

Health and Safety Procedure

HSP25 Organising Educational Visits



1. Haringey Council Policy

- 1.1 It is the policy of Haringey Council to ensure the health, safety, and welfare of all its employees at work, of pupils while they are engaged in activities in our schools, contractors with whom it has partnerships to deliver services, as well as members of the public who live within or access its properties.
- 1.2 It is recognised that all schools are required to offer educational experiences to pupils that sometimes require activities to be organised beyond the boundary of school premises. The Council will ensure that the risks from such activities are properly managed and controls implemented to ensure the likelihood of injury to pupils, staff and others associated with activities organised for pupils but external to the school is minimised.
- 1.3 This procedure provides the framework for schools to manage educational visits and journeys and applies on all occasions where pupils are taken away from the school on organised activities. For further guidance please refer to the Outdoor Education Advisory Panel (OEAP) National Guidance found within EVOLVE at Resources / NG / OEAP National Guidance or at <http://oeapng.info> where detailed technical guidance is available.

2. Scope of procedure

- 2.1 This document is intended to provide guidance for staff to ensure educational visits and journeys, including adventurous activities, residential visits, and trips overseas, are organised effectively with a straightforward process that reduces risks to staff and pupils to a minimum so far as reasonably practicable, whilst allowing schools to meet statutory responsibilities with regard to health and safety concerning the provision of educational experiences.
- 2.2 This procedure also applies to non-educational establishments that organise educational visits and journeys e.g., children centres.
- 2.3 The procedure includes responsibilities, the development and submission of an application for approval and links to a wide range of national guidance resources. Haringey no longer drafts lengthy authority specific guidance documents, as material from the nationally recognised Outdoor Education Advisory Panel is freely available on the web and is regularly updated thus ensuring the very latest guidance is always available <http://oeapng.info>. The Department for Education references the OEAP guidance in its latest educational visits publication (Nov 2018).

3. Legal framework

- 3.1 The Health and Safety at Work Act 1974 lays the responsibility for health and safety with the employer who is also responsible, so far as is reasonably practicable, for the health, safety, and welfare of anyone else on the premises. For the purposes of the Act, “premises” means anywhere that an employee is carrying out their duties. This responsibility does therefore extend to out of school activities.
- 3.2 In the case of Community, Community Special and Voluntary Controlled schools, the LEA is the employer. The governing body is the employer of staff in Academies, Foundation, Foundation Special and Voluntary Aided schools.
- 3.3 The 1974 Act and the Management of Health and Safety at Work Regulations place further responsibilities on employers including:

- Providing procedures for reporting accidents and incidents.
- Producing and implementing risk assessments.
- Developing methods of controlling risks including training of staff.
- Monitoring procedures and practice.

This legislation also requires employees to:

- Co-operate with employers over safety matters.
- Take reasonable care of their own and others health, safety, and welfare.
- Carry out activities in accordance with training.
- Inform their line employer of any serious risks of which they are aware.

3.3.1 All of these duties apply to school visits.

3.3.2 All staff in charge of pupils have a duty to act as any reasonably prudent parent would in similar circumstances. The standard of decision making expected of adults in charge of pupils is related to their knowledge, experience, and training.

3.3.3 When pupils are in the care of teachers or other professional staff, the duty of care expectations take account of their training and understanding of young people.

4. Key terms and summary information

4.1 Key terms

Competency	In the context of this procedure appropriate training, skills, experience, and knowledge to manage and deliver the school educational visits programme.
Educational visits	Travel organised by the school to destinations and events external to school grounds for the purposes of education, sporting fixtures or life experience.
EVC	Educational Visits Coordinator – competent member of school staff designated by the Head to lead on development and arrangement of the school external educational visits programme including training for group leaders and staff.
EVOLVE	Educational visits and trips software procured by Haringey Council for use of all Haringey schools for the purpose of managing the planning and risk management of educational visits.
GDPR	The EU General Data Protection Regulation enacted by the Data Protection Act 2018 on 25th May 2018
Group Leader	Competent member of teaching staff responsible for the planning, organisation, and delivery of an educational visit.
LA	The local authority - Haringey Council
OEAP	Outdoor Education Advisory Panel – the national umbrella body providing expertise and guidance on outdoor activities.
Outdoor Education Adviser	A person engaged by an employer to provide advice and training about educational visits, learning outdoors and related matters to the employer and its establishments.

5. Responsibilities for Implementation

The LA, Governing Body, Headteacher, Educational Visits Coordinator (EVC), group leader, accompanying staff and pupils all have a responsibility for safety during educational visits. Roles will overlap and therefore benefit from close liaison.

5.1 The LA

The LA will:

- Monitor safety policies and procedures relating to educational visits.

- Provide guidance for governors, headteachers and teachers.
- Provide training for Head Teachers, EVCs, group leaders and other school staff for LA schools to ensure staff are competent to undertake their roles related to and during educational visits.
- Facilitate means for schools to record and review educational visits.
- Maintain a procedure for assessing category 3 visit proposals in order to approve visits or where necessary prevent them from taking place.
- Be a source of advice, particularly for adventurous activities, residential and overseas visits. This assistance should include help with assessment of risk and implementation of control measures particularly in relation to generic risk assessments.
- Provide insurance to LA maintained schools, which includes cover for injury to staff and participants and third-party liability.
- Provide an emergency contact for use in the event of an emergency during an educational visit.

5.2 Board of Governors

Although the responsibility for planning, organisation and approval of educational visits is delegated by the Board to the Head, the Board must ensure educational visits are properly managed.

Governing bodies should:

- Be informed about proposed category 3 visits at an early stage in the planning procedure.
- Ensure that visits have a stated educational purpose.

5.3 Head Teacher

The Headteacher is responsible for the approval of educational visits. The Head may delegate certain of these tasks (approval of category 1 and 2 visits) to the Educational Visits Coordinator (EVC), who will normally be a senior member of staff.

The Headteacher must ensure that:

- The governing body are informed of visits and arrangements in a timely manner.
- Approval is given in sufficient time for all visits.
- A suitable experienced member of staff is appointed as EVC and trained to ensure competency.

5.3.1 The group leader, additional staff and where appropriate volunteers are briefed, sufficiently experienced and competent to manage the visit. In making this judgement consideration must be given to:

- Number and age of pupils.
- Pupils' special requirements e.g., dietary, medical needs, etc.
- Special educational needs.
- Safeguarding and child protection.
- Knowledge of specialist activities.
- 24-hour supervision on residential visits.
- Ability to conduct dynamic risk assessments.
- Authority to make decisions in event of emergency.
- First aid cover. Category 2 and 3 visits require at least 2 adults trained in Emergency First Aid at Work.

5.3.2 They are aware of relevant regulations and guidelines including health and safety responsibilities, LA and school policies and related documents. These must be available and accessible to anyone involved in educational visits.

5.3.3 Account is taken of the above in drawing up and keeping under review the school policy and procedures for educational visits.

- 5.3.4 The educational objectives for educational visits are clearly defined and commensurate with the age, maturity, and capability of the pupils. (The objectives will be inclusive, stated in the pre-educational visit documentation, and made known to all relevant parties, including the Governing Body).
- 5.3.5 The school adopts a clear and effective system for development and recording of risk assessments which is understood by those involved in educational visits. (Following the guidance within the EVOLVE trips and visits package).
- 5.3.6 They are aware of contractual arrangements put in place with third party providers and the central role of the school in making external contracts (Appropriate consideration must be given to best value, financial management, safeguarding, choice of contractors and contractual relationships).
- 5.3.7 Written contracts are made with the school and school travel agent / operator or activity provider on behalf of pupils involved in the educational visit.
- 5.3.8 All finances for the educational visit are controlled through the school's financial systems so that should any contract fail the school is able to withhold further payments.

5.4 Educational Visits Coordinator

Each school must nominate an appropriate member of staff as the Educational Visits Coordinator (EVC). This person must be competent:

- Have experience in leading and managing a range of educational visits of a type typically run by the school.
- Have received training in the role of educational visits coordinator, refreshed at 3-year intervals.
- Have adequate seniority / credibility to be able to influence colleagues.
- Be able to support colleagues in the formulation of risk assessments and the development of risk management processes for the visits.

The EVC should:

- Produce an annual plan of educational visits with an agreed rationale for the “when and how” as well as the implications for the curriculum and management of the school diary.
- Work with group leaders to ensure that the objectives of the educational visit are achievable.
- Support the Head in their decision making about educational visits.
- Be the principal contact over educational visits to ensure they are appropriate and to check staff qualifications and experience before approval, including those of accompanying teachers, other school staff and adult volunteers.
- Confirm that consideration has been given to the group travelling and the visit location(s) in the group / site risk assessment.
- Organise the training of group leaders, teachers and briefing for other adults taking pupils on educational visits.
- Ensure that emergency procedures are in place for each educational visit and that group leaders and school contacts know how to enact the procedure should it be necessary.
- Undertake administration related to EVOLVE and / or designate an administrator to maintain staff logins details and student information Student names / year group / class information must also be accurately maintained by update of year group spreadsheets or use of EVOLVE+ (software securely linking the school management information system to EVOLVE)
- Establish suitable record keeping practices during educational visits e.g., medical matters, accidents, and other significant management decisions.
- Ensure that the school has a code of conduct applied consistently to all educational visits.
- Ensure group leaders complete an evaluation in Evolve after each educational visit to record the suitability of the visit, effectiveness of provision and details of issues or additional benefits related to the visit. This is to be done through EVOLVE.
- Monitor and review the school's programme of educational visits, establishing a clear picture of current practice and reporting on successes and targets for improvement.

5.5 The Group Leader

Group leaders are the key to safety and risk management on educational visits, are responsible for the safe planning, coordination and execution of the educational visit and must:

- Have the experience, training, and qualifications to control the group and lead the team of accompanying teachers and adults.
- Be conversant with good practice in planned activities including an overview of those he / she will not be instructing.
- Prepare and brief the pupils, their parents / carers and teachers / accompanying adults and ensure a competent deputy group leader is appointed for every visit.
- Make a comprehensive risk assessment and risk management plan and present it to the EVC, Head and when appropriate Haringey Council via the EVOLVE educational visits management system.
- Have regard for the health and safety of the group (pupils, teachers, and adults) at all times, altering risk management arrangements as circumstances dictate during the visit.
- Determine the level of first aid that may be required and to nominate a qualified teacher or other adult to undertake that responsibility.
- Be aware of and arrange for medical needs/dietary/behaviour/disabilities issues with all pupils, staff and adults accompanying the visit
- Assess the initial and ongoing suitability of the group throughout the visit in relation to the planned activities.
- Ensure the educational visit proceeds in accordance with risk assessment, school policies and legal requirements.

5.6 Other teachers and accompanying adults

5.6.1 Teachers, school staff and other adults accompanying an educational visit must be clear about their roles and responsibilities. All must do their best to ensure the health and safety of everyone in the group and follow the instructions of the group leader.

5.6.2 Adults other than non-members of school staff should be guided in their role by teachers and must not be left in sole charge of pupils except where it has been previously agreed as part of the trip specific risk assessment and they have a current enhanced DBS.

5.6.3 Only adults known to teachers should be given pastoral responsibilities. Instructors or other staff working for contracted organisations can support teachers and adults in their supervisory duties but cannot assume a full pastoral role.

5.7 Local authority

5.7.1 All adventurous, residential, and overseas visits (category 3 visits) must be submitted to Haringey Council for approval (automatic via the EVOLVE system), at least 6 weeks in advance, to ensure:

- Robust risk assessments have been applied and suitable control measures identified.
- Independent checks on staff / student ratios to ensure competency and adequate supervision.
- Independent competent advice and approval for insurance purposes.

5.7.2 The Corporate Health and Safety Team has the delegated responsibility to review category 3 visits and offer advice to maintained schools regarding those visits.

6 Procedure to apply for approval for an educational visit

All educational visits arrangements, development, communication, and approval should be managed through EVOLVE. The software provides an effective means of ensuring all preparation activity is completed with necessary guidance, generic risk assessments and templates available in one place. Hard copy process will not be recognised as a valid way to manage educational visits.

6.1 Use of EVOLVE

- All trip applications must be made via the EVOLVE educational visits management software.
- All school employees should hold a username for EVOLVE.
- All school group leaders must have a username and password for EVOLVE.
- The EVOLVE package is accessed through this [link](#).
- Any members of staff without a username / password can obtain one from their Educational Visits Coordinator.
- EVC and Heads can obtain a username / password from Health.SafetyAdvice@haringey.gov.uk (allow 72 hours for this option).
- Staff who forget their password can be sent a link for a new one by clicking on the forgotten password link on the Haringey EVOLVE login page.
- Instructions on the use of EVOLVE are available within EVOLVE on the red help button or from the EVC.
- Training and guidance on the use of EVOLVE software is available through the Health and Safety Team and online within the Evolve software Resources tab.

6.2 Visit risk categories and approval

Category 1

- 6.2.1 Visits within the school day or extended day not involving travel outside Greater London and not involving adventures/activities. This category is intended to cover swimming, sports fixtures and regular or routine visits to local establishments and facilities such as parks and museums.

Category 2

- 6.2.2 Visits outside of London which do not fall into the above category and do not involve an overnight stay, travel by sea or air or adventurous activities.

Category 3

- 6.2.3 Residential visits, overseas visits including student exchange visits and visits involving adventurous activities.

6.3 Risk assessment development and staff / student ratios

- 6.3.1 The EVOLVE online visit application includes a risk assessment template and it must be completed in full, or it cannot be submitted to the EVC for the approval process, located at Resources / Guidance policies and documents / Generic risk assessments.
- 6.3.2 All generic risk assessments are based on Outdoor Education Advisory Panel (OEAP) guidance with specific references where appropriate included within risk assessments.
- 6.3.3 All [OEAP guidance](#) can be found within EVOLVE under the pink tab at Resources / NG / OEAP National Guidance.
- 6.3.4 Staff / student ratios cannot be rigidly specified as there are too many variables concerning age, maturity, behaviour, activity type, staff competence and visit duration for such broad recommendations to be robust. A staff : pupil ratio starting point is as follows but any ratios applied must be justified within the risk assessment:
- Earlier than Year 1: Greater than 1:6, follow statutory EYFS guidance where appropriate.

- School years 1 – 3; 1:6
- School years 4 – 6; 1:10/15
- School years 7 onwards; 1: 15/20

6.3.5 These ratios must not be considered definitive and further advice is available from the OEAP in the Good Practice Folder section 4.3 Ratios and Supervision.

6.3.6 Further advice is always available from your EVC or the Haringey Health and Safety Team.

6.4 Risk assessment and record keeping

6.4.1 The use of EVOLVE ensures complete secure records of every visit are captured electronically and are available only to authorised personnel 24/7 via the web. EVOLVE forms a repository of all the information required to run educational visits and avoids the need for duplication of applications for identical visits to the same location through the ability to enter multiple visits at one time and clone application forms where required. The system can be used effectively in the event of an emergency and contribute when completed comprehensively to a robust means of defence of any legal action in the event of incident or injury related to an educational visit.

6.4.2 Many risk assessments can be based on the generic risk assessments in EVOLVE.

6.4.3 Where a generic assessment is adequate, it is sufficient to complete the tick columns on the assessment but the visit destination, date(s) and persons at risk must be completed.

6.4.4 Event Specific Notes – where a generic risk assessment meets most requirements but requires minor adjustment it is sufficient to reference the generic risk assessment in the application and complete the Event Specific Notes section at the bottom of the application to include specific issues such as, for example a particular hazard e.g., special access arrangements, a behaviour issue with a student or particular supervision arrangements.

6.4.5 The EVOLVE application process ends when all sections are properly completed. Inadequate submissions will be returned to the Group Leader by the EVC, Head or LA (only for category 3 visits) and visits will not be permitted to depart if an EVOLVE approval is not in place.

6.5 Evaluation

6.5.1 The Visit Evaluation module is enabled for all schools. Staff and EVC users all have an "Evaluate" tab in their "Track Visits" area of EVOLVE and all visits must be evaluated against the Identified Outcomes specified on the Visit Form within 14 days of the visit returning.

6.5.2 The evaluation can be reported on through EVOLVE thus offering the opportunity to use the analysis to provide opportunities for improvement and demonstrate the value of educational visits to pupils and curriculum development.

7 Guidance Notes

7.1 EVOLVE guides are all available once logged in by clicking on the pink Resources tab and going to EVOLVE starter guides.

- EVOLVE Head Starter Guide
- EVOLVE EVC Starter Guide
- EVOLVE Staff Starter Guide
- Generic risk assessments available in EVOLVE Resources in the Templates and Forms tab.
- Outdoor Education Advisory Panel national guidance index:
- First time visitor to OEAP guidance website:
<https://oeapng.info/ng-first-time-visitor/>
- News:

- <https://oeapng.info/news/>
- Latest document updates since January 2019:
<https://oeapng.info/ng-documents-updated/>
- Guidance by staff role:
<https://oeapng.info/guidance-by-role/>
- Guidance document list:
<https://oeapng.info/guidance-documents/>

7.2 Department for Education guide:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

8 Monitoring and Review

- 8.1 A variety of monitoring systems must be utilised to ensure adherence with this procedure, including departmental monitoring checks.
- 8.2 This safety procedure must be reviewed by the Corporate Health and Safety Team every 26 months and revised as soon as practicable where changes in statute or industry best practice deem the content out of date

9 Approval of this Procedure

- 9.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and approved by the Council's Head of Organisational Resilience on 6th September 2021. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name): Andrew Meek

Signature:



Date: 06/09/2021