



Cobham Hall

Educational Visits Policy

Introduction

1. Cobham Hall School is one of the Mill Hill School Foundation (the "Foundation") schools. The Court of Governors of The Foundation [the 'Governors'] recognise the value to pupils of educational visits. Such visits should:

- enhance pupils' understanding of curricular activities (for example language or history studies);
- provide opportunities to practise skills (for example relating to sports);
- develop pupils' social skills (for example meeting pupils from other countries and cultures).

2. The Governors also recognise and accept that such visits present challenges to the health and welfare of pupils. Educational visits will therefore be planned and operated in accordance with this Educational Visits Policy, and each School's Educational Visits Handbook/Guidance, so that everyone involved understands his or her responsibility to ensure that pupils can participate fully in educational visits in reasonable safety.

3. The School's planning and running of Educational Visits will have regard to the ten important areas listed below:

- a) Responsibility for visits, including pupils' behaviour
- b) Planning visits, including risk assessments and first aid
- c) Supervision, including ratios and vetting checks (for example, DBS checks for volunteers on overnight stays)
- d) Preparing pupils, including special and medical needs
- e) Communicating with parents, pupils and staff
- f) Planning transport
- g) Insurance
- h) Types of visit
- i) Visits abroad
- j) Emergency procedures, including contact details and permission for emergency medical treatment if the parents cannot be contacted.

Types of Educational Visits

In their 2018 'Guidance: Health and Safety on Educational Visits', the Department for Education (DfE) identifies two main types of trips:

- Routine visits
- Trips that need a specific risk assessment and additional planning

The Head/Deputy Head will determine if a specific visit requires additional levels of planning and assessment, and where this is not the case, the visit can be recorded as a Local Area Visit, for example, Boarding House trips. This ensures that all visits are recorded but that the process for approval is appropriately reduced for visits that "...involve no more than everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures".

4. This Policy must be read and complied with in conjunction with each Foundation School's individual Educational Visits School Trips Handbook/Guidance.

5. This Policy applies to the seven schools in the Foundation and to all pupils including those in the EYFS.

Responsibilities

1. Employers

1.1 Under the Health and Safety at Work Act 1974 etc, employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes everyone involved in off-site visits (teachers, volunteers, helpers and pupils).

Employers must ensure that their employees are provided with appropriate guidance.

The Court of Governors is the employer of staff at The Mill Hill School Foundation.

1.2 The Management of Health and Safety at Work Regulations 1992, made under the 1974 Act, require employers to:

- assess the risks of activities
- introduce measures to control those risks
- tell their employees about these measures

2. Employees

2.1 Also under the Health and Safety legislation, employees must:

- take reasonable care of their own and others' health and safety
- co-operate with their employers over safety matters
- carry out activities in accordance with training and instructions
- inform the employer of any serious risks

These duties apply to all Educational Visits. Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

2.2 Although the employer is responsible for health and safety, decisions about visits are usually delegated to the Head of the School. The Head's agreement must be obtained before a visit takes place.

3. Governing Body

3.1 The Court of Governors will satisfy themselves, as far as is reasonably practicable, that the Head has effectively implemented this Policy and ensured that risk assessments have been carried out, that appropriate safety measures are in place and that training needs have been addressed. This will be undertaken by an Annual Report from each School, to the Pastoral Committee of the Court of Governors

3.2 The Governors delegate to the Head the following responsibilities to:

- ensure that the visit has a specific and stated objective
- ensure that the Head/Trip Leader shows how their plans comply with regulations and guidelines, including the school's health and safety policy document
- ensure that they are informed about less routine visits well in advance

- assess proposals for certain types of visit, including visits involving an overnight stay or travel outside the UK

4. Head

4.1 Where the Head wishes to appoint an Educational Visits Coordinator (EVC) (or someone to undertake the tasks associated with that role), to act on behalf of the Head, the employee should be specifically competent. The level of competence required will relate to the size of the school and the types of educational visits proposed. Evidence of competence will be through the experience of practical leadership over many years of outdoor education and the completion of training in risk assessment and a thorough knowledge of this part of the Policy. Whilst the administration of such tasks can be delegated overall responsibility for Health and Safety cannot. (See 5.1)

4.2 If the Head takes part in the visit as a group member/supervisor, he or she will follow the instructions of the Trip Leader who will have sole charge of the visit.

4.3 The Head will also ensure that:

- they are never 'non contactable' for a prolonged period of time and when off site, a deputy is named who will lead during an emergency situation in his or her absence.
- a detailed risk assessment has been completed and appropriate safety measures are in place
- any relevant qualifications claimed by the Trip Leader or other relevant members of the group have been checked and verified
- there is adequate and relevant insurance cover
- he or she has the address and phone number of the visit's venue and a contact name (if appropriate)
- there are systems in place to ensure that all pupil information (contact details, medical information and consent) is up to date.
- the school has an Emergency Plan for off-site visits, including procedures to assemble the team and ensure that parents are appropriately informed in the event of a serious incident.
- the Critical Incident Management Team should receive training each academic year in dealing with emergencies, critical emergencies and major incidents. This is likely to include the CEO, Head/s of School/s, SLT, Director of Operations, Estates & Transport, Medical, IT staff, Receptionists, Catering and Marketing. For further information, the schools refer to the Foundation's Critical Incident and Recovery Plan.
- serious incidents are reported to the employer as required by the employer's guidance, meeting the requirements of RIDDOR.
- the safety and suitability of exchanges and homestay visits is reviewed for each relevant trip each time they occur. At a minimum, each person aged 16 and over who will be present in the house during the stay/visit must undergo a DBS check. Reciprocal checks must be made in the relevant country.
- an Annual Report is given to the Pastoral Committee of the Court of Governors.
- to ensure that there is an establishment procedure for recording "near accidents/near misses", including any resulting learning points and actions.
- Foundation staff are available to cover/support Emergency Management Teams in other Schools in the case of an emergency.
- there is a robust Smoking, Alcohol and Drugs Policy that is relevant and adhered to during Educational visits.

5. The Role of the Deputy Head in Educational Visits.

5.1 At Cobham Hall, the responsibility of day and residential trips within the UK lies with the Deputy Head. The responsibility of overseas trips lies with the Head.

5.2 The responsibilities of the Deputy Head/Head regarding Educational Visits are as follows:

- to have attended EVC training as recommended or required by the employer
- to ensure an even spread of visits, as far as possible, across the School. (At Cobham Hall this is the responsibility of the Deputy Head).
- to check that all educational visits comply with the School's Educational Visits Policy and follow the guidance for the organisation and running of an educational visit specified in the accompanying Handbook, working with Trip Leaders to ensure that the School's expectations are met.
- to assess the educational value of visits based on post trip evaluation (this may be in written format depending on individual school's guidance) in conjunction with the Trip Leader and agree upon whether a trip should be repeated.
- to review the School policy and guidance handbook on educational visits annually and update, as appropriate, to meet current national guidelines or changes to agreed practice specifically at Mill Hill and to ensure that Trip Leaders are aware of changes in legislation or 'best practice' that may affect the planning and organisation of educational visits.
- to review systems and monitor practice and make recommendations for change, where appropriate.
- to identify staff training needs relating to the organisation of educational visits and ensure that all trip leaders receive regular Trip Leader training.
- to ensure that medical and first aid issues are addressed.
- to ensure that individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, complying with Employer requirements and Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- to ensure that policies and procedures are reviewed regularly. A review should follow any serious incident or systems failure.
- to establish a list of multiple 24/7 Emergency Contacts who have suitable trip experience, training and status and ensure the availability of the Emergency Management Team for every visit.
- to ensure Trip Leaders have the financial support/capacity to deal with unforeseen or emergency situations.
- ensure that there has been pre and post trip meetings between the Trip Leader and the Deputy Head and a handover meeting to the lead Emergency Contact for the trip.

6. Trip Leader

6.1 The Trip Leader, will have overall responsibility for the supervision and conduct of the visit and will have regard to the health and safety of the group. The Trip Leader will have been appointed or approved by the Head or the Governing Body. The Trip Leader will:

- obtain the Head's prior written agreement before any off-site visit takes place and, as appropriate, the completion of any other forms in accordance with their School's Educational Visits Handbook/Guidance.
- follow the relevant regulations, guidelines and Foundation and/or School policies, as set out in this Policy and their School's Educational Visits Handbook/Guidance.

- ensure there is a named Deputy for the trip.
- ensure that all trip staff are aware of the Emergency Action Plan should something unforeseen occur, which will include the roles and input from external providers (if relevant).
- ensure that all pupils applying for a residential trip have been granted approval to attend the trip from the Accounts Department
- ensure that pupil places on oversubscribed trips are allocated in line with the Schools guidance. This allocation will never be on a first come first served basis.
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents, including complete a comprehensive risk management procedure for all activities to be undertaken on the trip.
- ensure that the School has the most up to date information in regard to pupils taking part in the trip and methods of communication.
- ensure there are contingency arrangements in the event of unfavourable weather conditions, transport breakdown, other failure or in the event of a pupil having to be sent home in accordance with the School's Educational Visits Handbook/Guidance.
- be aware of insurance procedures as set out in their School Educational Visits Handbook/Guidance.
- ensure there are adequate safeguards so that this will not compromise group management, if the staff team includes someone with a close relationship to a member of the group.
- ensure that child protection issues are addressed (eg best safeguarding practice is followed and adults are appropriately vetted and checked).
- ensure that informed parental consent has been obtained as necessary. For all residential trips, this will include a registered parental meetings/briefings.
- make sure there is access to first aid at an appropriate level, which is likely to include an up to date First Aider for each trip. In the case of trips involving pupils at EYFS (not relevant for Cobham Hall), a paediatric First Aider is present.
- evaluate all aspects of the visit, both during and after the event.
- report any accidents, incidents or near misses.
- ensure that recruitment checks are in place for all persons involved, working with the Designated Person for Safeguarding Lead as required.
- ensure that additional communicable disease and winter sports cover is in place if relevant.

7. Teachers and Non-Teacher Adult Volunteers

7.1 Teachers and Non-Teacher Adult Volunteers on school-led visits act as employees of the Governing Body, whether the visit takes place within normal working hours or outside those hours, by agreement with the Head of the School.

7.2 Teachers and Non-Teacher Adult Volunteers (i.e. persons over the age of 18 years who are not employees of the School but who accompany or take part in trips and visits) whether or not acting as a supervisor will assume a duty of care towards Foundation employees, pupils, other children and Non-Teacher Adult Volunteers who are on the trip or visit. They will do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They will comply with the instructions of the Trip Leader who will have sole charge of the visit and the implementation of the detailed Risk Assessment for the trip. They will have read the detailed Risk Assessment for the trip before departure of the trip or visit and comply with it.

7.3 The use of Teacher and Non-Teacher Volunteers on school-led visits will comply fully with The Mill Hill

School Foundation recruitment and safeguarding policies.

8. Non-Teacher Adult Volunteers

8.1 Non-Teacher Adult Volunteers will follow the instructions of the Trip Leader and teacher supervisors and help with control and discipline. A Non-Teacher Adult Volunteer should not be left in sole charge of pupils unless/except where either:

- an enhanced DBS disclosure check and other requisite compliance checks in accordance with the ISI guidelines have been completed and received by the School and is considered to be satisfactory and it has been previously agreed as part of the Risk Assessment for the trip or visit that the Non-teacher adult volunteer may be placed in sole charge of pupils;

or

- in exceptional circumstances that may be determined to be an emergency by the Trip Leader or a teacher supervisor and when appropriate authority has been sought and obtained from the Head or member of the Senior Management Team emergency contact, a Non-teacher adult volunteer may be placed in sole charge of pupils;
- Non-Teacher Adult Volunteers must report to the Trip Leader or teacher supervisors any concern about the health or safety of pupils at any time during the visit;
- be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Trip Leader.

8.2 Non-Teacher Adult Volunteers who accompany or take part in trips and visits which involve an overnight stay must have an enhanced DBS disclosure check and other requisite compliance checks in accordance with the ISI guidelines which have been completed and received by the School prior to the departure of the trip or visit and is considered to be satisfactory and included in the detailed Risk Assessment for the trip or visit.

8.3 Trip organisers should be aware of the time required (which is normally around 4 or 5 weeks and may be a matter of months) to obtain a satisfactory enhanced DBS disclosure.

9. Responsibilities of pupils

The Trip Leader will make it clear to pupils that they must comply with the School Rules which govern the trip and any other duties or responsibilities given in their School's Educational Visits Handbook/Guidance. A pupil whose behaviour may be considered to be a danger to himself or herself or to the group may be stopped from going on the visit. In addition to any formal sanction that may be imposed, the School reserves the right to withdraw a pupil from any activity/trip where there are concerns about a pupil's trustworthiness. In such circumstances, there will be no refund due of monies paid towards the activity/trip.

10. Parents

10.1 The Trip Leader will ensure that parents are given sufficient information in writing and, if appropriate, they are invited to any briefing sessions (residential trips), so that they have full information about the visit and are able to make an informed decision on whether their child should go on the visit. This should include proposals for alternative activities where, for example, adverse weather conditions prevent the intended activity taking place. Reasonable adjustments will be made for disabled children.

10.2 The Trip Leader will also tell parents how they can help prepare their child for the visit, the arrangements for sending a pupil home early (for which parents will normally be required to meet the

costs of such arrangements) and arrangements for communicating with parents (including emergency arrangements).

11. Learning Difficulties, Disability and Medical Needs/Conditions etc.

11.1 The Mill Hill School Foundation welcomes pupils with disabilities and learning difficulties. The Foundation maintains and drives a positive culture towards inclusion of disabled people and those with learning needs in all the activities of the Foundation and will not treat a pupil less favourably on these grounds without justification. Each School will make reasonable adjustments for pupils with any type of disability, learning difficulty or medical need/condition to enable their participation on educational visits, whilst maintaining the safety of everyone in the group.

11.2 Special needs of any kind, including such medical conditions as sleepwalking and epilepsy, will be taken into consideration in the risk assessments and planning undertaken in advance of the trip or visit and appropriate measures to address the risk identified.

11.3 Where reasonable adjustments are not possible to enable a pupil with a disability or learning difficulty or medical need/condition to participate in a trip or visit, that pupil might not be permitted to take part in that trip or visit.

12. Risk Management Procedures

12.1 Risk assessment is an essential part of fulfilling health and safety responsibilities. Risk assessments must be completed for all activities undertaken on the trip, the outward and homeward journey and any periods of free time.

13. Forms and Lists

Specific form for outings and activities are available on 365/admin shared/event sheet:

[Outings and Activities - 2023-2024.docx](#)

[Risk Assessment Template- Outings and Activities .docx](#)

[RA Template Residential UK or Overseas 2023 MASTER.docx](#)

Related Policies

- Risk Assessment: Guidance for Educational Activities and Visits
- Electronic Devices Policy
- Social Media Policy
- Digital Communications Policy
- Promoting Positive Behaviour Policy
- Safeguarding and Protecting the Welfare of Pupils Policy

Appendix 1

Staff Responsibilities on Outings and Activities

All staff need to be aware of their responsibilities when students are out of school in their care.

It is essential that the Party Leader in charge of a school outing ensures that they supply full contact details, whether on a half-day trip or an outing involving one or more nights away.

The Party Leader should also liaise with the School Office and Housemistresses to ensure that they have full details of the students in their care and contact numbers in case of an emergency which may arise out of school hours.

The following procedures should be followed when organising a school trip:

Day Trips

- See appendix 2 below 'Procedure for arranging an excursion of any kind'

Adventurous, Residential or Overseas Trips

The following procedures are required in addition to the above.

- Complete a Checklist for Adventurous, Residential and Overseas Trips.
- Obtain a completed Parental Permission form from the parent or Guardian of every student.
- Prepare an Activity File to take with the trip with a copy for the School emergency contact, usually the Deputy Head.
- Establish with the emergency contact when the Party Leader should contact the School with a report.

The Activity Pack should include:

- List of students for register purposes
- Copies of the up to date Data Sheet for every student
- List of students' mobile phone numbers
- School Mobile phone – details of which have been entered on the Outings and Activities Sheet
- Contact details for the Head, Deputy Headmistress and Housemistresses, plus any other relevant staff
- Details of each student's passport number, country of issue and visa if relevant
- EHIC/GHIC card if visit is to countries in the European Union
- List of Travellers form if visit is to countries in the European Union
- Contact number(s) for the British Embassy or Consulate in the countries to be visited
- Full information on medical condition of any student which may cause problems – e.g. asthma, allergies, from the School nurse
- Basic medical kit that is suitable for the activity (from school nurse)
- Insurance information (from Account's Office) and public liability insurance from venue
- School Risk Assessment and visiting venue risk assessments if available

In School Events

The following procedure should be followed when organising an in-school event.

- Liaise with Deputy Head over suitability of proposed activity and date.
- Announce details of the proposed event at the Staff Briefing.
- Complete a Risk Assessment form for an on-site activity, if applicable.
- Submit a completed In School Events form to the relevant person as soon as possible for distribution and in any case within 7 days.

Appendix 2

Procedure for arranging an excursion of any kind:

(Also included in the main body of the staff handbook.)

Decide on the details of your proposed trip

- **What** the trip involves – a brief outline (*if adventurous/overseas/residential Head's permission needed*)
- **What** are the proposed dates of the trip?
- **Who** is attending the trip?
- **What** is the cost – (*Include completed Finance form signed off by Finance if required*)
- **How** you will travel – school minibus or a coach (*reception can provide costs and arrange*)
- **What** are the risks – You MUST have completed a Risk Assessment (*see below*)
- **Complete** a Risk Assessment:
 - <https://cobhamhallschool.sharepoint.com/:w:/s/AdminSharedPublic/Ea5KocNU2DJlUtoG626K2EBWwjaTN-4N4DZj6zGWQn5hA?e=L2x0nV>
 - <https://cobhamhallschool.sharepoint.com/:w:/s/AdminSharedPublic/EXFsfMD7IICncorwza5Y->

Meet with the Deputy Head with your plan and completed checklist with above info

Deputy Head requests further details

Deputy Head Authorises your trip *DH
Adds trip to School calendar

Costs:

- ☐ Complete a PO and finalise relevant Finance Forms (*i.e. Offsite finance form*)

Admin Checklist:

- ☐ Complete an event sheet/outings and activity sheet and send to Reception

Event Sheet: [In-School Event Sheet - 2023-2024.docx](#)

Outings & Activities Sheet: [Outings and Activities - 2023-2024.docx](#)

- ☐ Send final copy of School Risk Assessment/ Risk Assessment from Venue/Public Liability to DH
- ☐ Write letter to parents if needed (*i.e. Day Students being unsupervised*)
- ☐ Inform Marketing for newsletter/website
- ☐ Inform Admissions for prospective student information
- ☐ Discuss medical issues with School Nurse and request a first aid kit

Book your trip, ensuring receipts are sent to Accounts

Inform Tutors in Staff Briefing

Last review: March 2023

Next review: Spring 2024

Approved by Resolution of the Pastoral Committee of the Court of Governors, 8th March 2023