



Educational Visits Policy (Ref 16 MPEVC)



Mosaic Partnership Trust

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History of most recent Policy changes

Version	Date	Page	Change	Origin of Change
V1.0	12/07/2024	Whole Document	Adoption by the Mosaic Partnership Trust and Implementation	New Academy Trust requirement of a Educational Visits Policy
V2.0	19/09/205	Whole Document	Review whole document and implement internal audit recommendations	Annual Review



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1.0 Introduction

Mosaic Partnership Trust considers it vital that each of our schools maintain a broad and balanced curriculum. This includes ensuring that all pupils have opportunity to experience first-hand and have chance to take part in educational activities outside the classroom in line with the Trust principles. The aim of this policy is to sustain and promote a broad range of off-site educational visits whilst ensuring safe management practices and effective supervision.

We believe that educational visits outside of school, including residential opportunities, encourage cooperation, teamwork and the application of problem-solving skills and develop independence and self-confidence. We therefore ensure that they are built into our curriculum and are designed to support, enrich and extend opportunities for teaching and learning.

This policy and procedures are formulated in conjunction with the advice, guidance and support provided by the Wiltshire Council Learning Outside the Classroom Service.

2.0 Context relative to employer's policies and national guidance

This policy should be considered in the context of the following Trust policies and national guidance:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Professional Expectations and Conduct Policy
- Behaviour Policy (School)
- Charging and Remissions Policy
- Finance and Purchasing Policy
- Critical Incident Plan and Business Continuity Plan
- Education and Inspections Act 2006
- The Equality Act 2010
- Ofsted inspection framework 2025
- Children's Act 2004
- Outdoor Education Advisers Panel National Guidance
- Department for Education Guidance - Health and Safety on Educational Visits (2018)
- HSE (2011) 'School trips and outdoor learning activities'

3.0 Roles and responsibilities

Mosaic Partnership Trust

The management of educational visits is underpinned by current Employment Law which is; The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. As employer, the Trust, has a legal responsibility to ensure the health, safety and well-being of the employees and pupils of the school. As part of this responsibility the Trust must:

- provide **whatever information, instruction, training and supervision is necessary to ensure**, "so far as is reasonably practicable", the health and safety at work of their employees and others affected by their activities.



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- **identify situations where health and safety training is particularly important**, e.g. when people start work, on exposure to new or **increased risks** and where existing skills may have become rusty or need updating.
- appoint a 'competent person' to help them meet their health and safety duties. The definition of a competent person is **someone who has the necessary training, skills, experience and knowledge to manage health and safety**.

In order to meet this obligation, the Trust subscribes to the Wiltshire Council Learning Outside the Classroom Service which uses the EVOLVE system to plan, manage and authorise educational visits and have adopted Outdoor Education Advisers Panel (OEAP) National Guidance as the foundation of its work.

As part of this agreement the Trust has appointed the Wiltshire Council Learning Outside the Classroom Advisers as the 'competent person/s' and accepts the recommendations and expert guidance provided as the good practise.

Mosaic Partnership Trust

The Trust has a strategic role to set the vision, rationale and principles for the provision of high-quality Learning Outside the Classroom (LOT) experiences. To enable this to happen the Trust delegate authority and hold to account the Headteacher for oversight of educational visits to ensure that the educational experiences are of a high quality; that they offer best value and that health and safety, and financial regulations are adhered to.

The Trust will:

- Ensure that there is a Trust policy for Educational Visits that has been developed with the support of the competent appointed advisor;
- Be fully aware of an employer's responsibilities under health and safety law;
- Ensure that formally adopted guidance from the Wiltshire Council Learning Outside the Classroom Service is adhered to;
- Ensure that there are robust systems to support the implementation of the guidance including the effective use of the Wiltshire Council EVOLVE system;
- Challenge, in order to be clear about, how outdoor learning and visits lead to a wide range of outcomes for children and young people and contribute towards school effectiveness;
- Ensure that there is an establishment visits/outdoor set of procedures – including emergency procedures – and that this supports the principles of inclusion;
- Ensure that they are informed and involved in an effective process for authorising and approving educational visits;
- Ensure there is a trained Educational Visits Co-ordinator (EVC) at school level who meets the Trust's requirements of QTS, has sufficient time to fulfil the role and receives the necessary training to support the planning and delivery of educational visits and LOTC;
- Ensure there are monitoring procedures in place; activity is evaluated; good practice is shared, and any issues are followed up to comply with statutory and employer's requirements.



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Headteacher

The Headteacher is responsible for ensuring that the LOTC experiences provided are of a high quality; that they offer best value and that they comply with health and safety and financial regulations. The Headteacher must also **authorise all educational visits** via the Wiltshire Council EVOLVE system **before they can leave the site**.

The Headteacher will also:

- Ensure that the protocols and procedures for the planning, management and delivery of LOTC experiences are consistent with the Trust policy and adopted guidance and recommendations;
- Be aware that the appointment of an Educational Visits Coordinator (EVC) is critical to the implementation of this guidance. The EVC should be appropriately competent to their role (see below) and should be allowed sufficient time to fulfil the role, including attendance at OEAP accredited training provided by Wiltshire Council Learning Outside the Classroom Service
- Assure the **competency, experience and confidence** of the Visit Leader to effectively supervise each educational visit;
- Ensure that the Academy Community Council are regularly informed about the delivery of visits and outdoor learning and their contribution towards school effectiveness;
- Have access to expert advice provided by the Learning Outside the Classroom Advisers.

Education Visits Coordinator (EVC)

Following the Department of Education guidance – Managing Health and Safety on Educational Visits (2018), the Trust recognises that the EVC role is a management function within school and is critical to the success of the planning, management and monitoring educational visits and LOTC.

Schools should appoint a suitably experienced and trained Educational Visits Coordinator (EVC), that must not be the Headteacher or an ECT, to oversee the planning and management of educational visits, and it is a requirement that the EVC should hold Qualified Teacher Status (QTS), given the nature of the role and its responsibilities. Careful consideration should be given to the EVC's practical experience in outdoor learning and visit leadership. The post holder should have sufficient status within the school to influence and guide the working practices of colleagues involved in planning and leading visits.

The EVC should:

- Be an experienced visit leader, with a minimum of 3 years teaching experience with a strong understanding of outdoor learning and risk management.
- Have the authority and credibility to guide and support other staff in visit planning and execution.
- Be confident in assessing the competence of staff to lead visits and in evaluating external activity providers.
- Be able to advise headteachers and governors during the approval process for educational visits.
- Work collaboratively with the local outdoor education adviser to ensure best practices in risk assessment and visit planning.
- Have access to OEAP-accredited EVC training, including initial training and regular updates or revalidation, and be given sufficient time to fulfil the role effectively.



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The role of the EVC in each school is to:

- Promote educational visits and take a lead in Trust policy implementation;
- Liaise with staff, offering advice and support regarding educational visits;
- Advise on the arrangements for visits, including staff to student ratios;
- Ensure that authorised and approved visits are added to the school calendar;
- Approve the letter to be sent to parents;
- Ensure that they work within the parameters of the Trust Health and Safety Policy, Charging and Remissions Policy and Educational Visits Policy and Procedures;
- Liaise with the Headteacher and Academy Community Council as requested;
- Assess and approve the competency, experience and confidence of staff and volunteers involved in each educational visit, ensuring appropriate checks are in place to effectively supervise each visit;
- Confirm the insurance policy covers the planned activities;
- Ensure visit plans and submission are completed accurately and consistently, with a SAGED approach (see Section 4) and in good time to allow for scrutiny, authorisation and approval via the EVOLVE system;
- Ensure records are kept and checks are made on staff qualifications and driving details (car insurance with business use if transporting students in own cars);
- Attend relevant EVC training;
- Organise Visit Leader and EVOLVE system training for staff as required.

Visit Leader

The Visit Leader who must be an employee of the school, has overall responsibility for the planning, management, supervision and conduct of the visit and shall have regard to the health and safety of the group. The Visit Leader is responsible for ensuring that each visit is carefully planned, and a submission is prepared using the EVOLVE system which includes a visit specific risk-assessment.

All Visit Leaders will have a working knowledge of basic first aid and be competent to use the first aid materials carried with the group. They will also know how to access qualified first aid support as required. Each school believes it is good practice for at least one member of the Supervision Team to hold a first aid qualification and that this level of qualification will be determined by the risk assessment process and the advice of the Wiltshire Council LOTC Advisers, where appropriate.

The Visit Leader will:

- Produce the EVOLVE submission for the trip with sufficient detail relative to the complexity of the trip to allow effective scrutiny and authorisation. As per the RADAR approach (see section 5);
- Ensure there are clear educational aims for the visit;
- Take overall responsibility for the organisation, supervision and conduct of the visit and have an up-to-date knowledge of the LOTC and Educational Visits Policy and Procedures;
- Provide sufficient notice and ask the EVC for permission to organise the visit in terms of educational value, cover requirements and the school calendar.
- Adhere to (in the case of **higher risk visits** that require additional scrutiny and approval from the Wiltshire Council LOTC Advisers) the submission timeline of a **minimum of 28 days prior to the start of the visit**;



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- Research the visit costs and seek best value, confirming any costs being passed onto families;
- Draft the letter to parents and informed consent forms as required and pass to the EVC for approval;
- Check parental consent forms, medical information, SEMH needs and any behaviour concerns of students attending the visit;
- If the visit is oversubscribed, then agree with the Headteacher and EVC selection criteria to be used e.g. eligibility for other visits; random selection etc... in line with this being equitable to families;
- Complete a comprehensive risk assessment using the agreed template, share with the EVC and uploading to the EVOLVE system for submission;
- Have sufficient competence, experience and confidence to assess risks as they change throughout the visit and make decisions to stop activities if the risks become unacceptable. Where appropriate, the Visit Leader will endeavour to involve the Supervising Team and the students in the risk assessment process so that all involved can appreciate the risks involved and are aware of the control measures in place;
- As part of the risk assessment, the Visit Leader must determine the appropriate first aid requirements relative to the nature of the activity, the needs of the group and the extent to which the group could be isolated from the support of the emergency services;
- Consider whether any student participating in the visit may need a permission letter from a medical practitioner (GP/Consultant Doctor/medical specialist) in order to be covered by the insurance policy. A clear risk assessment must be made for any named student with any known behavioural, SEMH or medical needs;
- Ensure parents, accompanying staff and students are kept fully informed of visit arrangements and itinerary (and in the case of residential and overseas visits hold an information evening for parents and a separate meeting for students and staff);
- Ensure that all accompanying staff have a clear understanding of accident/emergency procedures – provide them with a visit information pack which includes: itinerary, register of students, all emergency contact details and procedures;
- Ensure that all accompanying staff are fully briefed and clear about their specific duties, responsibilities and act in the same way as a careful parent 'in loco parentis'. For overseas visits hold a staff briefing to make clear expectations of supervision at each point of the visit using the itinerary;
- Ensure that **no one on the trip consumes alcohol** (including staff, supervising adults and / or students);
- Ensure adequate first aid has been considered and that first aid kits and individual students' medical kits have been taken along as appropriate. Inform all staff on the visit should be aware of who is responsible for first aid;
- Carry copies of all supporting documentation on the visit, e.g. itinerary, consent forms, emergency contacts, special medical and/or dietary requirements and ensure that copies of the details are left with the school office and with the emergency contacts where the visit is outside school hours, residential or overseas;
- Take a charged mobile phone on the visit and ensure that all staff in attendance on the visit also have a charged mobile phone;



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- Report any accidents and incidents that occur during the visits in accordance with the Trust Health and Safety Policy;
- Ensure they understand child protection and safeguarding procedures;
- For overseas visits, ensure that all students have the correct travel documents to be able to enter the country being visited and to be able to re-enter the UK. Students who hold non-EU passports must have full residency stamps or visas that allow them re-entry on their own passports not their parents;
- Complete an evaluation of the visit via the EVOLVE system.

Supervising Team

According to the supervision requirements of each visit, the Visit Leader will assemble a team of supervising adults to help manage the conduct, health, safety and well-being of the whole group. This team can include both employed staff of the school and volunteer adults.

Staff on school-led visits act as employees of the school, whether the visit takes place within normal school hours or outside those hours. They must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent/carer would do in the same circumstances. Staff and all other adults assisting the Visit Leader must consent and agree that the Visit Leader has full authority to reasonably direct their supervision of the students.

Members of the supervising team will be sufficiently briefed as to their roles and responsibilities throughout the visit so that they are able to support the Visit Leader effectively. This will include contributing to the planning and preparation of the educational visits, the organisation of risk management and specific individual responsibilities, especially if the visit involves an extended day or residential experience. This briefing should empower them to intervene appropriately with the group or an individual young person for safety or behaviour management purposes.

Additional members of staff and other adults taking part in educational visits will:

- Assist the Visit leader to ensure the health, safety, welfare, pastoral care and supervision of the students on the visit;
- Be clear about their roles and responsibilities whilst taking part in a visit;
- Ensure they understand any child protection and safeguarding concerns;
- Take care of their own Health and Safety and that of others on educational visits;
- Bring to the Visit Leader's attention any deficiencies in the arrangements that may create hazards;
- When abroad, staff should abide by all laws and be aware that there may be local customs that should be considered.

Students

All students participating in educational visits will:

- Follow the school behaviour policy as this still applies during an educational visit;
- Understand that they have a responsibility to avoid unnecessary risks;
- Follow the instructions of the Visit Leader and other members of the Supervision Team;
- Behave sensibly at all times, keeping to any agreed visit code of conduct;
- Inform a member of staff if they become aware of any significant hazards or if there is anything that they are concerned about;



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Parents, Carers and Guardians

Parents, carers and guardians of students involved in the educational visit should:

- Understand that they have an important role in deciding whether any educational visit or activity is suitable for their child;
- Inform the Visit Leader about any medical, psychological or physical condition relevant to the visit;
- Provide an emergency contact number/s on which they will be available at all times;
- Sign the consent form;
- Be responsible for ensuring that their child has the correct travel documentation for overseas visits and re-entry into the UK.

Learning Outside the Classroom Advisers

As part of the Wiltshire Council LOTC Service, the Trust and each school has access to technical advice, guidance and expertise from the Learning Outside the Classroom Advisers.

This advice, guidance and expertise is used to help inform the planning, management and delivery of the LOTC activities and to ensure that they offer safe, high quality learning experiences. Those submissions that involve higher risk activities are subject to further scrutiny and are Approved by the Learning Outside the Classroom Adviser via the EVOLVE system using the SAGED approach (see section 4). These include;

- **overseas visits**
- **residential visits**
- **adventurous activities**
- **activities in, on or around open water or the sea**

A minimum of 28 days' notice is required to allow sufficient time for feedback and amendments to be made prior to the departure.



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4.0 Procedural requirements

Effective supervision - The SAGED Approach

The responsibility for supervision is continuous, 24 hours a day. It is important that care and supervision are maintained during periods outside structured activities, as well as during the activities themselves. This does not mean that young people need necessarily to be constantly watched, but rather that Visit Leaders need to achieve a sensible balance of activities and supervision methods.

Time for young people to be with their peers, away from a close adult presence, can be an important part of visits, particularly for residential experiences, and can bring many additional learning opportunities. This is equally true for structured learning time as it is for recreational time on longer visits and therefore supervision can be direct or indirect (within clear boundaries). However, this needs to be appropriately managed and should be built into the visit plan with appropriate levels of supervision, be included in information to parents (and their consent) and be covered by the risk / benefit assessment.

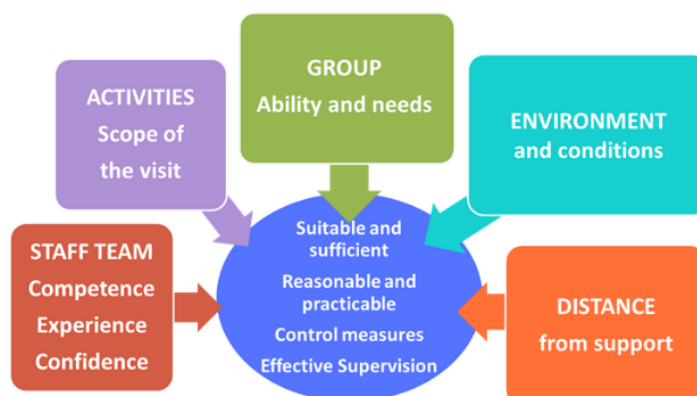
The Principles of Effective Supervision.

Activity and Visit Leaders must ensure that young people are supervised in accordance with the principles of “Effective Supervision”, requiring them to take account of:

- The nature of the activity (including its duration);
- The location and environment in which the activity is to take place;
- The age, sex and gender (including developmental age) of the young people to be supervised;
- The ability of the young people (including their behavioural, medical, emotional and educational needs);
- Staff competence.

This means that arrangements for supervision, including staff/student ratios, must take into account the nature of a group and the individuals in it.

A useful framework for assessing requirements for ratios and effective supervision is to adopt a **SAGED** Approach





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Supervision Ratios

Ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff / student ratios for a particular age group or activity, although as a starting point, the school requires the Visit Leader to use the following supervision ratios as a minimum requirement for non-hazardous activities (Wiltshire Council LOTC Service guidance)

Primary School pupils (Does not include Nursery Classes)

Nature of activity	Year group	Ratio	Additional guidance
Day visit in the UK	EYFS, Y1-Y3	1:6	Minimum of 2 accompanying adults
	Y4 – Y6	1:15	
Residential visit in the UK	EYFS, Y1 - Y3	1:6	Minimum of 2 accompanying adults (with a mixed gender group, male and female staff should be present)
	Y4-Y6	1:10	
Camping in the UK	EYFS, Y1 – Y3	1:6	Minimum of 2 accompanying adults (with a mixed gender group, male and female staff should be present)
	Y4 – Y6	1:10	
Overseas visit	EYFS, Y1 – Y3	1:6	Minimum of 2 accompanying adults (with a mixed gender group, male and female staff should be present)
	Y4 – Y6	1:10	

These ratios are the minimum and risk assessment planning should ensure that there are sufficient leaders and supervisors to cope effectively with an emergency.

Parents as members of the Supervising Team

If any of the Supervision Team are also parents of pupils taking part, the potential exists for parental instincts to compromise the group management of the visit, particularly if there is a serious incident where leaders may be distracted by the needs of their own child. This should be covered in any risk assessment and management decisions and unless it is part of an agreed plan, situations where the leadership role gives direct responsibility for their own child **should be avoided**. Ratios may need to be revised to meet this situation.

Parents or guardians providing care or medical support during an educational visit

If any young person attending the visit is to be accompanied by their parent or guardian in a one-to-one caring / medical needs capacity, this adult cannot be included in the ratio of supervising adults appropriate for the visit.

Supervising Adventurous Activities

These ratios above are for pastoral support purposes and do not include activity technical instructors. Where Visit Leaders are also acting as technical instructors, the numbers of adults needed should be reviewed. The ratio of leaders and adult supervisors to pupils and young people for specific outdoor activities varies according to the activity to be undertaken. Full details of leader/pupil ratios are given in the Guidance Notes in EVOLVE.

Where an adventurous activity is provided by an External Provider, the technical instructors cannot be included in the supervision ratio and the expectation is that the technical instructors will be supported by the school Supervision Team to provide pastoral support to the group.



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Consumption of alcohol or other substances likely to impair judgement in relation to duty of care. No one participating in an educational visit should consume alcohol or other substances likely to impair their judgement.

“If a teacher consumes alcohol whilst responsible for pupils in his / her care, the impaired judgment of the teacher poses a risk to the pupils’ safety and is therefore in breach of Teachers Standards and that this role of responsibility is not negated by the fact that a member of staff may not have been specifically appointed to be on duty at the time”.

National College of Teachers and Lecturers Professional Conduct Panel (2017)

All staff and adult volunteers involved in the supervision and management of the educational visit must be made aware of this policy statement, the expectations of Governors and must agree to comply with this condition before they can be accepted as part of the Supervision Team.

All pupils and parents must be made aware of this policy statement as part of the planning of a trip and compliance should be included in the Code of Conduct contract signed by the pupil and parents prior to their participation in the educational visit.

If a member of staff consumes alcohol during an educational visit, this represents a breach in the statutory frameworks set out in teachers’ professional duties and responsibilities by the National College of Teachers and Lecturers Professional Conduct Panel and may therefore lead to formal disciplinary action by the school or the Trust.

If a volunteer adult consumes alcohol during an educational visit, they will immediately be removed from the Supervision Team by the Visit Leader and will not be allowed to continue to work with the group.

If a pupil consumes alcohol, they will immediately be removed from the visit, returned to school and will face further disciplinary action.

Other key considerations

The following OEAP guidance is important for EVCs and Visit Leads in the context of organising any trip/visit and is prerequisite reading:

[OEAP NG 4.5a Transport – general considerations](#)

[OEAP NG 4.5b Transport – minibuses](#)

[OEAP NG 4.5c Transport – in private cars](#)

[OEAP NG 4.5d Transport – seatbelts and child restraints](#)

[OEAP NG 4.4d Medication](#)



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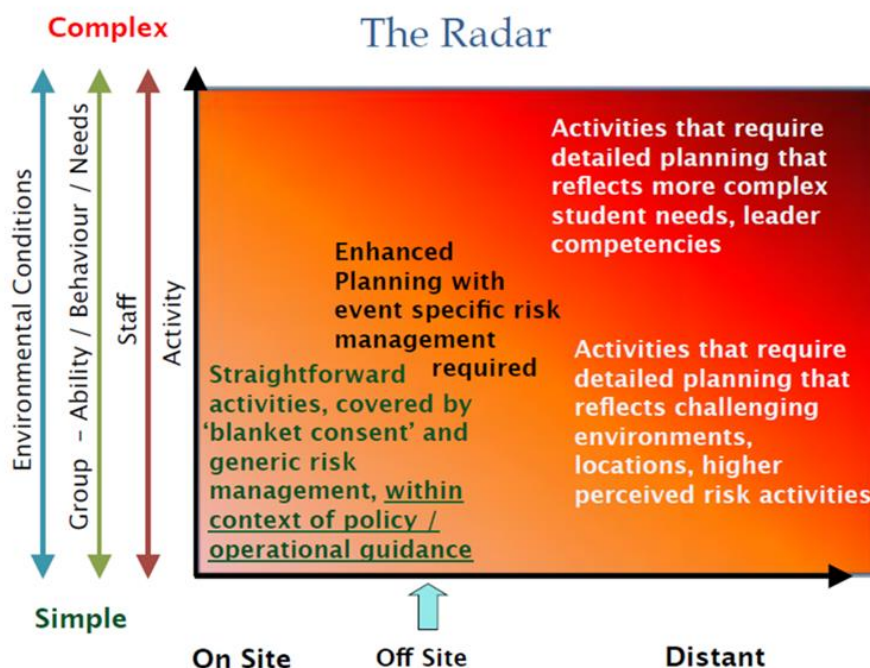
5.0 Monitoring of planning, management and delivery of educational visits.

The Trustees have an overarching statutory responsibility through the Audit and Risk Committee (ARC) to monitor the work of the Trust implementation of this policy and any related guidance.

The ACC has a statutory responsibility to monitor the work of employees of the school and the implementation of this policy.

The ACC have delegated the responsibility for regularly monitoring the planning, management and delivery of educational visits to the Headteacher, who will work in partnership with the EVC, Visit Leaders and other staff of the school to ensure that this policy is implemented correctly.

The school has a commitment to good practice in the planning, management and monitoring of educational visits and, as part of that commitment, uses the RADAR approach together with EVOLVE system to plan, record, authorise and evaluate all educational visits.



When monitoring the success of educational visits, the Headteacher will ensure that:

- All Educational visits and off-site activities are carried out safely and effectively and in line with Academy policy and procedures;
- Relevant policies and procedures are reviewed and updated to remain current and in line with good practice;
- Staff have easy access to the policy and to any advice, guidance and support they require;
- Staff have access to relevant training that supports the implementation of this policy and guidance e.g. OEAP Accredited EVC training, OEAP Accredited Visit Leader training;



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- The school continues to have access to expert advice, support and guidance from the Wilshire Council LOTC Advisers;
- The school appoints, trains and revalidates the EVC in accordance with this policy and guidance;
- Provide updates to the ACC and Central Trust Team, celebrating success and highlighting any issues that require additional consideration or improvement, including highlighting any risks through the school risk register.

6.0 Induction, training and expectations of staff

As part of the induction and training of new staff, the Trust will ensure that they become familiar with this policy alongside the Health and Safety Policy, understanding also the protocol and procedures associated with the planning, management and delivery of LOTC and educational visits. This will be done via staff reading this policy alongside the Health and Safety Policy and attending an induction briefing with the EVC prior to undertaking any trip/visit. On an annual basis all staff involved in taking educational visits will be required to sign to say they have read this policy.

The EVC will work with new staff to assess their competency and experience to lead educational visits. This will be recorded using the My Profile feature in EVOLVE and this information will inform the provision of training i.e.

- Staff identified as requiring practical training and experience as assistant leaders are given the opportunity to work within an apprenticeship model alongside more experienced Visit Leaders and that this opportunity is monitored and evaluated against agreed criteria.
- Access to OEAP Accredited Visit Leader training.
- Support and access to training to allow staff to gain First Aid qualifications.
- Support and access to training where appropriate from the National Governing Body Awards for adventurous activities as required.

7.0 Risk management and risk-benefit assessment

Well-planned and well-managed Learning Outside the Classroom (LOT) experiences provide significant benefits to children's learning and development. These experiences are especially valuable in helping children develop resilience, character, and the ability to cope with a wide range of challenges—skills essential for success in later life. Challenging LOT activities encourage pupils to make informed choices and take responsibility for their actions and consequences.

To ensure these benefits are delivered safely, comprehensive risk assessments must be completed for all trips. These assessments should specifically address medical needs, safeguarding considerations, and emergency procedures, ensuring that all reasonable and practicable control measures are in place and are suitable and sufficient for the hazards identified.

In line with the Management of Health and Safety at Work Regulations (1998), risk assessments must be undertaken for each identified hazard, so that appropriate measures can be implemented to minimise risks for both students and staff.

The ARC of the Trust Board and the ACC at individual school level has responsibility and a legal duty to ensure that trips and visits are conducted in such a way that participants and staff



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are not subjected to unacceptable levels of risk to health and safety. This responsibility is delegated by the ARC and the ACC to the Headteacher of the school, relevant members of SLT and the EVC, who will ensure relevant training is given to trip leaders and relevant staff regarding all procedures and protocols.

Visit Leaders are responsible for managing the risks associated with educational visits and should do this via a risk-benefit analysis and record this process through a Risk Assessment document. Visit Leaders will receive training and guidance on how to:

- identify significant hazards associated with LOTC activities and their potential to cause harm
- assess the likelihood and extent to which members of the group might be harmed
- establish suitable and sufficient control measures to mitigate those risks

Visit Leaders should also provide opportunities for children to be actively involved in the risk management planning process as this not only provides opportunities for children to learn to manage risk for themselves during the experience but also demonstrates the Trust's commitment **to teach safely and teach safety**.

Visit Leaders have access to a range of Risk Assessment templates in EVOLVE to help them prepare suitable risk assessments (Wiltshire Council LOTC Service)

8.0 Assessing venues and providers

Where possible, all venues for trips are visited prior to the trip taking place by the Visit Leader. Visit Leaders will endeavour to work with Providers who hold a Learning Outside the Classroom Quality Badge as this provides credible assurances of health and safety management systems and the quality provision. Where preferred Providers do not hold the Quality Badge, assurances will be gained through the completion of a **Wiltshire Council LOTC Service Provider Statement and subsequent vetting from the Wiltshire Council LOTC Advisers**.

9.0 Management and use of volunteers

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure certificate will be obtained and they will undergo induction and training in their role and responsibilities as detailed in the guidance and local procedures.

10.0 Emergency procedures and incident reporting

In the event of an emergency the visit lead MUST follow the Trust Critical Incident Plan and the Trust Business Continuity Plan.

The Headteacher and EVC will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment. Where necessary, this assessment must include the identification of contingency plans. This process will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours.

Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the Trust Health and Safety Policy. Accidents and



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incidents will subsequently be reviewed within the school to identify any learning points.

In the event of any Critical Incident including the hospitalisation of either a child or staff member the Headteacher MUST be informed by the visit lead. The Headteacher MUST then inform the Chief Executive Officer of the Trust and in their absence the Director of Education.

At school level when managing ANY trip and visit as part of Business Continuity the following MUST be put in place:

- nominating suitable people to provide 24/7 cover at base during a visit.
- The role of the Headteacher, EVC and Visit Leader during an incident
- The details of the Trust CEO and Director of Education in the event of an emergency
- The Emergency Contact(s) should have 24/7 access to all details of the visit, including medical and next-of-kin information for staff and young people.

11.0 Behaviour

All students and staff who participate in trips and visits that are organised in the confines of this policy are governed by the same rules as regards to conduct and behaviour as those staff and students who remain in the school. As such, any behavioural incidents must be logged and consequences sought through the appropriate senior member of staff and in line with the school policy.

12. Inclusion and entitlement

Educational Visits are an integral part of the curriculum. All students are entitled to participate irrespective of social background, race, ethnicity, religion, belief, special educational need or disability. In cases where the family financial circumstances prevent a student participating in a curriculum visit the Charging and Remission Policy is to be followed.

All educational visits must have clearly identified aims and objectives and have an approved competent Visit Leader who is a member of staff. Well planned visits lead to successful visits.

Staff will set appropriate learning challenges, responding to students' diverse learning needs.

Provision, with well-planned reasonable adjustments will be made to support students, enabling them to participate effectively in all educational visits.

13.0 Insurance

Mosaic Partnership Trust uses DfE's RPA insurance – visit leaders must check that the planned visits and activities are covered under RPA. Whether covered by RPA or not, insurance will be in place for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover, should there be any.

Where any crime is committed against a member of the party, it will be reported to local police as soon as possible.



Educational Visits Policy (Ref 16 MPEVC)

14.0 Finance

All financial arrangements for school trips will strictly follow the procedures set out in the Trusts Charging and Remissions Policy and the DfE's guidance document 'Charging for School Activities' (2018).

All trips and visits must be cost neutral and if there are insufficient funds the trip should not take place. On an annual basis the Trust will sample some trips/visits to ensure they are providing best value.

Payments for school trips must always be made directly to the school; under no circumstances should trip funds be processed through personal accounts.

All communication to parents regarding school trips will clearly state the procedures in the event of trip cancellation or if a pupil withdraws. If a trip is cancelled due to unforeseen circumstances, the decision to issue refunds will rest with the CFO, who will consult the Headteacher and CEO, and consider the financial impact on the Trust and school, including any costs for alternative provision. Similarly, if a pupil cancels their place, the CFO, in consultation with the Headteacher, will decide on refunds, taking into account the reason for withdrawal, whether the school can recover the cost, and if the place can be filled by another pupil. The Trust reserves the right to refuse participation in future trips to pupils who have previously cancelled and received a full refund.

A fair and common-sense approach will be taken to refunds and cancellations, ensuring all pupils are treated equally. Charges to pupils will never exceed the actual cost of the trip, divided equally among participants and schools must ensure that trips are financially cost neutral.

The nominated Educational Visit Lead must complete the Educational Visit Costing Form Template (see appendices) ensuring all relevant costs are included, such as transport, accommodation, entrance fees, insurance (if required beyond RPA), staffing and transaction fees and submit this to the EVC, School Finance Team, and MAT Central Finance Team for approval by the Headteacher and the EVC.

All charges for educational visits, including transport, voluntary contributions, and remission of charges, will be made in line with DfE guidance and the Trust's Charging and Remissions Policy.

15. Evaluation of trips, visits and activities

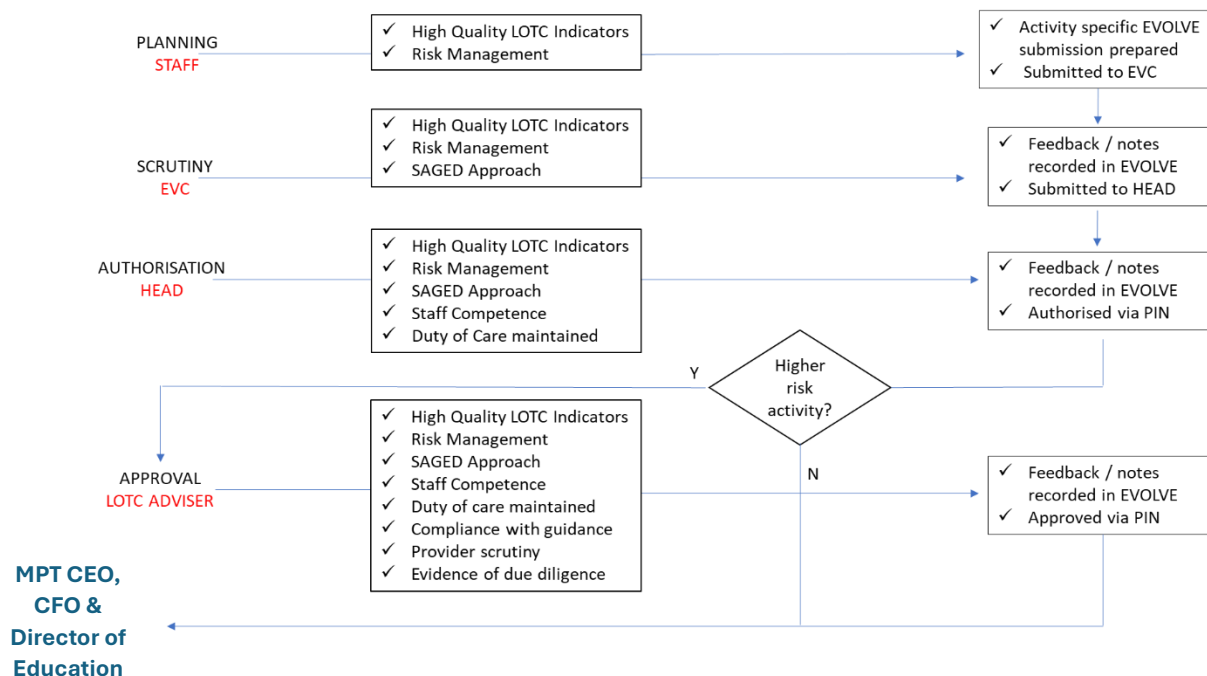
On the conclusion of the trip, visit or activity, an evaluation should be completed on Evolve that focuses succinctly on areas that would be changed (if appropriate), if operated again with reference to the original educational purpose.

Where there were any concerns with any trip, visit or activity that involved an external partner, this should be communicated to the Headteacher and the Director of Education, this then ensures that due diligence is undertaken if the external partner is considered for future trips across any of the Mosaic schools within the Trust.



Educational Visits Policy (Ref 16 MPEVC)

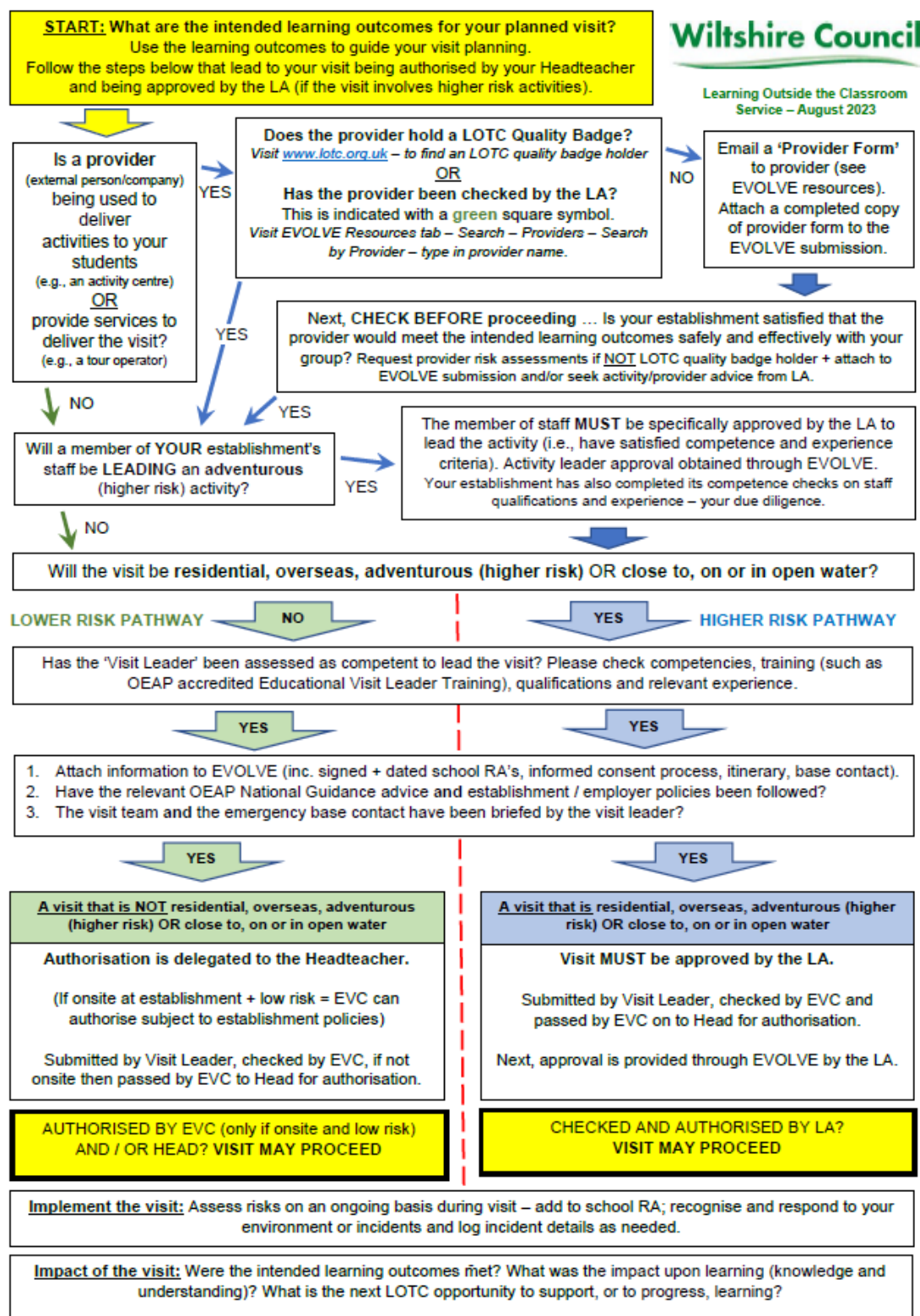
Appendix 1: Planning, Scrutiny, Authorisation, Approval and Notification of educational visits





Educational Visits Policy (Ref 16 MPEVC)

Appendix 2: Wiltshire Council LOTC Service EVOLVE Visits Approval process flow chart





Educational Visits Policy (Ref 16 MPEVC)

Appendix 3: Exploratory Visit Record Form

Exploratory Visit Record Form

Proposed Trip		
MPT Staff Conducting Visit		
Venue Visited		
Date of Exploratory Visit		
Staff/Contact at Venue		
<u>Summary of Activities</u>	<u>Risk to be considered</u>	
Does the venue have a risk assessment for its activities?	Toilet facilities on hand?	
Have they provided a copy?	Age limits in any element of venue?	
What staffing is venue providing? First Aid trained staff?	Will students be mixing with the general public?	
Are there any emergency procedures to consider?	Any facilities provided that need to be considered? (transport, meals, activities etc)	
Will this be a residential trip?		



Educational Visits Policy (Ref 16 MPEVC)

Is accommodation clean? Is accommodation safe? (windows at height, security of site, staff accommodation near students but separate)	
Other Notes:	
Approved by Wiltshire Council LOTC Service	Yes / No If No – approval must be sought by the Wiltshire Council LOTC Service.
Signature	



Educational Visits Policy (Ref 16 MPEVC)

Appendix 4: Staff Briefing Record Form

Staff Briefing Record Form

This record should be completed as a record of who was there and what was discussed at the staff briefing prior to any trip leaving.

A record of this briefing must be received by the EVC at least one day prior to the trip leaving.

Trip	
Date of Trip	
Date of Briefing	
Trip Leader	
Itinerary Shared?	
Risk Assessment shared?	
Student needs discussed?	<ul style="list-style-type: none"> • List of Students • Medical/dietary needs • Behaviour • Expectations of the trip • The group of students you are registering
Emergency plans discussed?	
Staff duties and clubs rearranged?	
Staff share contact details for contact card	
Other Notes:	



Educational Visits Policy (Ref 16 MPEVC)

Staff Name	Briefing attended - Signed

Signature of Trip Leader	
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Educational Visits Policy (Ref 16 MPEVC)

Appendix 5: Educational Visit Form

Educational Visit Form

School/Establishment:	
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Visit Title:	
--------------	--

Visit Aims and Information

Aim of the Trip	
Age Range or Year group of the participants	
Emergency Contact Details (group first point of contact in event of emergency)	

Visit Category: Higer Risk Pathway ☐ Lower Risk Pathway ☐

Departure Date: _____ (e.g. dd/mm/yyyy) Departure Time: _____
(e.g. 09:00)

Return Date: _____ Return Time: _____
_____ (e.g. 17:00)

Does this trip follow the trust guidelines on External Visits? Yes ☐ No ☐

Is the trip suitably insured? Yes ☐ No ☐

Exploratory visit done? (Visit notes to EVC) Yes ☐ No ☐ Required if last visit was NOT within 12 months

Have you completed all relevant risk assessments? Yes ☐ No ☐

Tick this box only when all relevant risk assessments have been completed



Educational Visits Policy (Ref 16 MPEVC)

Number of participants: Male ☐ Female ☐

Is the trip lead by a member of staff from your school? Yes ☐ No ☐

Are they qualified? Yes ☐ No ☐

e.g. are they a qualified canoe or sailing instructor

Or by an external provider:

Name of provider _____

Are they qualified? Yes ☐ No ☐

Providers address/contact details

Telephone: _____

Itinerary

Mode of Transport: e.g. coach, minibus, car etc

Estimated Time of Arrival at Destination:

Name of Coach/transport operator: _____



Educational Visits Policy (Ref 16 MPEVC)

Destination Address:

Contact Name/number:

Overview of Activities:

Who will supervise the activities? _____

Who will supervise non activity/overnight periods?

Staffing

Visit Leader:	Contact Number:
Group Leader:	Contact Number:
Group Leader:	Contact Number:
Group Leader:	Contact Number:
Group Leader	Contact Number:
Volunteer:	Contact Number:
Volunteer:	Contact Number:
Visit Administrator:	Contact Number:
External Visits Coordinator:	Contact Number:



Educational Visits Policy (Ref 16 MPEVC)

What risk assessments will require review/completion before the planned activity?

_____ Completed by:

_____ Completed by:

_____ Completed by:

_____ Completed by:

Any other info:

Form completed by: _____

Date: _____

Approved by Headteacher or appropriate _____

Date: _____



Educational Visits Policy (Ref 16 MPEVC)

Appendix 6: Educational Visits Costing Form

MOSAIC PARTNETSHIP TRUST		MAKE COPY OF SHEET BEFORE ENTERING DETAILS - CLICK BELOW		FIELDS TO BE COMPLETED	
TRIPS COSTING - MASTER DOCUMENT FOR ALL SCHOOLS					
TRIP DETAILS					
Trip / Event Organiser					
Department					
Name of Trip					
Trip / Event Start Date		Trip / Event End Date			
No. of Days		Entered to AEF Ledger		Arbor Reference :	
Pupil Numbers		Staff Numbers			
TRIP COSTS EXTERNAL					
Type	Details	Supplier Name	Quote / Invoice Reference	Net Cost (exc VAT)	
Transport				£0.00	
Entrance Fees				£0.00	
Food				£0.00	
Insurance				£0.00	
Other Costs 1				£0.00	
Other Costs 2				£0.00	
Other Cost 3				£0.00	
Pre Trip H&S Visit				£0.00	
TRIP COSTS CALCULATION					
Reprographics				£0.00	
Mobile Phone			0.00	FALSE	
SUB TOTAL				£0.00	
Arbor Fees	Arbor processing fees - calculated at 1.3% of the subtotal			£0.00	
TOTAL				£0.00	
Average Cost Per Pupil	Divide total cost by number of participating students. Cost at 100% (all students)		100%	#DIV/0!	
Amount Charged Per Pupil				#DIV/0!	
OTHER DETAILS					
Departmental Subsidy		Details :			
Approved by School Finance Department		Name : Date :			
Approved by MPT Central Finance Department		Name : Date :			