D'OVERBROECK'S
OXFORD
A NORD ANGLIA EDUCATION SCHOOL

EDUCATIONAL VISITS POLICY

Last reviewed:	November 2026
Next review due:	November 2027
Reviewed by:	Educational Visits Co-ordinator (EVC) Vice Principal - Pastoral

1. General information

At d'Overbroeck's we believe that learning outside the classroom is an essential component of our curriculum. Our educational visits are many and varied, they offer our students unique opportunities to develop their resourcefulness and initiative, to extend their learning and to spend time together in an informal environment.

It is the school's duty to ensure that all educational visits are safely managed and that the health, safety and welfare of students, staff and volunteers are maintained in accordance with the Department for Education's document 'Health and Safety: Advice for Schools':
Health and safety: responsibilities and duties for schools - GOV.UK

The Health and Safety Executive also sets out expectations and guidance: School trips - HSE

2. Responsibilities

2.1 The d'Overbroeck's Board as employer will satisfy themselves that appropriate safety measures are in place and that training needs have been addressed.

2.2 The Principal ensures that where responsibility is delegated to the Educational Visits Coordinator (EVC) that this member of staff is appropriately experienced and suitably trained to undertake the role.

2.3 The Principal has delegated responsibility for non-adventurous day trips to the Vice Principal - Pastoral to authorise off-site school visits and to ensure that all trips are prepared and conducted in accordance with school policies and the Outdoor Education Advisory Panel (OEAP) National Guidance.

2.4 The Principal has responsibility to authorise all Overseas, Residential and Adventurous offsite school visits.

2.5 The Trip Leader has overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the ongoing health and safety of the group. The Trip Leader is responsible for following the school policy and procedures. The Educational Trips Team provides guidance for staff about the detailed procedures necessary.

2.6 Visit to school site from external speakers are arranged in line with the Visiting Speakers' Policy.

3. Staff to student ratios

3.1 It is important to have a high enough ratio of adult supervisors to students for any visit. Various factors should be taken into consideration such as the age of the group, the nature of the activities, the duration and nature of the journey and the medical and/or specific educational needs of any students within the group.

3.2 As a guide, a ratio of 1:15 is acceptable for most day educational visits and a ratio of 1:10 for overnight visits and trips abroad (see staff-student ratios recommended by the DfE for offsite activities). Ratios are activity dependent, and all ratios must be agreed with the EVC who can relax or strengthen these ratios as deemed appropriate for the visit.

3.3 Every trip outside Oxford (ie, one involving travel beyond a five mile radius of Carfax) must be accompanied by no fewer than two members of staff.

3.4 A reserve member of staff should be identified who is able to attend the visit at short notice if required.

3.5 If an **overseas trip** has between 12-20 students, a minimum of three staff should be allocated to accompany the trip, due to the difficulty of emergency staff attending at short notice. Trip leaders must factor in this staffing level when planning student numbers and costs, unless ratios are otherwise agreed by the Vice Principal and/or Principal in advance.

4. Staffing

4.1. The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit. The selection of staff for educational visits is a key priority in determining the initial approval of any proposed visit.

4.2. Where volunteer adults participate in educational visits the school will arrange for enhanced DBS disclosure if they may have unsupervised responsibility for students. Accompanying staff and adult helpers must have the appropriate skills.

4.3. The gender balance of both students and staff will be considered when risk assessing, approval and supervising educational visits. Where possible, it is expected to have at least 1 male and 1 female member of staff on residential trips for students of both sex.

4.4 Considerations for cover of academic lessons and boarding duties should be taken into account in the planning stages by the Trip leader.

5. Approval procedure and consent

5.1 For any venture, preliminary discussion must be had with the Head of Section/s who will liaise with the appropriate member/s of the Senior Leadership Team (SLT) and, subject to satisfactory submission of a draft outline for the educational visit, initial approval will be given to continue.

If a residential visit is running across sites, the EVC must be included in discussions about potential considerations for accommodation and activities across age groups.

5.2 Activities for which we shall NOT seek parental consent (unless deemed necessary by the EVC or Head of Section):

- day trips in the local area, within school hours and which do not involve either (a) a significant cost (see below) or (b) risk. Such day trips might include investigating habitats in a local park, visiting an Oxford art gallery, visiting a local manufacturer, etc;

- activities which run in conjunction with our weekly programmes and our International Section weekend activities programmes. Such activities might include local sporting, musical or social impact/ community activities.

For most of the above, parents/guardians will be notified but not required to give written consent. Parents are, of course welcome to withdraw their child should they wish.

5.3 Activities for which further parental consent WILL be sought:

- any course or visit which involves a stay in overnight accommodation;
- any activity for which a charge of more than £10 will be made;
- some more adventurous sports and activities (see section 7).

For the above, the Trip Leader will confirm that parents/guardians have understood the purpose, estimated cost and arrangements for the visit and give permission for their child to go on the visit. Parents/guardians are also requested to provide up to date emergency contact and medical information so that the appropriate first aid arrangements can be put in place. Students may not go on a visit if the signed consent form has not been received.

6. First Aid

6.1 First aid requirements form part of the risk assessment carried out by the Trip Leader. Considerations include the nature and duration of the trip and the medical status of students **and staff** participating.

6.2 **All trips –** there must be at least one member of staff who has an Emergency First Aid at Work (1-day) qualification. The only exception is when students are meeting at and departing from a venue for which the provider has demonstrated they have sufficient first aid qualified staff on site, AND when this has been risk assessed and agreed with the EVC in advance. An example would be a badminton activity at the local sports centre.

6.3 **Residential visits and trips with adventurous activities/remote locations** – the number of first aiders and their level of training must be discussed with the EVC in the early stages of planning. It is likely that at least one member of staff will need to have a First Aid at Work (3-day or equivalent) qualification. At least one member of staff will also need to be trained in Administration of Medicines.

6.4 The EVC, in consultation with appropriate member/s of SLT, can give permission to relax or strengthen First Aid provision as deemed appropriate and annotated to notes section of EVOLVE.

6.5 A First Aid kit must be taken on the trip.

6.6 Students with allergies requiring an inhaler/epipen auto-injector must carry their own named, in-date inhaler/auto-injector when going on a school trip or other event off school premises. A member of staff (named on risk assessment) must take responsibility for checking that this is the case before departure. Generic inhalers/auto-injectors held at school Reception must not be taken off site.

6.7 For overseas or residential visits, the Trip Leader must meet with the Lead School Nurse one week before departure to receive medication training and to ensure all medical information about students is up to date.

7. Risk assessment

7.1 The Trip Leader must carry out the school risk assessment which must be approved by the EVC. The Vice Principal also reviews trip arrangements once they have been approved by the EVC and there is a third level of review by the Principal for residential visits. Ongoing 'dynamic' risk assessment will be continued by the Trip Leader throughout the trip to ensure that hazards for staff and students are monitored and appropriate safety measures are put in place. It is the responsibility of the Trip Leader to ensure that all accompanying staff are familiarised with the risk assessment and to continue to brief staff and students throughout the trip.

7.2 When the trip involves activities deemed hazardous and requiring a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales), the EVC will advise the trip leader to ensure that an appropriate licence is in place. Such activities include caving, climbing, trekking, skiing or water sports. Details can be found here: https://www.legislation.gov.uk/uksi/2004/1309/contents/made

7.3 All proposals for swimming activities (pool, lake, river or sea) must be clearly identified in the trip itinerary, and discussed and reviewed with the EVC. A swimming activity will only be permitted if the EVC is satisfied, on an individual trip basis, that there is appropriate and approved risk assessment, parental consent, staffing levels and relevant qualifications.

8. Student behaviour

For all visits the students should be adequately briefed about the aims and expectations for the visit. Students should be engaged in evaluating the risks of the tasks they are about to undertake. In all cases parents and students should be made aware of the standards of behaviour expected and the sanctions which may be used in cases where the standards are breached. The school reserves the right to send a student home at the parents' expense if the student jeopardises their safety, the safety of others or the good name of the school.

9. Mobile and social media contact whilst on a trip

9.1 If a school mobile phone is not already held by staff accompanying a trip or sporting event, one will be provided for the duration of the event.

9.2 Staff and students must be aware of the effect that their mobile phone or social media contact may have, especially in the event of a natural disaster or security emergency. Sensitive information, images and personal opinions which may have ramifications for other individuals should not be sent or posted without prior consultation with the Trip Leader.

9.3 Students in Senior School will not normally have access to their mobile phone during a school trip. Please see section 7 of the Mobile Phone policy for further details. Students' use of mobile phones on residential and day trips will be at the discretion of the Trip Leader and in consultation with the Educational Visits Coordinator once the risk assessment has been completed and reviewed.

10. Emergency procedures – overseas and residential trips

10.1 Staff must ensure that they keep emergency contact details for students and staff with them at all times. The staff members must ensure that they delete/ destroy emergency contact details for students and staff on return to school.

10.2 Trip Leaders must keep the correct insurance information readily available.

10.3 In the event of a major incident staff must follow the school's Critical Incident Plan.

11. Insurance

The school holds a world Travelcover Policy with Chubb which is renewed annually. This provides extensive insurance cover, but some specified hazardous activities require an additional premium to maintain appropriate insurance cover. Trip Leaders must ensure that they check the travel insurance if they are undertaking hazardous activities and contact the insurer for advice if there is any doubt that the activity is not covered. The Trip Leader must keep the insurance details with them at all times on the trip.

12. Travel arrangements

12.1 Only reputable companies are used for transport. Travel arrangements are risk assessed to include factors such as distances to be travelled and likely weather conditions, and appropriate arrangements are made to ensure optimal safety conditions for travel.

12.2 The safety standards in some countries for roads and vehicles are variable and the Trip Leader must inform parents when this will be the case. The Trip Leader must carry out all reasonable checks to make sure that safety is maintained as far as is reasonably practicable.

12.3 All staff who drive students are checked for valid driving licences and asked to declare any relevant medical conditions annually. A member of staff driving a 17-seater minibus must have passed a recognised minibus test.

13. Medical information

13.1 When assessing risk, particular attention is paid to any member of the group for whom additional needs have been identified, including disabilities, medical conditions, specific educational needs or pastoral/ wellbeing/ safeguarding needs. Parents/ guardians are required to provide written updates of any such information and to give consent for any emergency medical treatment which may be considered necessary. The school database is checked for medical conditions and care plans. Key staff such as the DSLs and School Nurse are consulted where further information and advice is required (especially for overnight and overseas visits).

13.2 It is the Trip Leader's responsibility to take all medical information on the Trip and ensure the relevant supervising staff are provided with appropriate information before departure. Staff are responsible for checking that they have all the necessary equipment and medication, and that all medication is in date.

14. Educational visit evaluation

14.1 The school recognises that every educational trip requires considerable time and effort to organise, and there are associated costs such as lessons missed, staff cover, study and revision time lost. For this reason, the Trip Leader is required to state the purpose of the trip at the outset when seeking initial approval. The Trip Leader is also given the opportunity to evaluate the trip on return and submit to the EVC via Evolve.

14.2 A termly summary of off-site visits that have taken place is compiled by the EVC and provided to the Health and Safety Committee. The Principal will provide the Board of Governors with an overview of school trips that have taken place each term.

14.3 This policy will be reviewed annually by the EVC taking into account all of the above, then submitted to the Board of Governors for approval.

15. Age of Students

15.1 Trip leaders should check the ages of students attending the trip, ensuring that the activities and supervision are suitable to their age and abilities. Students' dates of birth can be found both on Evolve and on a central register in the Educational Visits Team.

15.2 Where students aged 18 years and above are attending the trip, trip leaders should assess the additional risks this may pose and take appropriate steps wherever possible to mitigate these risks (including documenting in the appropriate section of the risk assessment - see Educational Visits risk assessment template). Particular attention should be given to rooming on residentials, groupings for free time and activities, curfews, etc. The DSL will be happy to advise trip leaders.

15.3 Where the age of students crosses aged 16 years, consideration must be given to appropriate rooming during residential trips for safeguarding purposes.

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This policy should be read in conjunction with:

- the following documents available only to staff from Evolve, via MS Teams):
    - Guidance on how to use the Evolve system
    - How to complete the Trips risk assessment template
    - Trip Proposal planning process – Help guide
    - Trip budget template
- the following Nord Anglia Education policy available only to staff from the NAE SharePoint:
    - Educational visits and trips
- the following policies available only to school staff from SharePoint:
    - Critical incident plan
    - Risk assessment policy
- the following public policies available from the school website:
    - Administration of medicines policy
    - Behaviour, rules, rewards and sanctions policy
    - First Aid policy
    - Health and safety policy
    - Safeguarding and promoting the welfare of children
    - Mobile Phone policy

Useful links, legal requirements and Education Standards:

Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

Council for Learning Outside the Classroom

'Good Practice in Adventure Activities within the Education Sector' Adventure Activities Licensing Authority

'Health and safety: advice on legal duties and powers', DfE Feb 2014

'Off-site trips' National Education Union

'Health & safety on educational visits' DfE, November 2018

Health & Safety Executive, School trips page

Institute for Outdoor Learning guidance

Outdoor Educational Advisers Panel (OEAP) National Guidance

'Health & Safety and Welfare at Work' Chapter N of the ISBA Bursar's Guide

Independent Schools Inspectorate (ISI) Commentary on the Regulatory Requirements, Part 3

Mobile phones in schools - GOV.UK

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