visit will be dealt with appropriately at the time and will be reported to the School's Designated Safeguarding Lead (**DSL**) and / or to the Head in accordance with the safeguarding and child protection policy and procedures. The member of staff will then follow the instructions of the Designated Safeguarding Lead and / or Head.

14.3 If a child is in immediate danger or risk of harm anyone can make a referral to the relevant agency. Where an emergency referral is made, the DSL must be informed as soon as possible.

15 External Providers and Adventure Activities

15.1 The School will ensure that any External Provider has in place the appropriate safety standards and liability insurance.

15.2 **Adventure Activities:** the School will check that any External Provider providing Adventure Activities has the adequate standards of safety, competence and experience in the activities undertaken.

15.2.1 **LOtC:** Where possible, the School will use External Providers who hold a LOtC Badge (see <https://www.lotc.org.uk/lotc-accreditations/lotc-quality-badge/>).^[5]

15.2.2 **AALS:** Where External Providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) the School will check that they either have a LOtC badge, or if not, ensure that they hold a current AALA licence (see <https://www.hse.gov.uk/aala/aals.htm>)

15.2.3 Where the External Provider does not hold a LOtC badge and / or AALA licence, the School will seek to check with the appropriate national governing bodies or association for the sport or activity concerned or other relevant federations or associations.^[6]

15.2.4 Where no such body can be identified, the School will take other reasonable steps to ensure that any External Provider is the appropriate organisation to use.^[7] The steps

required will depend on the nature of the activity and the level of risk involved, but will include checking:

- (a) their insurance;
- (b) they meet legal requirements;
- (c) their health and safety and emergency policies and / or risk assessments;
- (d) staff competence;
- (e) safeguarding arrangements;
- (f) any sub-contracting arrangements they may have in place.

15.3 The Trip Leader will use the OEAP Provider Statement - see [oeap https://oeapng.info/3204-revised-provider-statement/](https://oeapng.info/3204-revised-provider-statement/) Trip Leaders will retain a record of their due diligence investigations, and if in doubt, should consult with the EVC.

15.4 Prior to commencement of any Adventure Activity the Trip Leader should be fully satisfied with arrangements for health and safety.

15.5 In the event that he / she is not satisfied he / she will consider whether it is appropriate to abort the activity altogether or whether it is safe and / or appropriate to undertake a Contingency Plan.

15.6 There should be a clear agreement in place with External Providers about respective roles and responsibilities. In any event, the School retains responsibility for the well-being of pupils and during the activity at all times.

15.7 Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.

16 Transport

16.1 Pupils will be properly supervised at all times whilst on school-arranged transport.

16.2 The Trip Leader, as part of the planning and risk assessment of a Trip or Visit shall consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements, safety and supervision arrangements.

16.3 The Trip Leader will ensure that the mode of transport is appropriate for the Trip or Visit and that there is adequate insurance in place. Where required, the School will also ensure that the mode of transport is accessible for all participants e.g. wheelchair users.

16.4 Coaches

16.4.1 Coaches should be booked with the Porter Team Leader, via e-mail. It is important that coach bookings are made well in advance of the proposed visit. Currently the school's preferred coach operators are Brentwood Coaches. On boarding the coach the teacher in charge should request the name of driver, mobile phone contact and note the vehicle

registration. The UK based coach companies we use have tracking systems on coaches to identify the coach location at any time. Although it is school policy to always book coaches fitted with front-facing seats and seatbelts, this is not always possible as a prerequisite of coach companies outside the UK.

16.5 Minibuses

16.5.1 No one is allowed to drive a school minibus unless a [Driver's Declaration Form](#) has been completed and submitted to the Porter Team Leader. The School's fleet of minibuses do not require drivers to hold the category D1 entitlement on their licence; however, staff should be competent and confident drivers, with an evaluation of this carried out by the Porter Team Leader prior to a member of staff driving a minibus containing pupils for the first time. At all times, when staff drive a school minibus, they are personally responsible for its roadworthiness and for any road traffic offences committed.

16.5.2 Specific driver/staff numbers are determined by the level of risk in a journey. Key factors being length of journey, number and age of pupils, gender of pupils, familiarity of route and such like should be considered.

16.6 Private cars

16.6.1 Brentwood School's policy is not to use private cars as part of the transportation of pupils for trips and visits or for any other purpose except where due diligence checks have been carried out as specified in the Driver's Declaration Form and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the school). Specific parental consent must be sought before any pupil is transported in a private staff car, except in an emergency. Staff using private cars for transporting pupils will be covered under the school's insurance policy for occasional business use where a Driver's Declaration Form has been completed, is up to date and the use is specifically authorised by the Head.

17 Trips abroad and off-site accommodation

17.1 The School understands that trips abroad and those which involve pupils being accommodated off-site can have extra risks and may need a higher level of risk assessment.

17.2 **Package tours:** Where the School is purchasing packages from travel agents, tour operators or other providers the School will ensure that they are ABTA or ATOL bonded, as appropriate.

17.3 If the School is self-organising a "package"^[8] which includes a combination of services including transport, accommodation or tourist services, the EVC will ensure that the School complies with the relevant provisions of the Package Travel and Linked Travel Arrangements Regulations 2018.

17.4 **Off-site accommodation:** The School will ensure that all off-site accommodation provided for use by pupils on Trips or Visits is satisfactory and, where possible, has been assessed by the School before use.

17.5 Where this is not possible, for example on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, for example by seeking references from other schools.

17.6 The School will keep records of all assessments of lodgings arranged by the School or off-site accommodation used by the School.

17.7 **BS8848: 2014:** If the trip involves significant risks such as challenging terrain, going to remote places or extreme climates, the School will use the British Standard BS8848: 2014 for adventurous activities outside the UK^[9] as the basis for planning the visit and to inform its risk assessments and, where possible, ensure that any External Provider also follows this standard.

17.8 **Response to outbreaks or pandemics:** The School understands that outbreaks or pandemics are likely to affect its Trips and Visits programme. The School will consult up to date guidance in relation to educational visits when planning and, where necessary, before commencing a Trip or Visit, particularly where it involves an overnight stay or visit abroad.

17.9 **Foreign and Commonwealth Office:** The Trip Leader will consult the FCO guidance in advance of any trip abroad to ensure that s/he is aware of any up-to-date safety and security issues, entry requirements, travel warnings and health requirements.^[10]

18 Exchange visits

18.1 School-arranged Homestays

18.1.1 Where the School arranges a Homestay, the School will ensure that appropriate intelligence is gathered, and that appropriate checks are carried out, in relation to the suitability of the relevant adults in the host family.

(a) For Homestays in the UK, this will include obtaining a DBS enhanced certificate with barred list information in relation to each adult living in the home of the host family and recording the check in the School's single central register. This may include obtaining a DBS enhanced certificate in respect of anyone aged 16 or over in the household where the child will be staying.

(b) Where the Homestay is abroad, it is not possible for the Schools to carry out DBS checks, in which case the School will liaise with partner schools abroad to establish a shared understanding of and agreements for the arrangements in place to assure themselves of the suitability of the arrangements. This may include contacting the relevant foreign embassy or High Commission of the country in question. The School will keep a record of all intelligence gathered as a result. Parents will be made aware of the agreed arrangement.

18.1.2 Pupils and Parents should be made aware of the emergency contact arrangements in advance of the Homestay and of the arrangements for who pupils should contact if a situation arises which makes pupils feel uncomfortable, during the visit.

18.1.3 Where the trip involves an extended stay for 28 days or more, for a child aged under 16 years of age (or under 18 years of age if the child has disabilities), the School will ensure that it has notified the local authority as this may amount to private fostering.

18.1.4 Where the School arranges for a visiting child to be provided with care and accommodation in the UK (including where they engage a company to make those arrangements) the School will have the power to terminate the Homestay.

18.2 Private arrangements

18.2.1 In relation to care and accommodation not arranged by the School, or where the School does not have the power to terminate, the School will make it clear to Parents that any arrangements made by them will be a private arrangement with the host family and that the Parents will be entirely responsible for ensuring that they are satisfied with the arrangements.

19 First aid and the administration of medicine

19.1 The Trip Leader will have regard to the School's first aid policy, administration of medicine protocol and allergy management policy and will ensure that there is adequate first aid provision on each Trip or Visit.

19.2 The minimum requirements for Trips and Visits are:

19.2.1 a suitably stocked first aid container;

19.2.2 at least one appointed person to take charge of first aid arrangements / First Aider;

19.2.3 in Early Years settings at least one person who has a current paediatric first aid certificate must attend the Trip or Visit;

19.2.4 the Trip Leader will:

(a) check that parental consent has been obtained for the treatment and / or administration of medicines for pupils with health / medical needs attending the Trip or Visit;

(b) ensure Parents of pupils with health / medical needs attending the Trip or Visit have provided the appropriate medicines for administration and that these are held appropriately during the Trip or Visit.

(c) ensure that emergency medication is either with the pupil on the trip or for Prep pupils, with trip staff.

(d) for residential Trips & Visits, ensure that all medical arrangements for pupils are shared with the School Medical Team

19.2.5 Where First Aid or any medicine is administered (non-emergency) it must also be recorded. Where possible this should be done straight away via the Google Form icon 'Trips First-Aid' available on a school iPad. Where an iPad is not available staff can access it via

school bookmarked sites list using a laptop or desktop. The form should be completed by the staff member administering the medicine or First Aid. Details will then be made available to the School Medical Team who will update records as appropriate on iSAMS.

20 Emergencies

20.1 The Trip Leader should be fully conversant with the School's communications and emergency response plans (including the Critical Incident Card) for incidents which take place away from school and on Trips or Visits.

20.2 They are responsible for ensuring that all members of the Trip or Visit are aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.

20.3 In the event of an emergency all members of the group should:

20.3.1 remain calm;

20.3.2 assess the nature and extent of the emergency; and

20.3.3 take immediate action to safeguard themselves and other members of the group.

20.4 The Trip Leader or Supervisor (in the event that the Trip Leader is unable to carry out this role) should:

20.4.1 summon emergency assistance and / or medical assistance and / or inform the police, if appropriate;

20.4.2 seek assistance from a First Aider, if appropriate;

20.4.3 if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;

20.4.4 seek to stabilise the situation and then contact the EVC, Head or a member of the Senior Leadership Team from the list of contact names provided in the Critical Incident Card for emergency assistance;

20.4.5 follow the instructions of the EVC, Head or member of the Senior Leadership Team as appropriate and the terms of the School's emergency response and communication plan.

20.5 The Trip Leader will liaise with the EVC, Head or member of the Senior Leadership Team as appropriate and will make arrangements to inform Parents of any accidents or injuries and first aid treatment^[11] affecting their child as soon as practicable.

20.6 The Trip Leader should ensure that the incident is properly recorded and consider with the EVC, Head or member of the Senior Leadership Team as appropriate whether the accident should be reported to any external agencies, including the police or the HSE pursuant to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) (**RIDDOR**).

- 20.7 Under no circumstances should anyone make a statement to the press or any admission.
- 20.8 Where a claim might be brought following theft or other loss, the local police must be informed.

21 Incidents involving the police

21.1 In the event of an incident occurring during a Trip or Visit in which the pupil(s) become involved with the police the Trip Leader should:

21.1.1 inform the Head or EVC immediately, or as soon as practicable and ask that the School's lawyers be notified so advice regarding the handling of the matter can be sought;

21.1.2 inform the Parent(s) of the pupil(s) involved immediately, or as soon as practicable unless prevented from doing so by local police for legal reasons;

21.1.3 if local police have asked that the Parents of the pupil(s) involved are not made aware of their child's involvement with the police the Trip Leader should do all that is reasonably required to satisfy himself / herself that the reason given is for legitimate legal reasons;

21.1.4 if considered necessary, the School may make arrangements for legal representation for the pupil to be funded at the Parents' expense;

21.1.5 instruct a senior member of staff of the Trip or Visit to act as appropriate adult where necessary unless the Parents request otherwise.

22 Training

22.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

22.2 The level and frequency of training depends on the role of the individual member of staff.

22.3 The School maintains written records of all staff training.

23 Record keeping and data protection

23.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

23.2 The records created in accordance with this policy may contain personal data. The School's Privacy Notice for Pupils, Parents, Guardians and Alumni explains how the School will use personal data about pupils and Parents and is published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy.

- [1] EVCs can find detailed guidance for the management of outdoor learning, off-site visits and learning outside the classroom on the OEAP website <https://oeapng.info/guidance-documents/>
- [2] If the trip includes EYFS pupils there will be at least one paediatric first aider
- [3] Information on recommended vaccinations on the National Travel Health Network and Centre (NaTHNaC) <https://travelhealthpro.org.uk/countries>
- [4] Apart from in EYFS settings there are no mandatory ratios. Schools should risk assess visits in order to set their own ratios
- [5] If a provider holds a LOTC badge there is no need to seek any further assurances from the provider about the safety of provision as this has been externally accredited
- [6] Other accreditation schemes provide reassurances about providers and reduce the need for further questioning include Adventuremark and National Governing Body centre approval schemes
- [7] Further guidance can also be found on the Outdoor Education Advisers Panel (OEAP) website see <https://oeapng.info/>
- [8] As defined by the Package Travel and Linked Travel Arrangements Regulations 2018
- [9] Recommended
- [10] See <https://www.gov.uk/foreign-travel-advice> and <https://www.gov.uk/guidance/safer-adventure-travel-and-volunteering-overseas>
- [11] Mandatory for EYFS see 3.62 of the Statutory framework for the early years foundation stage 2023