



# IMBERHORNE SCHOOL

Headteacher: Mr Matthew Whatford

**Strive**  
**Support**  
**Succeed**

<b>Educational Visit Policy</b>	
Date of review:	October 2025
Prepared by:	Glyn Creeves
Approved by Governing Board:	23.10.2025
Policy based on:	WSSC Model Policy
Date for next review:	October 2027

The school acknowledges that students derive immense educational benefit by taking part in off-site visits. Taking part in problem solving, decision-making and residential experiences both at home and abroad can enhance the development of personal and social skills. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it. This policy seeks to establish a framework from which students can benefit in a safe, healthy and secure environment.

An 'off-site visit' is defined as students going "beyond the school gates" to pursue an activity organised through the school. Activities may take place during or after the school day, at weekends or in school holidays and will be educational, cultural, curricular or recreational based. All off-site visits must have an educational purpose and pre-determined clear developmental objectives. All participants in activities will be identified as group members associated with the school.

The school policy recognises that every student should have full access to each visit that is appropriate to their class, year or option subject, regardless of their abilities, therefore, developing further 'the whole child'.

The policy follows advice laid out in the following publications.

- West Sussex County Council's Guidance for Off-Site Activities
- The DfE document 'Health and Safety on Educational Visits' (HASEV)
- Outdoor Education Advisors' Panel (OEAP) and the National Guidance

## **Roles and Responsibilities**

The Local Authority (LA)

The LA has the following responsibilities:

- Provide written guidelines for governors, Head teachers and teachers, including advice on risk assessment
- Assess and approve proposals for certain types of visits
- Provide an emergency 24-hour contact number
- Ensure training needs are catered for
- Give access to members of staff for advice

## **The Governing Body**

The governing body is satisfied that risk assessments have been carried out with appropriate safety measures in place and that training needs have been addressed. They also ensure that the Head teacher / group leader's plans for visits adhere to the LA and national guidelines and regulations, and the school's health and safety policy. The governors can delegate approval for all school visits if they are satisfied appropriate procedures and control measures are in place (such measures include LA approval for all hazardous or overseas trips). This approval is based upon the fact that all school visits are clearly documented with all paperwork available on request.

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## **The Educational Visits Co-ordinator (EVC)**

Imberhorne has a named EVC – this is always a member of the senior leadership team; the EVC is appointed to act on behalf of the Head teacher. The EVC oversees the management and administration of all trips and activities beyond the school ensuring that health and safety obligations and all other regulatory requirements are met. If there is no EVC then the duties will pass by default to the Head teacher. The functions of the EVC are to:

- Liaise with the LA to ensure that all educational visits meet with the LA's requirements,
- including those of risk assessment
- Support the Head teacher and governors with approval and other decisions
- Help assign competent people to lead or supervise a visit
- Assess the competence of leaders and other adults proposed for a visit. This may include reference to awards, practical observations or verification of experience
- Organise the training of leaders of visits i.e. first aid, hazard awareness etc.
- Ensure that enhanced DBS disclosures are in place as necessary (no one should have unsupervised access to children unless fully DBS checked)
- Work with the group leader to provide parents/carers with full details of the visit enabling parents/carers to accept or refuse consent on a fully informed basis
- Organise the emergency arrangements and ensure there is an emergency contact for each visit
- Review systems and, on occasion, monitor practice
- Keep up to date records of all school trips

The EVC is competent and fully trained to fulfil the role for Imberhorne School and the extent and nature of the planned visits. The Head teacher and the EVC must agree on the delegation of tasks and the way in which the role of EVC will work within the school.

## **The Group Leader**

The group leader is the teacher whom the Head Teacher/EVC has approved to take overall responsibility for the supervision and conduct of a planned visit, and for the health and safety of the group. The group leader will always be a member of Imberhorne staff and will be the named contact for the trip.

The group leader must:

- Obtain the Head Teacher/EVCs prior agreement before any visits take place
- Follow all the LA / Governing body regulations, guidelines and policies
- Define accompanying supervisor's roles and ensure tasks are assigned
- Can control and lead students of the relevant age group
- Be suitably competent to instruct students in the activity and be familiar with the venue
- Be aware of child protection issues
- Ensure that there is adequate first aid provision
- Undertake and complete the planning and preparation, brief all group members and parents/carers
- Prepare risk assessments; however, if s/he is not competent in this area then the task may be delegated.

## **Teachers and support staff**

Accompanying teachers/staff on school trips must:

- do their best to ensure the health and safety of everyone in the group.
- act as any reasonable parent would in the circumstances.
- take reasonable steps to avoid exposing students to dangers that are foreseeable and beyond those that the students can reasonably be expected to cope with.
- Consider stopping the visit or the activity and notify the group leader if s/he thinks there is an unacceptable risk to the health and safety of the students in their charge.

## **Volunteers**

Non-Imberhorne staff may accompany our visits and are clear about their roles and responsibilities.

- Volunteers are not left in sole charge of students except where they have appropriate DBS clearance and it has been previously agreed as part of a risk assessment.

## **Preplanning, Approval and Notification**

The school recognises the importance of providing adequate notice for any planned trips. Paperwork for all trips should be submitted well in advance of trips taking place, ideally with at least one term's notice. All school trips are provisionally scheduled in the school calendar at the commencement of the academic year. Pre-planning must include detailed financial planning to ensure that all factors have been taken care of and that the trip is financially viable. Off-site sporting visits may occur at relatively short notice. In such circumstances we expect that planning is based on reasonable notification to students and families/carers.

**Category One Activities (non-residential trips that do not take students overseas and are not considered hazardous, this includes routine sports fixtures)**

Activities classed as 'category one' must have the approval of the EVC (Educational Visits Coordinator), who is satisfied with the purpose, planning and staffing for the proposed off-site activity.

The school trips form must be used for this purpose, in addition to this staff planning such trips should complete a notification form and risk assessment.

**Category Two Activities trips that may involve any of the following:**

- Visits abroad
- Visits which involve an overnight stay
- Camping
- Cycling on road or non-remote off-road terrain
- Visits involving outdoor and adventurous activities
- Visits near water
- In winter conditions
- On or near cliffs or steep terrain
- In an area subject to extremes of weather or environmental change

Activities classed as 'category two' must have the approval of the Head teacher/EVC (Educational Visits Coordinator), who is satisfied with the more detailed purpose, planning and staffing for the proposed off-site activity.

The school trips form should be used for this purpose, in addition to this staff planning such trips should complete a notification form and risk assessment.

In addition to the internal school approval process the planned activity must receive approval by the Local Authority. Such approval must be recorded by the school and made available to the Governing body.

Sufficient information must be provided alongside any significant changes and progress to the Governors.

**Preparing for a school trip**

- Imberhorne School trip forms help staff ensure they have taken the appropriate steps when planning and preparing for any school trip. They are completed and signed by group leaders.
- Written/digital approval must be sought from parents/carers for any visit/trip that takes students off the school site.
- Medical and Emergency contact information is collated and taken on all school trips – copies/access to this information is shared with an appropriate person who is not attending the trip. For all trips abroad, the emergency contact person must be a member of the senior leadership team (SLT).
- The Head teacher/EVC will ensure that, in case of field studies, museum, farm and industrial visits, a preliminary visit by the relevant teacher/group leader is made where the site is not known to accompanying staff. In all other cases, a preliminary visit is strongly recommended but, where this is not possible, the leader will obtain information of the places to be visited about potential hazards.
- Risk Assessments will be prepared for all aspects of a school trip for which the school are organising (i.e. transport to and from venue, leisure activities at a centre etc.). Activities undertaken under the supervision of qualified instructors when visiting organised centres will be risk assessed by the centre. Risk assessments are reviewed and updated upon return, this is especially important where the venue is to be re-used or if an accident/incident occurred.

Section 2 and 3 of the Health and Safety at Work Act places a duty on us all, to ensure the health and safety of students and adults, as far as is reasonably possible, on school trips. Imberhorne recognises this duty and the legal requirement to prepare a risk assessment for each trip. The risk assessment is made by the trip

leader or other competent person and if the risks cannot be properly managed then the trip will not go ahead.

The risk assessment will look at the venue, the staff and other adults involved, the age of the students, medical requirements, transport, equipment, weather, and emergency procedures. Parental/carers consent will be provided for all students. Staff supervising trips must ensure that they follow school guidance based on WSCC Regulations and Notes for Guidance of Offsite Activities.

During the visit

## **Recording Accidents**

Accidents are 'unplanned events' and, therefore, not every eventuality can be accounted for in the risk assessment. Should an accident occur, it will be, if applicable, recorded in the accident book at the venue. Upon return to school the accident should also be recorded in the school accident book. If the accident resulted in a major injury i.e. fracture, concussion, hospital treatment etc. the group leader will obtain and collate witness statements to support feedback to the school and Parents/Carers.

## **Medicines and Medication**

All medicines should be clearly labelled with name of the student, the name of the medicine and the dosage and signed by the Parent/ Carer and a medication on school trip permission form completed. This is to be handed to the Group Leader where the medication will be checked to ensure it is labelled correctly and is in date, it is not safe practice for students to be responsible for them.

Certain conditions will require the student to carry their support medication with them which includes Asthma Inhalers, Autoinjectors for anaphylaxis reactions, and Diabetes support medication. A second set of this medication should be handed to the Group Leader also for backup purposes.

Consultation with the student's parent/carers and, if necessary, professional medical advice is sought to ensure the student is fully supported whilst taking part in the activity or residential stay.

Medical conditions such as Epilepsy and ADHD are supported by drugs which fall into the controlled drug criteria. Students are not to carry these medications under any circumstance. These medicines will be signed for by the nominated First Aider and handed over in their prescription box, and a Controlled Medicine for use at school form completed by the Parent/Carers and First Aider. These drugs are to be always retained in a lockable box with the signed Controlled Medicines form and the medicine in a pack for each student. If there is any possibility of a delayed overnight return from the trip then extra medication should be collected and stored for the student as a precaution. Two staff members should have awareness/ training in relation to the medication and the medical need prior to the trip departure. They are to each have a key to access the medication when it is needed if taken regularly or carried by the approved person if it is for emergency purposes i.e. Buccal for Epilepsy. The care plan must be always followed.

In circumstances where prescribed medication is required prior to the date of the trip full details will be passed to the school by the parent/carers who will

ensure these medications are taken. Should a student refuse to take their prescribed medication on the departure day of the trip then the school reserves the right to refuse access to the trip on safety grounds.

If a student refuses to take a prescribed medication whilst on a school visit, the parent/carers will be contacted, and the school reserves the right to insist the student is collected by the parent/carers.

## **On-going Risk Assessments**

During the visit all staff have a responsibility to continually assess and re-assess conditions and circumstances. What may be safe in certain conditions may become unsafe if those conditions change. It is also true that venues may be configured differently or present unanticipated difficulties. On the spot judgements must be made and, occasionally, plans are adjusted accordingly. The group leader will ensure the school is informed of any relevant adjustment to plans.

## **Returning to School**

Return times for trips are published well in advance. These will be updated, when necessary, if delays are incurred. Ideally this information is communicated to parents/carers through the school website. When groups arrive back at school students will be supervised appropriately until collected by parents/carers, this is particularly important when arriving back out of hours. Under no circumstances are students left alone or isolated whilst waiting to be collected. If students have not been collected within a short time of arrival back at school, parents/carers should be contacted directly. Staff, when waiting with students, will be accompanied by another member of staff wherever possible.

## **After the Visit**

The party should be debriefed by the group leader and any follow-up completed. Any appropriate letters of thanks should be sent and all accounts checked, finalised and closed. Alterations/amendments/comments to the risk assessments are made at this stage to aid future planning.

## **Mobile Phones**

The group leader will organise school mobile phones to be taken on a trip by staff and delegate responsibility for maintenance of batteries. Staff do not rely solely on a mobile phone for emergency situations as the signal may be out of range. For longer trips Group chat apps may be adopted to inform parents of progress. In these circumstances parents / carers should be responsible for making sure their details are registered with the group leader.

## **Emergency Contact Information**

The Group Leader will ensure that they have with them up to date medical information and emergency contact numbers for all students on the trip. Copies of this information should also be left at school or with an emergency contact person (member of staff) if the trip is taking place outside of school hours.

For trips abroad, the emergency contact person must be a member of the School Senior Leadership Team. The Group Leader will ensure that they always have with them the 24-hour emergency contact number (for the school and for the LA), so that they can make contact, as appropriate, at any time, for example, if a serious incident occurs, or there are serious delays in travel times, any illness amongst the party etc.

## **Financial Assistance**

The school tries to be as inclusive as possible with trips and visits, recognising that sometimes costs associated with trips can mean that certain students have fewer opportunities to participate. We value the impact of trips and visits on students' learning and therefore can help support students/families experiencing financial difficulties. Please see our 'charging for school activities' policy.

## **Appendices – medicine forms to follow from Sandra Cook when better**