



MULTI-ACADEMY TRUST

Educational Visits Policy

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Inclusion – Improving education for everyone.

Integrity – We are consistently open, honest, ethical, and genuine.

Initiative – We have the courage to always seek a better way to a better future.

Inspiration – We use our drive and commitment to energise, engage and inspire.

Involvement – We encourage our community to take ownership and responsibility.

Contents

1. Introduction.....	4
2. Statement of Intent.....	4
3. Aims of the Policy.....	4
4. Benefits of LOtC/EV Activities.....	5
5. Policy Scope	5
6. Responsibilities	6
6.1 our schools	6
6.2 Headteacher.....	6
6.3 The EVC:.....	7
6.4 Group Leaders.....	8
6.5 Other Supervisors	9
6.6 Volunteers.....	10
6.7 DPO.....	10
7. Management and Procedures.....	10
7.1 Responsibility	10
7.2 Exploratory Visits.....	11
7.3 Roll Lists	11
7.4 Supervision	11
8. Visits Abroad.....	13
9. External Providers	13
10. Adventurous Activities	14
11. Involving Pupils in the Organisation of LotC/EV Activities	14
12. Codes of Conduct.....	14
12.1 Pupil Code of Conduct	14
12.2 Staff Code of Conduct.....	14
13. Risk Management.....	15
13.5 Types of Risk Assessment	15
13.6 Risk-Benefit Assessment.....	15
14. Adult:Pupil Ratios	16
15. Obtaining Parental Consent.....	16
15.6 Consent for Medical Treatment	17
16. First Aid.....	17
17. Safeguarding Requirements	18
18. Use of Private Vehicles	18
19. Training.....	18
INMAT will ensure that:	18
20. Finance.....	19
20.1 Charging for Activities	19



20.2 Charging for Residential Visits	19
20.3 Costing of Activities/Visits.....	19
20.4 Accounts	20
20.5 Insurance.....	20
21. Provision of Food and Drink on Schools Trips	20
22. Equal Opportunities	21
23. Monitoring and Review	21
APPENDICES.....	23
APPENDIX A: GOOD PRACTICE FOR GOVERNING BODIES	23
APPENDIX C: GUIDANCE ON GOOD PRACTICE FOR GROUP LEADERS	26
APPENDIX D: GROUP LEADER’S CHECKLIST	28
Appendix E: Codes of Conduct	31
Staff Code of Conduct on LOTC/EV Activities.....	31
APPENDIX G: RISK ASSESSMENT FOR SEN, DISABLED, ADDITIONAL MEDICAL NEEDS.....	32
APPENDIX H: MANAGEMENT PROCEDURES USED BY INMAT	32
APPENDIX J: INVOLVING PUPILS IN ORGANISING A LOTC/EV ACTIVITY	34
APPENDIX K: PUPIL BEHAVIOUR MANAGEMENT	35
APPENDIX L: PARENTAL CONSENT.....	36
APPENDIX M: INSURANCE	44
APPENDIX N: FIRST AID.....	45
APPENDIX P: SUPPORTING INCLUSION (DISABILITIES, SPECIAL EDUCATIONAL NEEDS, MEDICAL CONDITIONS).....	46
APPENDIX Q: ADVICE TO GROUP LEADERS ON ADVENTUROUS ACTIVITIES	47
APPENDIX R: REPORTING AN INJURY	50
APPENDIX S: EXPLORATORY/RECONNAISSANCE PRE-VISITS	52
APPENDIX T: EMERGENCY CASCADE.....	53
APPENDIX U: GUIDELINES FOR PRE-VISIT IN-SCHOOL MEETINGS	54
APPENDIX V: MOBILE PHONES	56
APPENDIX W: EMERGENCY PROCEDURES FOR OFF-SITE ACTIVITIES.....	57

1. Introduction

INMAT recognises that learning that takes place out of the classroom is a valuable tool in its pupils' education, provided it is conducted within a safe and healthy environment.

INMAT believes that all pupils should be able to experience the world beyond the classroom safely, whatever their age, ability, aptitude and circumstances.

This policy is informed by the government guidance [Health and Safety: Responsibilities and Duties for Schools and Health and Safety on Educational Visits](#) that summarises the existing health and safety law relevant to schools and explains how it affects local authorities (LAs), Governing Bodies, school leaders and other school staff. It covers activities that take place on or off school premises, including school trips. There is also a document from the Health and Safety Executive (HSE) [School Trips and Outdoor Learning Activities: Tackling the Health and Safety Myths](#).

2. Statement of Intent

It is the intention of the Governing Body of INMAT that all appropriate steps be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on school visits.

The overall high quality of planning and leadership on off-site activities will be evident from the contribution these activities will make to the all-round ethos of INMAT and the interaction between pupils and staff.

The Governing Body will ensure that all members of staff and volunteers who participate in learning outside the classroom activities have the training, skills and/or experience to organise and manage these activities safely.

The Governing Body will also ensure that all members of staff know that they have a duty to take reasonable care to avoid injury to themselves and others and to co-operate with the management and with each other to ensure statutory duties and obligations are fulfilled.

The INMAT LOTC Policy can only be successfully implemented with the full co-operation of everyone concerned.

3. Aims of the Policy

This policy aims to:

- Set out the Governing Body's requirements for managing and running LOTC activities;
- Make clear the aims and objectives that underpin educational visits and off-site activities;
- Give guidance on the procedures for ensuring suitable and sufficient risk assessment;

- Give examples of the documents that can be used in planning and running LOtC activities;
- Indicate who is responsible for what; and
- Give examples of the documents that can be used in planning and running LOtC activities.

4. Benefits of LOtC/EV Activities

Every learning outside the classroom/educational visit activity must have clear aims and objectives. INMAT general aims and objectives for LOtC/EV activities are to contribute to the following:

- Support the INMAT curriculum;
- Enhance teaching and learning;
- Provide experiences outside the scope of the normal curriculum;
- Enable pupils to learn a variety of new skills;
- Develop self-confidence, self-reliance, maturity, awareness and a sense of responsibility;
- Encourage pupils to work cooperatively with others;
- Promote the achievement of short-term goals;
- Reinforce the development of social and personal skills in new situations; and
- Encourage self-assessment and the benefits of a healthy lifestyle and personal fitness.

In addition, a residential experience may also provide the opportunity to:

- Encourage 'corporate' spirit;
- Promote and further improve personal physical ability;
- Visit a foreign country and encourage pupils to use a foreign language; and
- Experience different cultures, including foreign ones for overseas visits.

For each activity/visit the specific aims and objectives should be set out in the proposal form.

It is INMAT's policy that each educational visit should also have clear curriculum links, identifiable in the INMAT curriculum programmes.

5. Policy Scope

For the purposes of this policy, learning outside the classroom includes:

School grounds (though not when used for PE and games, which have their own policy);

- The local environment;
- Places further afield; and
- Residential venues.

This policy does not relate to:

Work experience (which has a separate policy and separate government guidance); and
Sporting activities or Physical Education (PE) (see [Association of Physical Education](#) website.)

6. Responsibilities

6.1 our schools

Our schools recognise their responsibility for ensuring that adequate policies and sufficient resources are in place to ensure that INMAT can fulfil its obligation to keep staff and pupils safe whether inside the grounds or off-site.

Our schools will observe the responsibilities as set out in the *Management of Health and Safety Regulations 1999*.

Our schools are responsible as the employer for the quality and safety of all off-site activities and will:

- Ensure that relevant officers and staff are familiar with the requirements of the appropriate legislation and codes of practice;
- Ensure that there is an effective and enforceable policy for the provision of health and safety on LOtC/EV throughout INMAT and that it is implemented;
- Ensure that INMAT uses an appropriate LOtC/EV management system that allows for employer approval of specified categories of visit that are regarded as higher risk;
- Provide guidance to on the financial management procedures to be used;
- Determine the Charging and Remissions Policy for INMAT;
- Support INMAT in any emergency situation, especially dealing with the media;
- Periodically review the effectiveness of the policy and ensure that any necessary changes are made; and
- Provide guidance on quality and safety aspects of off-site activities.

6.2 Headteacher

The headteacher will ensure that:

- Within our school's policies and guidelines, an approved structure and plan for the management of learning outside the classroom and EVs is in place and is regularly reviewed. This should include the appointment of a suitably competent educational visits coordinator (EVC). If an EVC is not appointed, the headteacher will carry the duty;
- The EVC has the training they need to carry out their role;
- Visits are led by competent staff with support and guidance being given so that they feel able and are willing to undertake learning outside the classroom activities;
- Effective guidelines and risk management are in place to enable LOtC/EV activities to occur, ensuring the safety of both pupils and staff;
- Safe and healthy working practices are in place that take account of appropriate statutory

requirements, code of practice and guidance;

- Supervision, training and instruction are provided so that all staff and pupils can undertake school-related activities and visits in a healthy and safe manner;
- Guidance is available on adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction and supervision.
- Procedures are in place to vet the quality, relevance and safety of each proposed off-site visit;
- Procedures are in place to vet and approve proposed contractors (e.g., tour operators);
- INMAT can be run efficiently in the absence of staff engaged in the activity or visit;
- The arrangements are in line with any code of practice and guidance provided by the DfE and/or proprietor;
- The charging and remissions policy and appropriate procedures for the financial management of visits having regard to any LA guidance;
- Educational objectives are required for each visit; and
- They agree which categories of visit they wish to be specifically notified about for approval purposes.

The headteacher must approve the higher and medium risk activities under arrangements made by the headteacher in consultation with the Governing Body.

6.3 The EVC:

The Educational Visits Coordinator (EVC) has responsibility for the day-to-day development and implementation of LOtC/EV visit procedures and conditions for all staff and pupils.

The EVC at INMAT will:

- Be an experienced visits leader;
- Have the status to be able to guide the working practices of other staff;
- Be confident in assessing the ability of other staff to lead visits;
- Be confident in assessing outside activity providers;
- Be able to advise headteacher and the Governing Body when they're approving trips; and
- Have access to training, advice and guidance.

The functions of the EVC will be determined by the headteacher and will include a requirement to:

- Ensure that a structure and procedures are in place to manage LOtC/EV and that a review mechanism is in place;
- Work closely with the DPO to promote data compliance and best practice in all aspects of trip planning;
- Personally approve all low and medium risk LOtC activities, and vet high risk visits
- Plan and organise trips in a timely manner and check all risk assessments are compliant.
- Ensure educational visits meet INMAT requirements;
- Advise the headteacher the relevance of the educational objectives of the visit;
- Ensure that pre-visits have taken place wherever feasible, and to advise the headteacher in cases where a pre-visit may not be feasible;
- Conduct appropriate due diligence checks of proposed contractors such as tour operators in

advance of the visit, specifically ensuring that arrangements exist for the appointment of competent staff and cooperation staff;

- Ensure risk assessments meet Handsam requirements;
- Organise appropriate training and induction for staff and pupils;
- Ensure that disclosure and barring service (DBS) checks are in place as necessary for all staff that will have access to pupils;
- Ensure adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction and supervision;
- Ensure parents and relevant staff are fully informed on the arrangements for all visits;
- Ensure that for medium and high risk visits a parents' and pupils' meeting is arranged prior to the visit taking place. At this meeting at least one parent/carer and the pupil should be expected to attend as a prerequisite to the pupil being allowed on the trip;
- Ensure parents are informed and give consent;
- Ensure that emergency arrangements are in place for each visit;
- Keep records of visits, incidents and near-accidents (sometimes called near misses);
- Review systems and monitor practice; and
- Report as required to the headteacher

Guidance on good practice is contained in Appendix B.

6.4 Group Leaders

The leader in charge of any LOtC/EV activity must be an employee of INMAT and approved to lead the visit according to INMAT policy. They are responsible for planning and preparing the activity, and to prepare any emergency and contingency plans.

INMAT has delegated the following responsibilities to group leaders:

- To be accountable for and competent to lead the visit;
- To assess the risks of activities and record any significant risks;
- To make measures to control those risks; and
- To inform colleagues about the risks.

All group leaders:

- Will make themselves familiar with the requirements of health and safety legislation and codes of practice, and financial regulations that are relevant to educational visits;
- Will operate a high standard of data management, taking proactive measures to limit the risk of breach;
- Will exercise the reasonable duty of care that a careful parent would exercise in the same circumstances;
- Will ensure that appropriate assessments of the benefits and risks of any visit/activity are made in good time;
- Will be fully conversant with INMAT off-site activities/educational visits procedures and in ensuring that staff, pupils and others comply with its requirements;
- Shall inform the EVC or management regarding any concerns of their own suitability or

competence to lead the visit;

- Will ensure arrangements are in place for the effective supervision and safeguarding of pupils for the entire visit;
- Will define the roles and responsibilities of other visit staff and communicate directly with any contractors; and
- Will monitor the performance of external contractors and immediately cease activity if health, safety or welfare concerns are detected.

Guidance on good practice for group leaders is contained in Appendix C.

A checklist for group leaders is in Appendix D.

6.5 Other Supervisors

All other group supervisors will:

- Do what is reasonably practicable to ensure the health and safety of everyone in the group;
- Make themselves familiar with the requirements of INMAT health and safety and educational visits policies;
- Be clear about the objectives of the visit;
- Attend briefing meetings;
- Understand the safety management procedures for the visit; and
- Undertake any organisational tasks assigned to them that are within their competency.

All staff participating in group activities must:

- Look after their own and other's health and safety;
- Cooperate with the management over safety matters;
- Carry out activities in accordance with training and instruction from management; and
- Inform the management of any serious and immediate risks or systemic faults in risk management.

These duties apply to the employee and employer:

- When the work is during the working day; and
- When an employee has agreed to do something for the employer;
- Earlier or later than the normal working day; or
- Take place outside the term dates (during half term or other holidays).

The duties apply for learning in the grounds or off-site in the UK. On visits outside the UK, leaders will be subject to foreign law, but as the overseas visits are planned and prepared in the UK the risk assessments will be subject to UK domestic law.

All members of staff should be concerned about any serious and immediate risk, and also about any systemic shortcomings. If the concerns cannot be settled among the staff leading the activity, all staff will be expected to stop the activity and refer the matter to the EVC or headteacher.

All members of staff should operate high standards of data management and handling, maintaining a constant awareness of data breach risks and how to control them.

INMAT recognises the right of members of staff to refuse to participate in an activity that they consider unsafe or that they are not suitably competent for. In such cases a Plan B should operate.

6.6 Volunteers

Any adults on the visit/activity not employed by INMAT must be suitably clear about their roles and responsibilities during the visit/activity. They must be DBS cleared and approved by INMAT in line with its policy, even if it is for one occasion.

Adults not employed by INMAT (e.g., volunteer helpers) acting as supervisors must:

- Do what is reasonably practicable to ensure the health and safety of everyone in the group;
- Be clear about the objectives of the visit/activity;
- Attend briefing meetings;
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- Follow the instructions of the group leader and school-employed staff, and help with the control and discipline;
- Speak to the group leader or school-employed staff if concerned about the health or safety of pupils at any time during the visit/activity;
- Never directly supervise a party of any age;
- Never be in sole charge of the pupils for more than six hours at a time; and
- Never be in a situation remote from the support of the leaders or other appropriate members of staff.

INMAT recognises the right of volunteers to refuse to participate in an activity which they consider unsafe or that they are not suitably competent for. In such cases a Plan B should operate.

6.7 DPO

- Will ensure that high standards of data security and confidentiality are maintained at all times during the trip planning and execution process; and
- Will advise on data issues concerning learning outside the classroom and will assess the severity of data breaches and respond accordingly.

7. Management and Procedures

7.1 Responsibility

It is the responsibility of the headteacher to make sure all relevant risk assessments and documentation are completed for learning outside the classroom and educational visits based on the

provisions and guidance in this policy and appendices annually.

7.2 Exploratory Visits

An exploratory/reconnaissance visit must be made by any member of staff who is to lead a group abroad, or on a residential visit or in a location that is not familiar to them. INMAT accepts that for remote expeditions a prior visit may not be possible. In such cases, the headteacher will determine in consultation with the EVC whether the risk assessment and proposed risk controls are sufficient.

Further details about exploratory visits are in Appendix S.

7.3 Roll Lists

A list of names, addresses, ages and brief medical history should always be accessible to the leader. The roll will also be recorded on the INMAT Management information system and will be made accessible to appropriate senior members of staff. Only those individuals who are required to know this information will be permitted access. When the data is carried off site it will be subject to security measures to ensure it is not breached – GDPR Data Protection Policy

INMAT understands that under the *General Data Protection Regulation*, data relating to an individual's health is sensitive and that children are classed as vulnerable individuals under data protection law. Child data disclosed and processed will be handled with the utmost sensitivity and confidentiality and in accordance with the terms of the *General Data Protection Regulation*. Data that is held will be returned to the trip leader and destroyed on return. The importance of diligent data security is stressed to staff, and they will receive appropriate training to ensure the risk of breach is minimised.

7.4 Supervision

7.4.1 Duty of care

All adults connected with a visit or activity owe an enhanced duty of care to the pupils they accompany in common law.

The duty of care expected is that of a reasonable, prudent and careful parent applying his or her mind to the situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else.

7.4.2 Delegating responsibility

The group leader is responsible overall for the group *at all times*. He/she may, however, delegate supervisory roles to other adults in the group. When delegating supervisory roles to other adults the group leader should:

- Allocate supervisory responsibility to each adult for named pupils and ensure that all adults understand that they are responsible to the leader for the supervision of the pupils assigned to them;
- Ensure that each adult knows which pupils they are responsible for;
- Ensure that each pupil knows which adult is responsible for them;

- Ensure that each adult has the means to contact the group leader and/or other supervisors; and
- Ensure that each adult has knowledge of and clearly understands the INMAT Crisis Management Policy.

Supervision can be close or remote, but it *is always 24 hours*, including home-stay visits, but supervisors are not expected to stay awake for 24 hours each day. In order that each adult supervisor gets sufficient rest, a duty roster should be arranged. It is essential that everyone involved in the visit understands the supervision arrangements and expectations.

Close supervision occurs when the group remains within sight and contact with the supervisor. Close supervision means that all supervisors have prior knowledge of the pupils, including any special educational needs, medical needs and disabilities. Close supervisors should:

- Carry a list/register of all group members;
- Regularly check that the entire group is present;
- Have appropriate access to first aid; and
- Ensure that each pupil knows what to do if they become separated from the group.

Remote supervision occurs when, as part of planned activities:

- A group of pupils work away from the supervisor (e.g., on a Duke of Edinburgh Expedition) but is subject to specified controls as recorded in the risk assessment;
- The supervisor is present but not necessarily nearby or directly in sight; and
- The group leader still remains responsible for pupils during this time, even though they are not in direct contact with them.

When supervision is remote:

- Groups must be sufficiently trained and competent for the level of activity to be undertaken, including how to deal with emergencies and summon help;
- Pupils should understand and accept the expected standards of behaviour;
- Pupils will be familiar with the environment or similar environments and have details of rendezvous points and times;
- Clear and understandable boundaries must be set;
- There must be clear lines of communication between the pupils, the supervisor and the school;
- The pupils should know the whereabouts of the leader/supervisor and should have a means of contacting them;
- A pupil should never be on his/her own. It is advisable that they be in a minimum group of at least three pupils;
- The supervisor should monitor the group's progress at appropriate intervals;
- The supervisor will be in the activity area and able to reach the group reasonably quickly should the group need support in an emergency; and
- There should be a recognisable point at which the remote supervision is completed.

Remote supervision will also apply to the times during homestay visits when pupils are with their host

families.

During nighttime residential situations, the security of the group is of additional importance. The leader should ensure that, as far as is reasonably practicable:

- Staff (of both genders where appropriate) have sleeping accommodation on the same floor and as near as possible to the pupils' accommodation;
- Suitable and sufficient safeguarding arrangements are in place (following appropriate risk assessment) to protect both pupils and staff;
- Where hotel/hostel reception is not staffed 24 hours a day, security arrangements are in force to restrict unauthorised visitors;
- In the absence of 24-hour staffing of reception, external doors should be secured against intrusion and windows closed as necessary to prevent intrusion;
- Where possible, internal doors should be lockable, but staff should have reasonable access to pupil accommodation at all times; and
- All staff and pupils should know the emergency procedures/escape routes in the event of a fire or emergency evacuation.

8. Visits Abroad

INMAT encourages visits abroad. Guidance on how these should be managed is in Appendix O.

9. External Providers

INMAT will use external providers that have been specifically assessed by INMAT as suitable to deliver LOTC/EV activities.

Wherever possible, the providers should be holders of the 'Quality Badge' obtained through the [Council for Learning Outside the Classroom](#) accreditation scheme.

9.3 The badge gives assurances of good and safe learning and should expedite the school's internal approval process. Group leaders must still ensure the provider is suitable for the group's requirements.

Although detailed risk management questionnaires do not necessarily need to be sent to a LOTC Quality Badge provider, they should still cooperate with the school in any pre-visit checks and questions.

INMAT group leaders are not restricted to using LOTC Quality Badge providers. In such cases the leader in liaison with the EVC must undertake appropriate risk assessment and will check what other relevant accreditation the providers hold and seek references from other trusted schools.

In all cases, the group leader must assess any likely risks posed by the members of the group. External providers cannot do this on behalf of the school.

Group leaders should check the Council for Learning Outside the Classroom website for details of the badge scheme.

10. Adventurous Activities

INMAT policy is that activities of a more adventurous nature should be arranged wherever practicable through a specialist provider, and where required by the statutory *Adventurous Activities Licensing Regulations 2004*, a provider who holds a current AALA Licence.

Occasionally a member of staff may have the qualifications and experience to lead a self-organised visit, but approval will only be given by the Governing Body after the headteacher has given his/her approval following consultation with the EVC and group leader.

If it is a requirement for the personal data of children to be transferred to third parties, a clear processing agreement will be established which details how data will be securely held, processed and disposed of by said third party. The guidance of the DPO will be sought in this instance.

Guidance to group leaders on what are licensable activities is contained in Appendix Q.

11. Involving Pupils in the Organisation of LotC/EV Activities

It is INMAT's view that pupils are likely to manage risks better if involved rather than if they are just told what to do. As far as is reasonably practicable therefore, relevant pupils will be involved in the organisation of LotC/EV activities. See Appendix J for further advice.

12. Codes of Conduct

12.1 Pupil Code of Conduct

A *Pupil Code of Conduct for All out of School Activities* has been formally adopted by INMAT. Parents and pupils should be asked to complete the code of conduct form accordingly. A sample of the relevant form is shown in Appendix E.

12.2 Staff Code of Conduct

The INMAT has formally adopted the following *Staff Code of Conduct for Educational Visits*: "INMAT expects that all adults acting *in loco parentis* on any school trip will be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times".

Further details are in Appendix E.

13. Risk Management

INMAT staff are expected to follow the government guidance for risk assessment on LOtC/EV activities set out in the DfE guidance [Health and Safety on Educational Visits](#) and [Health and Safety: Responsibilities and Duties for Schools](#).

Risk assessments should be completed and reflect the level of risk. The DfE guidance states the importance of recording details of risk assessments, the measures taken to reduce these risks and expected outcomes. INMAT expects all educational visits to have written risk assessments. The headteacher in conjunction with the EVC will determine which assessments can be used as generic risk assessments and which are specific and need to be repeated for each visit/activity.

A simple 'Risks assessed/Nonsignificant' can be recorded for low-level or minor risks.

More complex activities may have significant hazards, which staff will have to avoid or overcome with proportionate risk management.

13.5 Types of Risk Assessment

There are three types of recognised risk assessment:

- **Generic:** This will usually be prepared by the LOtC/EV and with the approval of the headteacher. This covers activities/venues which the school frequently uses. Some generic material is available on the [CLOtC](#) website. Generic risk assessment will always be written and recorded in the management system. Template provided by Handsam.
- **Visit-specific:** These assessments address the specific visit, the venues used, activities conducted and the needs of your particular group. They might show how an activity can be modified to suit, for example, a disabled pupil. These will normally be written and will be recorded in the Handsam management system.
- **On-going:** These assessments will be done during the visit/activity by Group Leaders. They will take account of changing environment/conditions/group. An on-going assessment may lead you to turn to a Plan B. These risk assessments will not usually be written at the time, but what was done should be recorded later in the management system for the benefit of future activities.

13.6 Risk-Benefit Assessment

While assessing the risk, staff should also assess the *benefits of the activity*. These must then be balanced against the risks.

Group leaders who are in doubt about the balance of benefit and risk should consult the EVC. The EVC is empowered to make decisions on the balance of benefit and risk. Where the EVC is unsure, they must consult the headteacher who has the delegated power to make such a decision.

More advice on how to balance benefits and risks is contained in Appendix G.

14. Adult: Pupil Ratios

The correct ratio for any activity will arise from the risk assessment. There is no specified government ratio.

The ratio should help leaders safely achieve the objectives of the visit.

- The decision should take into account:
- The sex, age, ability and aptitude of the group;
- The nature and duration of the activities;
- The location and environment in which the activity is to take place;
- The experience of leaders/teachers;
- The duration and nature of the journey;
- Type of accommodation;
- Competence of staff on any specific activities;
- Requirements of the place(s) being visited;
- Medical, emotional and educational needs of the pupils;
- Special educational needs and disabilities;
- Competence and behaviour of pupils; and
- First aid cover.

The ratio will be agreed with the EVC after the risk assessment has been submitted and before the final planning takes place.

If the proprietor sets a minimum ratio for any activity, INMAT must adopt that ratio as the minimum.

No visit/activity must take place without the risk assessment being signed off by the EVC.

The headteacher has the power to change the ratio after discussion with the EVC and group leader, and may seek advice from the Governing Body and/or LA.

15. Obtaining Parental Consent

The law does not require parental consent to be obtained for every individual learning outside the classroom activity.

INMAT will inform parents of the arrangements for learning outside the classroom via the school brochure.

is INMAT policy that parents should be informed of all LOTC/EV activities (including sports fixtures and local visits as part of the curriculum), and that consent must be obtained for:

- Any activity or educational visit which has been assessed as carrying a significant risk (usually medium and high-risk categories);
- Off-site activities extending beyond the normal start or finish of the school day;
- All activities that will be during any holiday or closure period;
- All activities requiring remote supervision; and
- Any activity where the school's duty of care will be exercised by contractor's staff on behalf of INMAT.

If agreement cannot be reached with any parent who refuses consent, the pupil should be omitted from the activity and a different way found for the learning to be delivered for that pupil.

School trip organisation will touch upon personal data management, consent sought in these instances will therefore detail data processing of children in a clear, auditable manner which is as easy to withdraw as it was to give it. The consent or non-consent of children will always be given due regard. Consent will be gained for every processing activity

15.6 Consent for Medical Treatment

It is INMAT policy that no pupil will be allowed to participate in a LOtC/EV activity without having parental consent for medical treatment where such treatment is necessary.

15.7 Under the *General Data Protection Regulation 2016*, parental consent is required to process the data of children under the age of 16 online where the processing, in an information services context, is reliant on consent. Consent is not required in the context of preventative or counselling services offered directly to a child. INMAT will ensure that communications with a child on welfare topics are clear and easy to understand regarding consent to care and processing of information.

Further advice on obtaining consent is contained in Appendix L.

16. First Aid

INMAT will set and review a First Aid Policy, taking into account any government and/or LA guidance/policy. Group leaders must have due regard to the policy when determining the first aid arrangements for a LOtC/EV activity.

The determination of the first aid provision will be based on a consideration of the following:

- The numbers in the group and the nature of the activity;
- The risk and type of injury that might be incurred and how effective first aid would be in those circumstances;
- The availability of an ambulance service, and the distance to a hospital with accident and emergency facilities;
- Pre-existing medical condition of group members; and
- First aid training and competency of supervising staff.

Further guidance is in Appendix N.

17. Safeguarding Requirements

These must be considered at an early stage of the planning. If engaged in regulated activity, all supervisory staff or adults who are employed to instruct pupils, whether paid or voluntary, must be DBS checked before being allowed to supervise a group. Under no circumstances will a volunteer be left unsupervised with pupils or allowed to work in regulated activity if no checks have been obtained.

Guidance can be found in the Government's [Keeping Children Safe in Education](#) statutory guidance.

18. Use of Private Vehicles

INMAT policy on staff using their private vehicles is contained in the INMAT Minibus and Use of Private Transport Policy.

19. Training

INMAT will ensure that:

- The EVC keeps themselves up to date with developments in policy and good practice in order to help colleagues to manage risks; and
- Group leaders and any other accompanying adults are appropriately trained in health and safety measures. [OBJ]

INMAT will ensure that support staff and non-school employed supervisors are trained appropriately in risk assessment and safety management and are competent to carry out the supervisory duties.

Support staff who have the higher-level teaching assistant (HLTA) status may lead classes to learn outside the classroom but will be under the direction and supervision of a teacher.

A teacher may not always be present during the activity, but the HLTA is allowed to supervise learning outside the classroom, not only in the grounds and nearby, but further afield. HLTAs can also supervise groups on distant activities, or more complex activities, where INMAT has determined that this is necessary.

INMAT is expected to monitor the supervisory competence of all staff including teachers, support staff, trainees and volunteers. INMAT will arrange through the EVC an annual training plan to be agreed with the headteacher.

The DPO will coordinate, monitor and oversee appropriate training in data management and encourage a positive data culture.

20. Finance

The EVC or group leader will liaise with the bursar/finance director over the budgeting/estimates/and costings, and the financial arrangements for the activity.

20.1 Charging for Activities

INMAT will conform with the government's regulations on charging for activities and charges will be made in accordance with the [INMAT Charging and Remission Policy](#).

20.2 Charging for Residential Visits

INMAT can, however, charge for the cost of board and lodging during a residential visit. The cost must not exceed the actual cost of the provision.

Where the visit takes place wholly, or mainly, during normal school hours, pupils whose parents are in receipt of the income support set out in the current regulations will be entitled to a remission of the charges as well as a free school meal.

The current regulations include:

- Income based support Job Seekers' Allowance;
- Income Support;
- Support under part vi of the *Immigration and Asylum Act 1999*;
- Child Tax Credit (provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the annual limit laid down by the government); and
- Guaranteed state pension credit.

A similar entitlement applies if the visit takes place outside school hours, but is necessary as part of the national curriculum, forms part of the curriculum for a prescribed examination for which the pupil is being prepared, or the syllabus for Religious Education.

INMAT policy is to charge parents for residential visits as allowed by the regulations and to make relevant remissions of the cost to parents who qualify according to the regulations. In all other instances, INMAT must request voluntary contributions and make up any shortfall from resources. Where this does not cover the cost, the activity must be cancelled.

20.3 Costing of Activities/Visits

The member of staff in charge of a visit/off-site activity is responsible for ensuring that the full costs involved are covered by parental contribution or other funds. The following main costs need to be considered but others will apply depending on the nature of the journey:

- Any cost of cover for absent staff;
- Accommodation;
- Food;

- Travel/transfers;
- Excursions;
- Administration costs in organising the LOtC activity;
- Insurance; and
- Contingency/emergency fund.

20.4 Accounts

- A record of receipts and payments will be kept and supported by auditable documentary evidence;
- Financial details of parents, pupils and staff will be held securely in accordance with the *General Data Protection Regulation* for a set period and disposed of securely;
- The records should be available at any time for examination by the headteacher or the bursar/finance director and will be reviewed annually by auditors. They should be retained for a minimum period of six years;
- For all practical purposes, INMAT finance office will act as the 'bank' for all visits and activities funds. All income relating to the visit should be passed to the finance office and all payments should be requested from them except in circumstances where accounts have been authorised for the trip by the bursar/finance director;
- In no circumstances should the personal accounts of members of staff be used for any activity; and
- Where a pupil withdraws from a trip or is banned from a trip because of bad behaviour after arrangements have been made, sufficient funds should be withheld from the contributions already made by that pupil's parents in order to cover any irrecoverable costs incurred on the pupil's behalf.
- Parents will need to be informed in the documents for the visit of the relevant visit budget, the finance procedure and rules.

20.5 Insurance

INMAT will ensure that appropriate insurance is in place to cover employees (employer's liability insurance) and INMAT liability to the public (public liability insurance). It shall also ensure that sufficient travel insurance is in place to cover all pupils for all activities on the entire visit when overseas.

INMAT will determine whether insurance needs to be taken out by parents for their children and to inform the parents of this necessity and how it is to be arranged.

INMAT shall ensure that any contractors or third-party providers have sufficient public liability insurance before contracting with them.

Further details in Appendix M.

21. Provision of Food and Drink on Schools Trips

The School Food Standards apply to all food and drink provided to pupils off the school's premises and during an extended school day (up to 6pm), including school trips, breakfast clubs, tuck shops, mid-morning break, vending and after school clubs. INMAT will abide by this.

INMAT will provide free school lunches to eligible pupils off the premises where education is being provided, i.e., where school trips are taking place during school time. However, school trips outside of school time, whether day trips or residential, such as during half term or Easter break, do not count. Additionally, it is not the duty of INMAT to provide free evening meals to eligible pupils on school trips.

22. Equal Opportunities

In implementing this policy, all staff must take into account the INMAT equal opportunities policies. Organisers and leaders of LOtC/EV activities must make reasonable adjustments to include would-be participants who have a disability.

INMAT will ensure that practical measures are in place to include pupils with special educational needs or medical conditions where that is possible. They should have, where possible, the same learning opportunities as the others in the group.

Further advice on inclusion is in Appendix P.

(MONITORING AND REVIEW OVERLEAF)

23. Monitoring and Review

The EVC will report to the headteacher annually or as necessary on the working of the policy and the efficiency of the management of LOtC/EV activities.

The board of Trustees will review the working of the policy annually and assess its implementation and effectiveness.

Date of next review: _____

Signed: _____

Date: _____

Printed: _____

Chair of Trustees

Signed: _____

Date: _____

Printed: _____
Head Teacher

I have read the policy and understand my role in ensuring the safe and efficient management of
LOtC/EV activities at INMAT.

Signed: _____
(EVC)

Date: _____

24. APPENDICES

APPENDIX A: GOOD PRACTICE FOR GOVERNING BODIES

In relation to educational visits, it is good practice for the Governing Body to:

- Ensure that the government's advice in [Health and Safety: Responsibilities and Duties for Schools](#) is known by the relevant employees involved in approving proposed visits, and by the headteacher and EVC;
- Ensure that the visit has a specific and stated objective;
- Ensure the opinion of the DPO is sought where relevant and that high standards of data security are maintained in all aspects of school trip planning and by all relevant individuals. If the opinion of the DPO is discounted, this must be for a clear rationale;
- Ensure through the management procedures that the headteacher group leader shows how their plans comply with regulations and guidelines, including INMAT health and safety policies;
- Ensure that arrangements exist for reports of each visit to be made and recorded;
- Maintain a top-level approval mechanism for more complex or higher risk visits;
- Ensure that information and guidance provided by the LA or the DfE informs INMAT policy, practices and procedures relating to the quality and health and safety of the staff and young people on educational visits. These should include measures to obtain parental consent on the basis of full information, to investigate parental complaints, and to discuss and review procedures including incident and emergency management systems.
- Ensure that the headteacher and the EVC are supported in matters relating to educational visits and off-site activities and that they have the appropriate time, staffing, other resources and expertise to fulfil their responsibilities;
- Ensure that the EVC and group organisers and supervisors are appropriately trained and considered competent;
- Ask questions about a visit's educational objectives and how they will be met;
- Ensure that the headteacher approves higher risk and higher financial value visits before bookings are confirmed;
- Ensure that arrangements ensure that bookings are not completed until external providers have met all the necessary assurances; and
- Ensure that the headteacher and the EVC have taken all reasonable and practicable measures to include young people with special educational needs or medical needs on a visit.
- Appendix B: Guidance on Good Practice for the headteacher.

The headteacher should ensure that the government's advice in [Health and Safety: Responsibilities and Duties for Schools](#), is known by the EVC and relevant staff.)

The headteacher should put procedures in place which ensure that:

- Visits comply with regulations and guidelines provided by the DfE, Governing Body and INMAT health and safety and LOTC/EV policies;
- Activities/visits are planned safely with a suitable contractor (e.g., tour operator) where appropriate and that suitable due diligence can be evidenced;
- An appropriate senior member of staff is appointed as the Educational Visits Coordinator (EVC)

(or two separate persons if appropriate) and that appropriate training is provided to them as necessary;

- Ensure the opinion of the DPO is sought where relevant;
- The group leader is competent to monitor the risks throughout the visit;
- Adequate safeguarding procedures are in place;
- All necessary actions have been completed before the visit begins;
- Risk assessment has been completed and appropriate safety measures are in place;
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- The group leader has experience in supervising the age groups going on the activity/visit and will organise the group effectively;
- The group leader or another supervisor is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place;
- Group leaders are allowed sufficient time to organise the visit/activity properly;
- Volunteer staff on the visit are appropriate people to supervise children, and are trained in their duties, and have been checked;
- The ratio of young people to supervisors is appropriate and informed by the risk assessment;
- Parents have signed consent forms;
- At least one parent has attended a pre-visit meeting where this is required, or alternative arrangements for informing parents who cannot attend a due meeting;
- Arrangements have been made for the medical, disability and special educational needs of the pupils;
- Adequate first aid provision will be available;
- The mode of travel is appropriate;
- Travel times out and back are known including pick-up and drop-off points;
- There is adequate and relevant insurance cover;
- The contact details of the visit's venue(s) are recorded in the INMAT health and safety management system;
- A scheme for contacting pupils' homes and parents is in place;
- The group leader, group supervisors and EVC have copies of agreed emergency procedures;
- The group leader, group supervisors and EVC have the names of all adults and young people travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin; and
- There is a contingency plan for any delays including a late return home.

In addition, the headteacher should:

- Agree the procedure for submitting a visit/activity to the Governing Body where relevant;
- Ensure that arrangements are in place for the Governing Body to be made aware of relevant visits/activities so that questions can be asked as necessary;
- Ensure that arrangements are in place for the educational objectives of a visit/activity to be inclusive, to be stated in the pre-visit documentation, and to be made known to all relevant parties;
- Be aware of the need to obtain best value;
- Ensure that appropriate financial management procedures are in place in line with the Governing Body's requirements;

- Ensure that there is an acceptable procedure for choosing appropriate contractors (e.g., tour operators) and should ensure wherever possible that the contractor has a LOTC Quality Badge;
- Ensure that issues identified by exploratory visits have been satisfactorily resolved within the risk assessment;
- Ensure that visits are evaluated to inform both the operation of future visits and to inform training needs. Further staff training should be made available where a need is identified.
- Ensure that there is a contingency plan (Plan B), covering, for example, the implications of staff illness and the need to change routes or activities during the visit;
- Ensure that serious incidents, accidents and near-accidents are investigated, recorded and reported to the Governing Body. Accident and incident records should be reviewed regularly, and this information used to inform future visits;
- Ensure all staff are made aware of and understand the DfE and any LA or INMAT guidance on emergency planning and procedures. Training and briefing sessions must be provided for staff;
- Ensure that INMAT has emergency procedures in place in case of a major incident on visits/activities. These should be discussed and reviewed by staff;
- Ensure that young people, parents, group supervisors and others are given written details of these procedures;
- Ensure that the EVC has the authority to make decisions in line with their role. They should be contactable and available for the full duration of the visit 24 hours a day. They should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number;
- Establish a procedure to ensure that parents are informed quickly about incident details through the home-based contact, rather than through the media or pupils;
- Recognise that special arrangements must be in place for dealing with media enquiries when there is an emergency;
- Check that contractors (e.g., tour operators) have adequate emergency support procedures, and that these will link to INMAT and/or LA emergency procedures; and
- Ensure that INMAT equal opportunity policies are taken into account, particularly the requirement not to discriminate on the grounds of disability.

In relation to the EVC the [headteacher](#) should:

- Delegate appropriate tasks to the EVC, having regard to the duties of the EVC;
- Ensure that the EVC informs the [headteacher](#) of the progress of any visit;
- Make time available for the EVC to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the visit;
- Ensure that the EVC briefs the leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the visit; and
- Ensure that the EVC has a procedure for impressing upon parents the importance of understanding the arrangements and providing their emergency contact numbers.

APPENDIX C: GUIDANCE ON GOOD PRACTICE FOR GROUP LEADERS

The leader, and all other responsible adults, should be familiar with all the advice contained in government and any local guidance.

Leaders have the responsibility to oversee the preparation and execution of the visit and to ensure that safety is the prime concern. They must also ensure that the visit is a quality experience for the pupils that meets the stated objectives.

The leader is responsible for briefing all accompanying staff, supervisors, parents and helpers.

The group leader has overall accountability for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader must be approved by the headteacher or Assistant Head Teacher.

With specific reference to health and safety the group leader will:

- Be able to manage and lead pupils of the relevant age range;
- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place;
- Have an awareness of data protection and management requirements;
- Obtain the headteacher Assistant Head Teacher/EVC's prior approval before any off-site visit/activity takes place;
- Follow the INMAT safety policies, guidance and procedures;
- Appoint a deputy with the approval of the (HEAD TEACHER/PRINCIPAL);
- Where possible conduct an exploratory pre-visit in order to undertake a proper risk assessment in accordance with INMAT policy;
- Clearly define each group supervisor's role during the visit/activity, and ensure all tasks have been assigned;
- Ensure that all staff are aware of and accept the nature of the particular responsibilities and roles they will assume;
- Ensure that adequate first aid provision will be available;
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- Ensure that briefing meetings are held as appropriate for the group leaders, and for pupils and parents;
- Undertake and complete a comprehensive risk assessment for aspects of the visit/activity for which they have responsibility and ensure all accompanying adults have copies of relevant risk assessments;
- Review the records of previous visits and activities and advise the headteacher where adjustments may be necessary;
- Ensure that staff and other supervisors are fully aware of what the proposed visit/activity involves.

- Have enough information on the pupils proposed for the visit/activity to assess their suitability, or be satisfied that their suitability has been assessed and confirmed by others;
- Ensure the ratio of staff to pupils is appropriate for the needs of the group and in line with INMAT policy;
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- Ensure that group supervisors have contact details of the EVC;
- Ensure that group supervisors and the EVC have a copy of the emergency procedures;
- Ensure that the group's staff and other supervisors have the details of young peoples' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- Ensure that wherever possible on a visit or activity, *rendezvous* arrangements with an appropriate place and time are agreed if the party should become separated. These would be best made on arrival at particular locations where possible so that suitable locations can be identified;
- Ensure that every member of the group knows in advance the course of action to follow if they get lost;
- Brief all the pupils about their tasks, arrangements, organisation, and the behaviour that is expected of them during the time of the visit/activity;
- Ensure that all accompanying adults are familiar with INMAT safeguarding pupils (child protection) policy and procedures; and
- After the visit/activity, review and record the details of the visit as required in the INMAT LOTC/EV Policy.

During a Visit/Activity the Group Leader is Recommended to:

- Hold a brief daily staff meeting at the start of the activity or start of the day;
- Have a Plan B fully risk assessed and organised as a backup;
- Establish clear procedures for safe practice during the visit/activity;
- Communicate information to all interested parties both on, during and after the visit/activity; and
- Ensure that other supervisors, assistants and adults carry out their duties and responsibilities safely and responsibly.

Whenever a party is to be subdivided, or the leader is to be absent for any reason, the party leader must make a clear delegation of responsibility to another suitable adult.

If a party leader delegates responsibility for the supervision of some, or all of the young persons, at various times to other members of the staff team, the leader must satisfy him/herself that this individual to whom they are delegating responsibility:

- Is competent to take charge of the group of young persons undertaking the particular activity in this locality;
- Has been fully and properly briefed as to their role and responsibilities; and
- Is aware of the next meeting place and time and is fully conversant with the procedure to adopt in the event of an accident, or emergency arising within the party.

The party leader must ensure that at all times during the visit or activity, each member of staff knows exactly for which pupils they have a responsibility and where those pupils are at all times and that each pupil knows who the leader of their particular group is.

APPENDIX D: GROUP LEADER'S CHECKLIST

Organising a LOtC/EV activity can be a time-consuming business. This checklist is designed to help group leaders overcome some of the potential organisational pitfalls and omissions.

Before Deciding to do a LOtC Activity:

- Read the LOtC/EV policy;
- Read the [INMAT](#) procedures on charging for LOtC/EV activities;
- Approach the [DPO](#) for advice and guidance on any aspects of data collection necessary for the outing;
- Check proposed dates against the [INMAT](#) calendar; and
- If a minibus is required, check availability and make provisional booking.

On Deciding to do an Activity:

- Meet the headteacher with proposed itinerary and financial details in order to obtain initial approval to proceed;
- Meet the headteacher to check regulations and requirements;
- Submit appropriate form, and put details in the weekly staff newsletter (i.e., communicate through the usual procedures);
- Ensure that there are sufficient and suitable supervisors available; and
- Indicate to the EVC whether insurance is required or submit details of independent insurance for approval.

On Receiving Approval:

- Circulate initial letter to target year/subject group(s) and collect deposits. Ensure all relevant information is included. i.e., dates, cost, payment schedule, insurance details, any penalty clauses for withdrawal, selection criteria, mechanism for dealing with over-subscription, any provision for families on benefits, details of parents evening, if passport required, etc. Detail how any aspects of personal data will be collected, stored and processed in this communication. Consent requests must be clear, and responses recorded in an auditable manner;
- Set deadline for applications to be returned; and
- See finance department and open an activity/educational visit account.

After Applications Have Been Received:

- Submit list of pupils to EVC who will circulate the list to the relevant heads of department. If the organiser, EVC or head of department has doubts about a pupil, the designated member

of senior leadership team (SLT) to be consulted;

- If oversubscribed, consult the designated member of SLT before forming reserve list;
- Inform pupils and parents of their status. i.e., included on activity, reserve for activity, not included on the activity; and
- Circulate date of parents and pupils pre-meeting (if not included in initial letter).

Approximately Three Months Before Activity:

- Conduct visits specific risk assessments (referring to generic ones when available) and submit to EVC;

At Least One Month Before Activity:

- Hold activity staff meeting to decide on activity/visit rules that comply with INMAT policies and arrange roles, i.e., first aider (qualified), duty rota (if required), etc.;
- Arrange a risk review meeting with EVC;
- Hold parents' and pupils' meetings (include details of accommodation, transport, emergency contact details, staffing, standards of expected behaviour, INMAT policy on alcohol and drugs etc. Also include the provisional itinerary);
- Issue and collect in parental permission, health and alcohol forms; and
- Compile a list of pupils' addresses, home phone numbers and parental contact numbers during the activity. This personal data will be held in accordance with the *General Data Protection Regulation* securely, for a set period and with limited access. (Ensure parents who are members of staff do not give the school number for daytime contact during the holiday period).

At Least Two Weeks Before Activity:

- Provide final list to finance department for insurance (if required);
- Provide final names, addresses and contact numbers for pupils, and staff, to school office along with accommodation, transport and itinerary details. Copy complete folder to designated member of LT and EVC. This personal data will be held in accordance with the *General Data Protection Regulation* securely, for a set period and with limited access;
- Arrange 'cascade' contact system – essential on overseas visits. The need to maintain confidentiality in relation to personal data in the form of phone numbers will be stressed to participants in the cascade system. Following the trip details will be disposed of securely;
- Arrange to withdraw a travel first aid kit and school mobile phone;
- Check transport and accommodation details (with tour operator if necessary); and
- Issue memo to parents confirming arrangements.

The Week Before the Start of the Activity:

- Collect first aid kit;
- Collect emergency contact cards from finance department;
- Give any revisions of party composition to office;
- Collect petty cash (if required);

- Collect school mobile phone; and
- Check with EVC to find out which members of SLT are available during the trip.

Immediately After the Trip

- Write a short report on the activity/visit. Include details of problems, difficult pupils, efficiency of tour company, etc. for help to future leaders. Give to EVC;
- Finalise accounts (with receipts and invoices where possible). Give to finance department;
- Discuss the disposal of any surplus monies with the finance department;
- Ensure any data agreed as no longer relevant, including phone and contact details, is disposed of securely;
- Keep permission and health forms for up to one year in case of problems or claims; and
- Write any thank you letters required.

Following Months After the Trip:

- If considering another LOTC/EV activity, consider how well you think your team performed. If satisfied, return to the top of page one and start organising your next activity.

Appendix E: Codes of Conduct

Staff Code of Conduct on LOtC/EV Activities

INMAT has formally adopted the following *Staff Code of Conduct for Residential Visits*:

“INMAT expects that all adults acting *in loco parentis* on any school learning outside the classroom activity will be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times”.

Although responsibility for pupil welfare on a residential visit is a 24-hour responsibility, supervisors cannot reasonably be expected to be alert on duty for 24 hours. The group leader will devise and communicate a duty staff roster, ensuring that all staff have sufficient rest periods.

All staff must ensure that they are on duty at the times allocated and have the necessary information about the group and the events at that time.

INMAT has a zero limit on alcohol. Alcohol is unacceptable at any time. If alcohol is consumed at any time this will lead to disciplinary proceedings. INMAT staff need to recognise they are responsible for all children for the duration of the trip.

Pupil Code of Conduct on School Activities/Visits

The objective of LOtC/EV activities is for pupils and accompanying staff to have experiences over and above those available in the classroom, in a safe, enjoyable and disciplined manner.

Pupils are expected to consider the wellbeing of others whilst on off-site activities and behave in a sensible manner so that the safety and enjoyment of the many is not compromised by the thoughtless actions of the few.

APPENDIX G: RISK ASSESSMENT FOR SEN, DISABLED, ADDITIONAL MEDICAL NEEDS

The disability discrimination legislation and regulation enforce the duty not to discriminate against pupils for reasons relating to disabilities. Therefore, refusal to take a disabled pupil on an off-site visit must be justified otherwise it would be unlawful. The cost of making additional provision for the inclusion of a disabled pupil can be included in the overall cost of any visit. In certain circumstances, charity funding may be available for pupils with physical disabilities. The EVC will help with details.

Where pupils are identified as having additional needs, this must be reflected in a higher staffing ratio, which must not be less than that which applies on-site, and in most cases will need to be higher. Staff would need to take into account the terms of the *Equality Act 2010*

ALL REASONABLE STEPS MUST BE TAKEN TO INCLUDE YOUNG PEOPLE COVERED BY THE ACT.

The risk assessment must explicitly cover how special educational needs and medical needs are to be addressed. It should include details of any special aids and equipment that the pupil may need and, in particular, details of any such items to be brought from home or obtained prior to the visit. At this point a decision should be made as to whether the measures required to include the pupil are reasonable or not.

Where pupils have statements of special educational needs which provide support for access to the curriculum, and where the visit or activity takes place during term time, the level of ancillary support may be used at the same level as provided by the statement. However, the costs of the necessary support beyond this should be built into planning for the visit or activity, so that it is included in the overall package.

In certain circumstances, other funding may be available for pupils with physical disabilities. For details, please see the EVC.

For pupils with mobility difficulties who hold a "Blue Badge" for parking concessions, it may be beneficial for the blue badge to be displayed in the windscreen of the coach. The mention of this on arrival at a venue may result in priority parking as close as possible to the venue entrance. Similarly, mention of a blue badge at a ferry port would usually result in priority loading such that the coach is parked close to the lifts on the vehicle decks. It may also be of significant benefit for a disabled pupil to carry some proof of their disability. Word of mouth is often not sufficient proof of their disability.

INMAT understands that under the *General Data Protection Regulation*, data relating to an individual's health is sensitive and children are also classed as vulnerable individuals under data protection law. Data disclosed and processed on SEN, disability and additional medical need will be handled with the utmost sensitivity and confidentiality and in accordance with the terms of the *General Data Protection Regulation*. Additional advice and guidance from the DPO will be sought where required.

APPENDIX H: MANAGEMENT PROCEDURES USED BY INMAT

IF APPLICABLE: Staff intending to organise a LOtC activity will use the three Handsam forms on the management system. The system will not allow the form to be transmitted unless completed. The forms can be printed or used on the website and sent electronically.

Handsam Form LOtC A. Assessment

On this form organisers will assess the benefits and risks and will record how they intend to manage any significant risks.

Handsam Form LOtC B. Parent Information Form

On this form organisers will tell parents what they need to know, and to request information from parents, including parental consent, if necessary.

Handsam Form LOtC C. Approval Form

On this form the organiser will inform the EVC Coordinator, and where necessary (according to [INMAT](#) policy) the [headteacher](#) and/or Governing Body/LA and obtain approval.

Each school will use a fourth form Handsam Form LOtC4 Review of the Activity for educational visits and activities where the EVC deems desirable.

APPENDIX J: INVOLVING PUPILS IN ORGANISING A LOTC/EV ACTIVITY

Learning to manage risk is a life skill. It is **INMAT** view that pupils are likely to manage risks better if involved than if they are just told what to do. There are distinct benefits to making pupils *risk aware* rather than *risk averse* and visits are a useful way of doing this.

APPENDIX K: PUPIL BEHAVIOUR MANAGEMENT

Leaders/supervisors should not put up with misbehaviour. Supervisors can and should withdraw anyone in the group who risks others' safety or health. Group leaders on a residential visit are permitted to send an unruly pupil home early.

This sanction, and others, will form part of the briefing of the group and parents beforehand. The briefing will include details of the INMAT method of dealing with such eventualities and who will meet the costs.

APPENDIX L: PARENTAL CONSENT

If a parent refuses consent, INMAT should discuss the reasons. It may be possible to modify the activity for a particular child. But in the face of a confirmed refusal, the child should be omitted from the activity.

Does the School Need to Get Separate Consent for Medical Treatment?

The government advice is No. Medical consent should be part of overall consent for an off-site visit.

INMAT should use the information form to tell parents about the arrangements for emergency treatment, adding that participants will receive emergency treatment, including anaesthesia or blood transfusion, as considered necessary by the medical authorities.

Some parents may refuse to sign an overall consent form because they cannot agree to medical treatment, as stated above, on religious or other grounds. The headteacher will inform these parents that their child will not take part in the visit, because staff should not be expected to take on the responsibility for a child's health and safety under such circumstances.

Doctors can be expected to carry out necessary emergency treatment without parental consent. But a surgeon in another country may be reluctant to operate on one of the participants if the group leader does not have documented consent. This is another reason why it is policy that pupils without an overall consent form cannot be included on the visit/activity.

A translation in the relevant foreign language of the relevant part of the consent form could be useful. This is a matter for the group leader to determine.

PARENT/GUARDIAN CONSENT FORM FOR MULTIPLE LEARNING OUTSIDE THE CLASSROOM VISITS/ACTIVITIES

Please note the following important information before signing this form

Please sign and date the form below if you are happy for you child:	To take part in school trips and other activities that take place off school premises; and To be given first aid or urgent medical treatment during any school trip or activity.
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The trips and activities covered by this consent include:	All visits (including residential trips) which take place during the holidays or a weekend; Adventure activities at any time; Off-site sporting fixtures outside the school day; and All off-site activities for nursery schools.
---	--

The school will send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school, for example year group visits to local amenities, as such activities are part of the school’s curriculum and usually take place during the normal school day.

Name of child:	
Parent/guardian consent:	Signature:
	Printed:
	Date:

Medical Information

Please complete the medical information section below (if applicable) and sign and date this form to confirm the details you have provided are correct.

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:	
Parent/guardian signature:	Signature:
	Printed:
	Date:

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT OR RESIDENTIAL. A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT.

PARENT/GUARDIAN CONSENT FORM FOR A SPECIFIC LEARNING OUTSIDE THE CLASSROOM VISIT/ACTIVITY	
Please see attached information sheet giving full details of the visit.	
Visit to:	
Class/group:	
Date(s)/times:	From:
	To:
	Duration:
Name of child:	
Consent is required for the processing of the following aspects of personal and/or sensitive personal data for the following reasons:	
Data processed will be held for the following specified period under the following security restrictions before prompt deletion:	
Medical Information	
Please complete the medical information section below (if applicable).	
Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:	

<p>Please outline any special dietary requirements your child may have:</p>	
<p>Please outline the type of pain/flu relief medication your child may be given if necessary:</p>	
<p>Is your child allergic to any medication? If YES, please specify:</p>	
<p>For Residential Visits and Exchanges Only</p>	
<p>Please complete the section below (if applicable).</p>	
<p>To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? If YES, please give details:</p>	
<p>When did your child last have a tetanus injection?</p>	
<p>Parent/Guardian Consent</p>	
<p>I agree to my child taking part in this visit and have read the information sheet. I agree to his/her participation in the activities described in the information sheet. I acknowledge the need for him/her to behave responsibly. I agree that the information contained in this form is correct.</p> <p>I understand that the data submitted is held, processed and disposed of securely and I understand that I may withdraw my consent for the processing activities I consented to at</p>	

any time.

I will inform the group leader/Head Teacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the trip.

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present.

I understand the extent and limitations of the insurance cover provided.

Parent/guardian consent:	Signature:
	Printed:
	Date:

Emergency Contact Details

Emergency contact details:	Name:
	Email:
	Mobile:
	Home telephone:
	Work telephone:

Emergency contact home address:	
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Alternative emergency contact:	Name:
	Email:
	Mobile:
	Home telephone:
	Work telephone:

Alternative emergency contact home address:	
Name of child's doctor:	Telephone number:
	Address:

PARENT/GUARDIAN CONSENT FORM FOR VISITS USING PRIVATE VEHICLES

Visit to:	
Class/group:	
Date(s)/times:	From:
	To:
	Duration:
It is necessary to use private vehicles belonging to staff, parents or volunteers to enable this visit to take place. It has been planned that your child should travel with the following driver.	
Name of driver:	
The school has checked in accordance with school policy:	<ul style="list-style-type: none"> The ownership of the vehicle; The owner's consent to the vehicle being used for this purpose; The vehicle insurance; The vehicle licence; The driver's licence; and The DBS details.
All of these have been found to be in order.	

Head Teacher signature:	Signature:
	Printed:
	Date:
I agree to my child being transported in this vehicle with this driver.	
Name of child:	
Class/group:	
Parent/guardian consent:	Signature:
	Printed:
	Date:

APPENDIX M: INSURANCE

INMAT holds employer's liability insurance against the risk of litigation and injury to their employees, and public liability insurance, against the risk of litigation and injury to others.

For a regular activity in the grounds of the school or nearby, INMAT should consider whether to give insurance details in the information for parents. This could for example be in the prospectus.

For more complex learning outside the classroom activities, parents should be made aware as to what insurance arrangements are in place.

INMAT should ask parents to accept the insurance arrangements through the consent form that details them. Additional cover may be necessary for some participants or for some types of activity, including travel insurance.

Some parents may cancel their child's place in an extra-curricular activity (one that takes place outside the school day or term). If the place cannot be refilled, the cancellation should be forwarded to the insurer and operator as soon as possible. This may help to avoid cancellation charges.

INMAT should confirm with their insurer that the cover applies to any adventurous, overseas or other higher risk activities.

APPENDIX N: FIRST AID

The first aid requirements for a visit will depend on the risk assessment with INMAT deciding what levels and types of first aid are necessary.

The leader must bear in mind the INMAT guidelines including those for minimum provision. The leader should have a good, working knowledge of first aid.

For more complex activities such as visits abroad or adventurous activities, it's sensible for at least one of the group's supervisors to be a suitably trained first aider.

Minimum first aid provision should comprise a suitably stocked first aid box and a person appointed to be in charge of first aid arrangements. Leaders must follow INMAT's First Aid Policy.

The group leader should consult with any external trip providers to establish the level of first aid provided by them and include this within the risk assessment.

For most visits, at least one leader should hold a current First Aid at Work certificate and a deputy be nominated holding an Emergency First Aid at Work certificate.

Further information see the DfE guidance [First Aid in Schools](#).

APPENDIX P: SUPPORTING INCLUSION (DISABILITIES, SPECIAL EDUCATIONAL NEEDS, MEDICAL CONDITIONS)

Organisers and leaders of LOtC/EV activities must make reasonable adjustments to include participants who have a disability.

INMAT must ensure that practical measures are in place to include pupils with special educational needs or medical conditions where that is possible. They should have, where possible, the same learning opportunities as the others in the group.

Wherever reasonably practicable, the activity can be adjusted for individual participants' needs. The risk assessment can show such enabling measures. For guidance on inclusion, see the [LOtC Inclusion Paper 2011](#).

If a child in the group is subject to a care order, the relevant Social Services Department (SSD) should consent to any activity for which parental consent is advised. The SSD should be informed of any other LOtC/EV activity.

INMAT should also ensure that foster carers are aware of this so that they take the necessary action. If any participant is a ward of court, INMAT should have local procedures for seeking advice from the court in relation to excursions and activities abroad well in advance.

Government Guidance on Special Education Needs and Ratios

One to one supervision may suffice in the classroom or during less complex activities outside the classroom. But this may not be enough during more complex activities.

Two-to-one supervision may be advisable when, for example, a participant has a history of absconding or leaving the supervisory setting. An adult assigned to the supervision or care of one particular participant should not be included in the ratio for the group as a whole.

The SENCO should determine what ratio of supervision the pupil will need for LOtC and liaise with the EVC.

APPENDIX Q: ADVICE TO GROUP LEADERS ON ADVENTUROUS ACTIVITIES

Adventurous activities include caving, climbing, trekking and watersports. The DfE guidance [Health and Safety on Educational Visits](#) stresses that such activities should be identified, and risk assessed as part of the visit beforehand and must not add such activities during the trip. Organisations require a licence to provide certain adventurous activities. Organisations who hold the LOTC Quality Badge should hold a licence for the activity they provide.

Group Leaders should check the [Health and Safety Executive Adventure Activities Licensing](#) page, to ascertain if the provider is required to have a licence and, if so, that they have one.

What is Licensable?

See the website as above but, in brief:

- Caving (including mines, potholes);
- Climbing (including traversing, scrambling, some abseiling);
- Trekking (including some pony trekking and some mountain biking); and
- Water sports on specified water (sea, tidal water, inland waters more than 50 metres from the nearest land excluding any island or on turbulent inland waters), including canoeing, kayaking, rafting, sailing and windsurfing.

What Adventure Doesn't Have to be Licensed?

Adventure activities abroad and the wider range of adventure, such as nearby walking or abseiling on a purpose-built indoor wall. The provision of non-licensable adventure activities is covered by less specific health and safety legislation. It may also be covered under non-statutory schemes managed by, for example, the Visit Wales, certain national governing bodies (NGBs), or trade associations such as the British Activities Providers Association (BAPA). We encourage providers to obtain overarching accreditation under the government sponsored LOTC Quality Badges scheme.

Catering, transport and accommodation as offered by the provider are not covered by the licensing scheme. As group leader, you should check these out, unless the provider is also accredited by the LOTC Quality Badge scheme.

Who Must Hold a Licence?

Please see the HSE flow chart [Do I Need a Licence?](#) for further guidance on who must hold a licence.

Farm Visits

The Chief Medical Officer suggests ratios as follows:

One-to-one supervision for every child younger than 12 months;

One adult for two children between the ages of one and two; and

Gradually increasing ratios up to one adult for eight children between ages five and eight.

There should be adequate, trained adult supervision in order to ensure that children behave appropriately and wash their hands after touching an animal.

See [here](#) for more detailed advice. The Health and Safety Executive has refreshed its health advice to farmers whose premises are visited by children; see [here](#).

Establishment-Led Adventure Activities

Colleagues may approach you, as an EVC, about self-led adventure. They may wish to instruct or lead a group from your establishment on such activities. A licence would not be required but you should take into account that such staff, though well-intentioned, are unlikely to have the experience of licensed providers. They may also lack a comparable level of skill. You must be satisfied as to safety management. For that reason, it's likely you'll decide to use a licensed provider.

See the overseas expeditions [page](#) of the Council for Learning Outside the Classroom and the [Health and Safety Executive Adventure Activities Licensing](#) page.

Activity in Natural Waters: Don't Be Afraid to Say No

Group leaders must be additionally aware of water's potential hazards.

Leaders should very carefully assess the benefits of activity at the water margins or in water against the significant risks. Strong swimmers can get into difficulties. Immersion in cold water can be lethal.

Leaders should never allow impromptu bathing. Any water activity must be carefully prepared and carefully managed.

Leaders should also take particular care in preparing for any activity:

- In water or near the water margins, which should be considered higher risk and have a higher level of risk management and management sign off;
- *Near* natural waters such as river, lake or sea, where any accidental entry into the water may require an understanding of rescue techniques;
- In winter conditions;
- On or near cliffs or steep terrain; and
- In an area subject to extremes of weather or environmental change (for example, variations in water flow, tides, rip currents or level).

Whenever organised activities take place at the water margins or in water, [INMAT](#) must ensure that there are arrangements for suitable lifesaving competent staff to be immediately available. This may be external, for example a RNLi lifeguard at a beach, or by members of staff who hold a suitable qualification. The Royal Life Saving Society's [National Water Safety Management Programme](#) provides such a qualification.

All complex activities should be subject to the most careful risk management.

APPENDIX R: REPORTING AN INJURY

Under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured:

- Accidents which result in death, or a specified injury must be reported without delay (see 'Reportable specified injuries');
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are reportable to the HSE under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* if the accident results in:

The death of the person, and arose out of or in connection with a work activity; or

An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute as treatment).

For more information, see the HSE's guidance [*Incident Reporting in Schools \(Accidents, Diseases and Dangerous Occurrences\): Guidance for Employers*](#).

Dangerous occurrences, which are specified near-miss events, must also be reported. See the guidance stated above for further information.

All accidents during LOtC activities and events, RIDDOR reportable or not, should be recorded under INMAT's accident recording procedures. Any incident overseas is not reportable to the HSE, however it can investigate work done in Britain to support the trip, such as risk assessments.

What Else to Do After an Incident: Advice to Group Leaders

No-one in your group should give their version of events to the media. The names of those involved in the incident should only be revealed to the HSE, the police or medical professionals. Media enquiries should be referred to a designated person back at INMAT.

No-one in the group should discuss legal liability with other parties. No-one should sign anything relating to accident liability without clear advice from their employer.

What if the Police Approach Me?

You cannot refuse to engage with the police. You may however seek legal advice, including from your union or professional association, before making a statement. If the police wish to interview you immediately, you also have the right to a duty solicitor. You must also contact INMAT at the earliest opportunity.

What Can I Expect From an Investigation into a Serious Incident?

The government advises that when a serious incident has taken place during a LOtC activity in the UK

or abroad, you should expect your employer to conduct an investigation. In fact, the HSE recommends that employers investigate serious accidents in order to learn any lessons and prevent a repeat. The HSE's [*Investigating Accidents and Incidents: A Workbook for Employers, Union, Safety Representatives and Safety Professionals*](#) sets out straightforward ways in which this can be done.

It is good practice to identify an official who will act as the key point of contact for parents. This official should be sensitive to the family's needs and should preferably have some counselling competence. He or she should inform the family of the progress of the investigation. He or she should answer their questions as helpfully as possible and provide them with the facts.

APPENDIX S: EXPLORATORY/RECONNAISSANCE PRE-VISITS

An exploratory/reconnaissance visit must be made by any member of staff who is to lead a group abroad or a residential visit to a location that is not familiar to them.

For remote expeditions, a prior visit may not be possible. The headteacher will determine whether the risk assessment and proposed risk controls are acceptable. This will enable leaders to gain first-hand knowledge of the area and facilities. This knowledge will then inform the risk assessment and pre-planning.

Any costs incurred whilst making an exploratory visit will be included in the total cost of the visit.

Some contractors (providers), e.g., school travel specialist companies, may offer a pre-visit for the group leader free of charge. This can enable the leader to gain a direct experience of the venue and environment and assist their appraisal of the contractor's risk assessment.

If it is not possible for the leader to visit the site/area beforehand, the leader must make every effort to collect all appropriate information.

They *must* be able to satisfy the EVC (and where relevant the headteacher that these alternative arrangements are sufficient for a risk assessment to be made. If it is not possible for the leader to make an exploratory visit, a reconnaissance should be made immediately on arrival at the venue whilst the rest of the group remain in a secure place or are supervised by other staff in an activity for which a risk assessment has been made.

If using the facilities of a contractor, e.g., school travel specialist company, the leader should also arrange a meeting with the local representative or manager in order that both parties can be kept fully informed, and any concerns can be raised. Any points discussed should be noted in writing.

If it is a requirement for the personal data of children to be transferred to third parties, a clear processing agreement will be established which details how data will be securely held, processed and disposed of by said third party. The guidance of the DPO will be sought in this instance.

APPENDIX T: EMERGENCY CASCADE

In spite of good planning and organisation, there may be problems and emergencies, whether minor or major, that require an on-the-spot response and information distribution.

In the event of any minor problems arising during the visit, such as an earlier or later return to the school later than published, leaders will construct and circulate a message via Arbor (and any other parent communication platforms) in order that information can be relayed to all concerned in the minimum amount of time and at a minimum cost to any individual.

APPENDIX U: GUIDELINES FOR PRE-VISIT IN-SCHOOL MEETINGS

Rationale

INMAT policy is that all overnight visits must be preceded by a meeting for at least one parent/carer and the pupil, and that attendance at this meeting is a condition of the pupil's participation in the visit.

The reason for this is to explain in detail what arrangements will be in place for the supervision of pupils at all times during the trip and what expectations there will be of pupils with regard to general co-operation and with regard to specific matters such as smoking and drinking and use of rooms.

It is important that if parents are in no doubt at all about what will happen and what rules will apply, that they have the opportunity to question staff and that they have an opportunity to object (and therefore not participate) in advance of the visit.

Pre-visit meetings also have the advantage that they enable all the documentation and much of the administration to be completed in one go.

The EVC or another senior member of staff will attend all pre-visit meetings.

Guidelines for Invitations

Distribute the letter with the date of the meeting and time as soon as you know the names of participants. At least three weeks' notice of the meeting should be given, more if possible: the more advance notice is given the less will be the difficulty with parents who wish not to attend.

Include a return slip with the letter so that you can make alternative arrangements to see parents who are unable to attend. Parents may well find it difficult to attend an early meeting. This will be a matter for INMAT to determine.

The letter should include the following wording:

'INMAT Learning Outside the Classroom/Educational Visits Policy requires us to hold an evening meeting for pupils accompanied by at least one parent.

Attendance at the meeting of both the pupil and a parent is compulsory if the pupil is to be accepted as a participant on the trip.

The meeting will be on (DAY AND DATE) at (TIME) in the (VENUE). Please bring any outstanding forms and requested information to this meeting. We expect the meeting to last approximately one hour.

Any questions you have regarding the trip can be answered at this meeting. Please confirm by returning the attached slip that you intend to attend the meeting'.

Arrangements for the Meeting

Book a large enough area well in advance and inform headteacher/SBM about the meeting. Check

with the Premises Manager the day before the meeting. Arrive early and lay out all the paperwork.

This may include:

- Medical information and consent form;
- Dietary information sheet;
- INMAT alcohol, tobacco and drugs on trips policy;
- Appropriate code of conduct;
- Packing list;
- Information regarding pocket money, gifts; and
- Emergency contact details.

Welcome parents as they arrive. Give them a pack of papers to get on with while others arrive. If you give the papers out to pupils in advance of the meeting, parents will be more likely to try to avoid attendance. Collect passports, photocopy of EHIC (European Health Insurance Card), photocopy of passport, two passport size photographs (for trips abroad).

Check all have arrived by taking a register of pupils and parents.

Content of the Meeting

- Introduce other accompanying staff;
- You may wish to give information about itinerary and activities if this has not been done in advance;
- Deal with medical information: Parents should let the staff responsible for the visit know of all medication being taken and of potential problems - even if this information has been previously given. In the case of exchanges, this information will need to be passed to host families. Ask for questions;
- Deal with the question of supervision. Tell the parents how the pupils will be supervised at all times, including free time and mealtimes. Ask for any questions;
- Deal with Alcohol, Smoking and Drugs Policy. If senior pupils are to be allowed to drink alcohol, specify what you consider to be acceptable; what arrangements you have in place for those whose parents do not want their children to drink, remembering that there may be religious considerations involved and that parents may regard this with extreme seriousness. Ask for any questions;
- Deal with discipline, responsibility and trust. Co-operation is expected and failure to co-operate will be regarded as a serious breach of trust with serious consequences (being sent back home, banning further trips). Staff will be offended by comments from pupils that they are on a free holiday. You may wish to address this point in advance by thanking the staff for giving up their time to accompany them on a trip. Ask for any questions;
- For exchanges, deal with the question of parties; parents will value guidance on this as they often feel quite at sea and under pressure from their children. Talk about how not to be a mutant teenager in someone else's house and about how to participate in a civilised way in someone else's family. Remind pupils about the reasons they are doing the exchange (e.g., language skills, international friendship, rather than an extended social life). Ask for any questions; and
- Explain what INMAT has done about safeguarding pupils at the host venue and explain that all

British host families may be subject to a DBS check.

APPENDIX V: MOBILE PHONES

INMAT will not allow pupils to take mobile phones on trips.

APPENDIX W: EMERGENCY PROCEDURES FOR OFF-SITE ACTIVITIES

In spite of good planning and organisation, there may be accidents and emergencies that require an on-the-spot response. Reference should be made to the INMAT crisis incident plan.

In the first instance, the headteacher should be contacted by telephone during school hours and at home out of hours. If not available, the Deputy Head Teacher should be contacted.

If neither the headteacher or Deputy Head Teacher is available, the EVC should be contacted.

Details of the INMAT agreed emergency procedures, including key telephone numbers, are available from the EVC.

Crisis Line

Should a major accident, emergency or tragic event occur during an educational visit, (for example the coach being involved in a crash), the headteacher must inform a member of the central team as soon as possible on 01604 434600. INMAT will establish a crisis line via Handsam where 24-hour support will be available.

A designated and trained member of the leadership team will take responsibility for helping you manage the crisis and its aftermath, including dealing with the press and media.

They will know whom to involve in order to meet the group's specific needs. They have been trained to help with the many problems that will arise from such an event. Ringing one number will immediately put this support into action.

Your 'contact number' is that of school reception and the 'out-of-office hours' are that of the headteacher (or delegated representative).