



# **Trips & Visits Policy**

“He will put his angels in charge of you to watch over you carefully.”

Luke 4:10

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## **1.0 School Vision**

- 1.1 Saint John Wall Catholic School recognises that educational visits and learning outside the classroom play a vital role in enriching the curriculum and supporting pupils' spiritual, moral, cultural and social development.
- 1.2 Educational visits aim to:
- Strengthen personal development and the process of self-discovery, enhancing self-discipline and self-esteem.
  - Develop pupils' cultural capital and understanding of the world around them.
  - Develop a sense of responsibility towards the environment and the ability to co-operate with others in a team context.
  - Nurture understanding, tolerance and respect for people from other countries and cultures.
- 1.3 Staff are encouraged to organise educational visits that enrich curriculum, enhance the learning development and develop the cultural capital of our students.
- 1.4 The School has adopted this policy to ensure that all educational visits are planned and conducted safely and in accordance with statutory requirements and Birmingham City Council employer guidance.

## **2.0 Policy Scope**

- 2.1 This policy applies to all off-site visits, trips, residential experiences and learning outside the classroom activities organised by the school.
- 2.2 The school operates in accordance with the Birmingham City Council Policy for Educational Visits and Learning Outside the Classroom and the National Guidance from OEAP (<https://oeapng.info/guidance-documents/>).
- 2.3 Educational visits are not the sole responsibility of the Educational Visits Coordinator; all staff involved in visits must be familiar with this policy and associated procedures.

## **3.0 Roles and Responsibilities**

### **3.1 Headteacher**

- 3.1.1 The Headteacher will be responsible for the approval of educational visits that are residential/overseas/high-risk/deemed requiring scrutiny. This approval will be in agreement with the Governors. For further guidance please refer to OEAPng section 3.4g.

### **3.2 Governors**

- 3.2.1 The Governors will be responsible for the approval of educational visits that are residential/overseas/high-risk/deemed requiring scrutiny. This approval will be in

agreement with the Headteacher. For further guidance please refer to OEAPng section 3.4g.

### **3.3 Senior Leader with Responsibility for Trips and Visits**

- 3.3.1 Will be responsible for giving a first line approval for all visits and will have responsibility for giving final approval for visits that are not overseas/residential/or high risk. For further guidance please refer to OEAPng sections 3.4g and 3.4j.
- 3.3.2 Approval will be given based on consideration of the plans and information including risk assessments submitted to them on.
- 3.3.3 Approval is also given based on the competency of staff leading and attending the visit based on the type.
- 3.3.4 The Headteacher and/or the Senior Leader with responsibility for trips and visits will deem staff accountable, competent and confident to lead off-site activities, trips and visits.

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

- 3.4.1 The Educational Visits Coordinator will communicate with staff who are planning educational visits, in order to ensure that paperwork and E-Visit information is completed within the time frame detailed in the policy. For further guidance please refer to OEAPng section 3.4j.
- 3.4.2 The Educational Visits Coordinator must ensure that Visit Leaders will only lead visits that they are competent to lead and will only use competent providers.
- 3.4.3 The Educational Visits Coordinator will collect payments for visits where charges are permissible and provide trip leaders with accurate reports.

### **3.5 Educational Visit Leader**

- 3.5.1 The Visit Leader takes full responsibility for the group they lead and will ensure that they have planned the visit in accordance with any training received and guidance on OEAPng. For further guidance please refer to OEAPng section 3.4k.
- 3.5.2 The Visit Leader will only lead visits that they are competent to lead and will only use competent providers.
- 3.5.3 They will also ensure that the visit is fully risk assessed based on the STAGED (see 5.2.7) method including information on individual students (including SEN, Medical, Dietary) where required.
- 3.5.4 In addition, they will ensure that they have emergency plans in place and will evaluate the visit afterwards.

### **3.6 Staff Supporting Visits**

- 3.6.1 All staff that lead off-site activities, trips and visits will be deemed accountable, competent and confident by the Headteacher and/or the Senior Leader with responsibility for trips and visits.

- 3.6.2 Staff attending visits must ensure they are aware of the risk assessments, emergency procedures and their allocated responsibilities.
- 3.6.3 Staff must actively supervise pupils throughout the visit and ensure that pupils are never left feeling unsupervised.
- 3.6.4 Where female and male students are in attendance on a trip or visit, there must be the corresponding gender of staff.
- 3.6.5 It is the expectation that staff in attendance should get involved with activities or observe activities so that they know what is happening and can stop them if unhappy. Staff should be visible and patrolling where required.

### **3.7 Volunteers**

- 3.7.1 It is school policy that volunteers are to be over the age of 25 years old and will hold a relevant DBS.
- 3.7.2 Volunteers are, under no circumstances, to assume the positions of Visit Leader or Assistant Visit Leader.
- 3.7.3 Volunteers can be any other person deemed responsible at the Headteacher's discretion.
- 3.7.4 Members of staff will not ordinarily be permitted to be accompanied by their own dependants on educational visits. Any such request must be agreed in advance by the Headteacher.

## **4.0 Planning, Approval and Documentation**

### **4.1 Prior Notification and Timelines**

*Further operational guidance on visit classification and submission timelines is set out in Appendix F – Visit Category & Submission Timeline Guide.*

- 4.1.1 All trips and visits must be submitted to the Senior Leader with Responsibility for Trips and Visits and the Educational Visits Coordinator (EVC) for approval prior to any arrangements being confirmed.
- 4.1.2 A Microsoft form must be submitted at least 5 weeks prior to a day visit.
- 4.1.3 Adventurous activities requiring Birmingham City Council notification must be submitted via the eVisit portal at least 6 weeks prior to departure (see 4.2).
- 4.1.4 Overseas and residential visits (including Duke of Edinburgh expeditions involving overnight camping) should be submitted for internal approval at least 3 months in advance. An eVisit portal submission will also be required (see 4.2).
- 4.1.5 Duke of Edinburgh expeditions must be led or overseen by appropriately trained and accredited personnel in accordance with Duke of Edinburgh Award requirements.

- 4.1.6 All approved visits must be planned using the school's checklist and procedures model.
- 4.1.7 Approval to lead visits will be based on consideration of plans, risk assessments and the competency of staff leading and attending the visit.
- 4.1.8 No visit may proceed unless approval has been granted at all required levels and all required documentation is completed.

#### **4.2 eVisit Submissions**

- 4.2.1 All overseas, residential and adventurous visits (including Duke of Edinburgh expeditions/practice) must be submitted via the eVisit portal for approval by Birmingham City Council.
- 4.2.2 The Visit Leader is responsible for ensuring that all required information is submitted via eVisit 6 weeks prior to the trip.

#### **4.3 Parental Consent**

- 4.3.1 No student will be allowed off the school premises for any off-site activity, visit or trip without full parental consent.
- 4.3.2 Consent may be obtained via MCAS (My Child At School) portal consent, a reply slip or a generic consent form for approved activities.
- 4.3.3 Blanket medical consent (to cover the academic year) is held in the main office and photocopies will be given to Visit Leaders prior to departure.
- 4.3.4 It is the responsibility of Parents/Carers to inform the school of any changes to medical needs, contact numbers or address details.

#### **4.4 Registers and Headcounts**

- 4.4.1 A register of students must be taken prior to departure, during and after all visits, trips and off-site activities.
- 4.4.2 Regular head counts must also take place throughout the visit.
- 4.4.3 Trip leads should ensure that registers are handed into the school office, so copies can be made, before pupils leave the building.

#### **4.5 Overseas Visits**

- 4.5.1 Parents will be regularly updated prior to overseas visits with regards to activities, timings and checklists for pupils.
- 4.5.2 A meeting with pupils is always held prior to the visit.
- 4.5.3 Parents are encouraged to telephone the school office if they have any questions.
- 4.5.4 Appropriate overseas travel insurance must be arranged to cover all persons participating in the visit.

- 4.5.5 Visit Leaders must ensure that passport and visa requirements are met in advance of travel.
- 4.5.6 Where applicable, appropriate health documentation (e.g. GHIC/EHIC) must be obtained.
- 4.5.7 A Senior Leader will be required to attend visits that are overseas.
- 4.5.8 When planning overseas visits, the Visit Leader must check the Foreign, Commonwealth and Development Office (FCDO) travel advice at the time of booking, at regular intervals prior to departure and immediately before travel to ensure that the destination remains appropriate and safe.

## **5.0 Risk Management and Inclusion**

### **5.1 Duty of Care and Legal Framework**

- 5.1.1 Visit Leaders must have read and understood the Underpinning Legal Framework and Duty of Care section from OEAP National Guidance (OEAPng section 3.2a) <https://oeapng.info/11561-underpinning-legal-framework-and-duty-of-care/>.
- 5.1.2 All educational visits operate within the employer framework provided by Birmingham City Council and relevant statutory guidance.
- 5.1.3 Visit Leaders and accompanying staff must act in accordance with their duty of care to take reasonable and proportionate steps to ensure the safety and wellbeing of all participants.

### **5.2 Risk Assessment Requirements**

- 5.2.1 A suitable and sufficient risk assessment must be completed for every off-site trip, visit or activity by the Visit Leader and shared with other staff attending the visit.
- 5.2.2 A master copy and example risk assessment template is available in the Educational Visits folder in SharePoint(Documents > General > Educational Trips & Visits)
- 5.2.3 The process of risk assessment must consider:
  - The nature of the activity
  - Transport arrangements
  - The location and environment
  - Travel arrangements
  - Accommodation (where applicable)
  - Possible hazards and/or risks that may be encountered
- 5.2.4 Visit Leaders must consider the competence of any external provider and sample or review their risk assessments to ensure appropriate risk management measures are in place.
- 5.2.5 Visit Leaders must consider current guidance relating to critical incidents, including lockdown advice and terrorism awareness where appropriate.

5.2.6 Staff should always be prepared to adapt as necessary according to unexpected conditions and should have a 'Plan B' in place (for further guidance see OEAPng section 4.1c).

5.2.7 Effective supervision levels must be determined using the STAGED framework:

- **S** – Staff competence, training, experience and ratios
- **T** – Time of year, travel conditions, daylight hours and school constraints
- **A** – Activity type and level of complexity
- **G** – Group age, behaviour, prior experience, medical and SEND needs
- **E** – Environment, location familiarity and weather
- **D** – Distance from school and emergency support

### **5.3 Provider Assurance and Evaluation**

5.3.1 It is good practice that Visit Leaders have prior knowledge of the location being visited. Where a preliminary visit is not possible, full research on the location must be undertaken.

5.3.2 Evaluation of provider competence may include:

- Use of a provider holding a recognised quality badge (e.g. LOTC Quality Badge, Adventure Mark)
- Reviewing provider risk assessments
- Accessing data on past visits
- Consulting other schools
- Preliminary visits
- Consulting Governing Bodies where appropriate

5.3.3 Birmingham City Council Education Visits Advisers may be contacted for advice at [schoolsafety@birmingham.gov.uk](mailto:schoolsafety@birmingham.gov.uk) or 0121 303 2420.

### **5.4 Participant Information and Individual Needs**

5.4.1 Risk assessments must consider individual needs of pupils attending the visit, including medical conditions, dietary needs, SEND, safeguarding concerns or behavioural issues.

5.4.2 Visit Leaders must consult relevant staff (such as Head of Year, DSL, Attendance Officer) and refer to appropriate documentation (such as the SEND register and medical consent forms) when planning visits.

5.4.3 Appropriate measures must be put in place to manage identified needs and respond to potential emergencies.

5.4.4 An appropriate staff-to-pupil ratio must be determined based on the needs of pupils, the location and the activities planned.

5.4.5 Relevant information must be shared with all staff attending the visit to ensure safe and effective supervision.

5.4.6 Pupils requiring prescribed medication (e.g. inhalers, EpiPens or other emergency medication) must bring this medication with them on the day of the visit. Where

required medication is not available at departure, the school may withdraw the pupil from the visit in the interests of safety.

- 5.4.7 All other medication required during a visit will be stored securely and carried by an appropriate member of staff.
- 5.4.8 Medication administration on visits will follow the school's Medical / Supporting Pupils with Medical Conditions Policy. Where medication is administered, appropriate parental consent must be in place, a double-check procedure will be followed, and a written record maintained.
- 5.4.9 Decisions regarding the management of medicines on visits will be made on a visit-by-visit basis and reflected within the visit risk assessment. For residential or adventurous visits, staff administering medication will have appropriate training where required.

## **5.5 Medical and First Aid Provision**

- 5.5.1 It is school policy that, where possible, a qualified first aider should accompany students on trips and visits.
- 5.5.2 A qualified first aider must be present on all residential and overseas trips or where emergency services may take time to be summoned.
- 5.5.3 All first aid incidents occurring on visits must be recorded in accordance with the school's accident reporting procedures.
- 5.5.4 Completion of accident documentation and any required follow-up must be confirmed as part of the visit evaluation process.

## **5.6 Inclusion**

- 5.6.1 The school will endeavour to include all students in trips and educational visits where reasonably possible.
- 5.6.2 Participation in educational visits may be subject to consideration of a pupil's behaviour record, attendance and punctuality where these raise concerns regarding safety, supervision or the ability to meet visit expectations. Such considerations will be made in line with the school's Behaviour Policy and Attendance procedures. Decisions will be made on a case-by-case basis and parents will be informed where a place is withdrawn.
- 5.6.3 Where specific medical needs may present additional risk, a preliminary conversation will take place with parents/carers and, where applicable, medical consent will be sought from doctors or consultants.

## **6.0 Safeguarding, Supervision and Behaviour**

### **6.1 Levels of Supervision**

- 6.1.1 Effective levels of supervision must be in place throughout all visits.

- 6.1.2 Supervision arrangements must be determined using the STAGED framework (see 5.2.7), taking into account staff competence, activity, group needs, environment and distance from base.
- 6.1.3 Pupils must never feel unsupervised and must know where a member of staff is located and available at all times.
- 6.1.4 Staff should be visible and actively supervising or observing activities in order to intervene if necessary.

## **6.2 Behaviour Expectations**

- 6.2.1 The school's Behaviour Policy applies to all trips and educational visits.
- 6.2.2 Alcohol, drugs, psychoactive substances (including so-called 'legal highs'), weapons or imitation weapons and any other illegal substances are not permitted on any trips or visits by students or staff.
- 6.2.3 Appropriate sanctions will be applied on the visit or upon return should any issues occur.
- 6.2.4 Parents will be informed, as soon as possible, of any significant behavioural issues.
- 6.2.5 Poor behaviour on any trip or visit may result in students being excluded from future trips or visits.
- 6.2.6 Detailed operational standards and expectations for staff and pupils during educational visits are set out in Appendix E – Educational Visits Standards and Expectations.

## **6.3 Mobile Phones and Communication**

- 6.3.1 The Visit Leader must have access to a mobile phone and be contactable by the school at all times during the visit, except where this is not possible (e.g. whilst driving, in areas of poor reception or at venues where use is not permitted).
- 6.3.2 Where appropriate, the Visit Leader will be issued with the school trip mobile phone.
- 6.3.3 The Visit Leader should ensure that the mobile phone is fully charged and operational and should check for messages or missed calls when it is safe to do so.
- 6.3.4 The Visit Leader must have contact details for all other members of staff attending the visit.
- 6.3.5 Pupils must follow staff instructions regarding the use of mobile phones during travel and whilst on visits.
- 6.3.6 Pupils may bring mobile phones on educational visits where there is a legitimate educational, welfare or safety purpose, but they must only be used in accordance with staff instructions and visit expectations. Phones must not be used in a way that undermines supervision, safety or the effective conduct of the visit.

6.3.7 Where a pupil uses a phone inappropriately (e.g. to disrupt the visit, photograph others without consent, access inappropriate content, or undermine safety), staff may confiscate the device and return it at an appropriate time in line with the Behaviour Policy.

## **7.0 Emergency Planning and Critical Incidents**

### **7.1 Emergency Contacts**

7.1.1 Visit Leaders must carry the designated emergency contact numbers for the school at all times during a visit. School senior leadership emergency contact details will be included in the trip pack and must be accessible to the Visit Leader at all times.

7.1.2 In the event of a critical incident during school hours (08:30–16:15), Birmingham City Council School and Governor Support must be contacted:

- **0121 303 2541**

7.1.3 For out of hours incidents (16:15–08:30), contact:

- **BCC CCTV Control Centre – 0121 303 4149** (Ask for the Resilience Duty Officer)

7.1.4 Media enquiries must not be handled by staff leading the visit. Media communication will be managed by Birmingham City Council Press Office:

- Office hours: **0121 303 3885 / 07920 088 571**
- Out of hours: **0121 303 3287**

### **7.2 Critical Incident & Emergency Procedures**

7.2.1 In the event of a serious incident, staff must follow the Birmingham City Council “Critical Incident Management Guidance for Schools” document. A copy of this guidance is held by the school and is available from Birmingham City Council School and Governor Support.

7.2.2 The Visit Leader must ensure that senior leaders are informed as soon as reasonably practicable.

7.2.3 Communication with parents and, where necessary, external agencies will be coordinated by the school in accordance with Birmingham City Council guidance.

7.2.4 Media/Social Media communication must not be undertaken by staff leading or supporting the visit and will be managed in accordance with local authority procedures.

7.2.5 In the event of an emergency, the Visit Leader, accompanying staff and the Educational Visits Coordinator (EVC) will follow the appropriate procedures set out in the appendices to this policy.

### **7.3 Lockdown Situations When Away From School**

7.3.1 Visit Leaders must consider the potential for a lockdown or major incident when planning visits and ensure that pupils are briefed appropriately.

- 7.3.2 Emergency meeting points and contingency arrangements must be identified where appropriate.
- 7.3.3 Where accommodation is used, staff must identify safe areas within the venue that may be used in the event of an emergency.
- 7.3.4 Pupils must be instructed to follow the guidance of emergency services and staff at all times.

## **8.0 Insurance**

### **8.1 Responsibility When Using External Providers**

- 8.1.1 In certain circumstances, schools remain legally responsible for activities delivered on their behalf by third-party providers.
- 8.1.2 When external organisations are used to deliver activities, the school must ensure that appropriate contracts and insurance arrangements are in place.

### **8.2 Employer's Liability Insurance**

- 8.2.1 Employer's Liability Insurance is a legal requirement. As a maintained school, Saint John Wall Catholic School operates within Birmingham City Council's insurance arrangements and maintains appropriate Employer's Liability cover for staff.

### **8.3 Public Liability Insurance**

- 8.3.1 The school operates within Birmingham City Council's Public Liability Insurance arrangements. These arrangements provide insurance cover for claims relating to injury or property damage arising from school activities, including educational visits and off-site activities.
- 8.3.2 Employees and voluntary helpers acting under the direction of school staff are covered by these insurance arrangements.

### **8.4 Personal Accident and Personal Belongings**

- 8.4.1 The Council's insurance arrangements cover incidents where the school or its staff are found to be at fault.
- 8.4.2 Personal Accident Insurance for pupils is not a legal requirement but may be arranged by the school where appropriate.
- 8.4.3 Parents should be aware that the Council does not insure pupils' personal belongings.

### **8.5 Overseas and School Journey Insurance**

- 8.5.1 Appropriate travel insurance must be arranged for all overseas visits to ensure that all participants are adequately covered.
- 8.5.2 The school maintains suitable School Journey insurance arrangements for approved educational visits.

## **8.6 Use of Private Vehicles for School Business**

8.6.1 Staff may use their private vehicle for school business only where this has been authorised in advance and is in accordance with employer guidance and insurance arrangements.

8.6.2 Staff must ensure that:

- Their vehicle is roadworthy, taxed and has a valid MOT;
- They hold a full, valid UK driving licence;

8.6.3 The transportation of pupils in private vehicles should only take place where authorised and in accordance with school safeguarding and risk assessment procedures.

## **8.7 Insurance Contact**

8.7.1 Visit and activity leaders should seek clarification regarding insurance cover where necessary. For further guidance, please refer to OEAP National Guidance section 4.4c.

8.7.2 The Council's Insurance Section can be contacted on 0121 303 4829.

## **9.0 Charging for School Visits**

9.1 It is the policy of the school's Governing Body to:

- Ask for contributions from parents for school trips and visits, for which compulsory charges cannot be made, but which are not viable otherwise. Students will not be excluded from such activities because of inability to make a contribution.
- Apply a charge for all board and lodging costs on residential visits except where students are entitled to statutory remission.

9.2 Charging arrangements operate in accordance with the school's Charging and Remissions Policy.

9.3 The school reserves the right to cancel an activity if voluntary contributions are not sufficient to make the visit financially viable.

9.4 For further guidance, please refer to OEAP National Guidance section 3.2c (Charges for Outdoor Learning).

## **10.0 Continuing Faith Development Whilst on Visits**

10.1 As a Catholic school, Saint John Wall Catholic School recognises that educational visits provide opportunities for spiritual growth as well as academic development.

10.2 Where appropriate and reasonably practicable, arrangements will be made to enable Catholic pupils to attend Mass whilst on residential or overseas visits.

10.3 The school will seek to remove avoidable barriers to participation in worship during visits and to always uphold the Catholic ethos of the school.

## **11.0 Monitoring & Evaluation**

### **11.1 Monitoring and EVC Training**

11.1.1 The Educational Visits Coordinator (EVC) is responsible for monitoring the implementation of this policy and associated procedures.

11.1.2 The EVC will ensure that their training is current and that they remain appropriately qualified in accordance with Birmingham City Council requirements.

11.1.3 Records relating to educational visits, approvals and evaluations will be maintained in accordance with school procedures.

### **11.2 Visit Evaluation**

11.2.1 An evaluation of each visit must be completed by the Visit Leader within 7 days of the visit.

11.2.2 Evaluation documentation will be used to inform future planning, risk management and procedural improvements.

## Appendix A:

# Day Visit Emergency Procedures

### **When a pupil is injured**

1. Depending on the nature of the injury - visit leader will call for a first aider at the visit venue and/or will call 999 using their mobile phone and give details of location, details of the injury, pupil name and DOB.
2. Member of staff leading the visit will call the school office, inform them of the emergency and their plan of action. (Office staff can use the questions below to glean more information if needed). Teacher may ask for advice from a first aider, the EVC or a member of SLT.
3. EVC/member of SLT to decide whether 'first responders' (POL, WIM, HIL, MUL, HOL) are needed to travel to the visit venue. If so, office staff to alert 'first responders' immediately (POL, WIM, HIL, MUL, HOL) and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support teacher at visit venue with injured pupil and /or supervise other pupils. It may be necessary for the first responders to accompany pupils back to school whilst other members of staff stay with the injured pupil(s).
4. Member of staff leading the visit will be kept on the line until the relevant person has been found to discuss and finalise the plan. After seeking advice, if it is decided that an ambulance needs to be called, teacher will terminate the call to school, call 999 and give details of location, details of the injury, pupil name and DOB.
5. Office staff will call parents and inform them of the incident and next steps (i.e. travel to school or hospital).

### **When a pupil is injured and the teacher(s) are in shock and cannot follow the steps above**

1. Visit leader will ask for support from staff members and first aiders at the venue. 999 will be called if deemed appropriate.
2. Visit leader or staff members at the venue will call the school. EVC/member of SLT to decide whether 'first responders' (POL, WIM, HIL, MUL, HOL) are needed to travel to the visit venue. If so, office staff to alert 'first responders' immediately (POL, WIM, HIL, MUL, HOL) and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support teacher at visit venue with injured pupil and/or supervise other pupils. It may be necessary for the first responders to accompany pupils back to school whilst other members of staff stay with the injured pupil(s).
3. Office staff will ask the following questions:
  - Where are you?
  - Do you need an ambulance?
  - What is the emergency and how many pupils are injured?
  - What are their injuries?
  - Are all other pupils accounted for?
  - What actions have you taken so far?

4. If it felt that an ambulance needs to be called, office staff will inform visit leader/ staff members at the venue/ first aiders at the venue to call 999 and office staff to inform the member of staff leading the visit to stay where they are with the class and injured pupil(s).
5. Office staff will call parents to inform them of the incident and next steps (i.e. travel to school or hospital).

**When a member of staff is injured, they are the only member of staff on the visit**

Pupils will have been informed of the emergency procedures:

**Scenario A: staff member is injured and is able to communicate via mobile**

1. Depending on the nature of the injury- member of staff leading the visit will call for help from visit venue staff and/or first aiders and 999 will be called giving details of location, details of the injury, injured staff member's name and DOB.
2. Member of staff leading the visit will call the school office, inform them of the emergency and their plan of action. (Office staff can use the questions above to glean more information if needed).
3. EVC/member of SLT to decide whether 'first responders' (POL, WIM, HIL, MUL, HOL) are needed to travel to the visit venue. If so, office staff to alert 'first responders' immediately (POL, WIM, HIL, MUL, HOL) and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support teacher at visit venue and /or supervise other pupils. It may be necessary for the first responders to accompany pupils back to school whilst other members of staff stay with the injured pupil(s).

**Scenario B: staff member is injured, is able to communicate to pupils but not via mobile**

1. Member of staff leading the visit to call for help from staff/ first aiders at the visit venue. 999 will be called if deemed necessary.
2. Staff at the visit venue will call school office on the 'SJW' number saved in the school mobile phone. School office to inform visit venue staff that emergency first responders will travel to the visit location immediately.
4. Office staff to alert 'first responders' (POL, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and staff details. First responders to support injured staff member. It may be necessary for the first responders to accompany pupils back to school whilst other members of staff stay with the injured member of staff.
3. Office staff to ask the following questions:
  - Where is the member of staff and the rest of the class?
  - What is the emergency and who has been injured?
  - What are their injuries?
  - Are all pupils accounted for and staying where they are?
  - What actions have you taken so far?

**Scenario C: staff member is injured but is unable to communicate**

1. 2 pupils (informed in advance that they are to take charge in the event of scenario C and are made aware of the procedures) get help from staff at the visit venue, first aiders at

the visit venue will follow their procedures for calling 999 and will support the injured member of SJW staff.

2. Pupils will use the school mobile phone to call the school office and put a member of staff at the visit location on the line.
3. Office staff to alert 'first responders' (POL, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and staff details. First responders to support injured staff member. It may be necessary for the first responders to accompany pupils back to school whilst other members of staff stay with the injured member of staff.

**\*\* In the event that these steps need to be followed, an incident report (and regular trip evaluation) will be completed by the visit lead. All paperwork will be stored in accordance with accident documentation retention. This will trigger a review of procedures and any changes will be made, signed and dated\*\***

## Appendix B:

# Hilltop Emergency Procedures

### When a pupil is injured

1. Depending on the nature of the injury - PE teacher at Hilltop will call 999 using their mobile phone and give details of location, details of the injury, pupil name and DOB.
2. PE teacher will call the school office, inform them of the emergency and their plan of action. (Office staff can use the questions below to gather more information if needed). PE teacher may ask for advice from a fellow first aider, the EVC or a member of SLT.
3. Office staff to alert 'first responders' immediately (POL, WIM, HIL, MUL, HOL) and instruct at least 2 responders to immediately travel to Hilltop with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support PE teacher(s) at Hilltop with injured pupil and /or supervise other pupils. It may be necessary for the first responders to walk the rest of the class back to school.
4. PE teacher will be kept on the line until the relevant person has been found to discuss and finalise the plan. After seeking advice, if it is decided that an ambulance needs to be called, PE teacher will terminate the call to school, call 999 and give details of location, details of the injury, pupil name and DOB.
5. Office staff will call parents and inform them of the incident and next steps (i.e. travel to school or hospital).

### When a pupil is injured and the PE teacher(s) are in shock and cannot follow the steps above

1. PE teacher will call the school. Office staff to alert 'first responders' (POL, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to Hilltop with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support PE teacher(s) at Hilltop with injured pupil and /or supervise other pupils. It may be necessary for the first responders to walk the rest of the class back to school.
2. Office staff will ask the following questions:
  - Where are you?
  - Do you need an ambulance?
  - What is the emergency and how many pupils are injured?
  - What are their injuries?
  - Are all other pupils accounted for?
  - What actions have you taken so far?
3. Office staff to call 999 and detail the information above. Office staff to inform the PE teacher to stay where they are with the class and injured pupil(s).
4. Office staff will call parents to inform them of the incident and next steps (i.e. travel to school or hospital).

### When a member of PE staff is injured, they are the only member of staff at Hilltop

Pupils will have been informed of the emergency procedures:

**Scenario A: staff member is injured and is able to communicate via mobile**

1. Depending on the nature of the injury - PE teacher at Hilltop will call 999 using their mobile phone and give details of location, details of the injury, their name and DOB.
2. PE teacher will call the school office, inform them of the emergency and their plan of action. (Office staff can use the questions above to glean more information if needed).
3. Office staff to alert 'first responders' immediately (POL, WIM, HIL, MUL, HOL) and instruct at least 2 responders to immediately travel to Hilltop with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support injured PE teacher and walk the rest of the class back to school.

**Scenario B: staff member is injured, is able to communicate to pupils but not via mobile**

1. PE teacher to hand phone to pupil. Pupil will call 999 detailing the injury and location (location on front of folder in emergency rucksack).
2. Pupil to call school office on the 'SJW' number saved in the PE teacher's mobile phone. School office to inform pupil to stay where they are with the class and teacher.
3. Office staff to alert 'first responders' (POL, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to Hilltop with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and staff details. First responders to support injured PE teacher and walk the rest of the class back to school.
4. Office staff to ask the following questions:
  - Where is the member of staff and the rest of the class?
  - What is the emergency and who has been injured?
  - What are their injuries?
  - Are all pupils accounted for and staying where they are?
  - What actions have you taken so far?

**Scenario C: staff member is injured but is unable to communicate**

1. 2 pupils (informed in advance that they are to take charge in the event of scenario C and are made aware of the procedures) put on hi-vis vests and return to school if they are unable to locate the PE teacher's phone.
2. As 2 pupils return to school, office staff to call 999 with location of Hilltop and injury details. (Office staff to use the questions above to glean more information from pupils if possible).
3. Office staff alert 'first responders' (POL, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to Hilltop with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and staff details. First responders to support injured PE teacher and walk the rest of the class back to school.
4. 2 pupils who have returned are to stay in school.

## Appendix C:

# Local Visit Emergency Procedures

### **When a pupil is injured**

1. Depending on the nature of the injury- member of staff leading the visit will call 999 using their mobile phone and give details of location, details of the injury, pupil name and DOB.
2. Member of staff leading the visit will call the school office, inform them of the emergency and their plan of action. (Office staff can use the questions below to glean more information if needed). Teacher may ask for advice from a first aider, the EVC or a member of SLT.
3. Office staff to alert 'first responders' immediately (POL, WIM, HIL, MUL, HOL) and instruct at least 2 responders to immediately travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support teacher at visit location with injured pupil and /or supervise other pupils. It may be necessary for the first responders to walk the rest of the class back to school.
4. Member of staff leading the visit will be kept on the line until the relevant person has been found to discuss and finalise the plan. After seeking advice, if it is decided that an ambulance needs to be called, teacher will terminate the call to school, call 999 and give details of location, details of the injury, pupil name and DOB.
5. Office staff will call parents and inform them of the incident and next steps (i.e. travel to school or hospital).

### **When a pupil is injured and the teacher(s) are in shock and cannot follow the steps above**

1. Member of staff leading the visit will call the school. Office staff to alert 'first responders' (POL, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support member(s) of staff leading the visit at visit location with injured pupil and /or supervise other pupils. It may be necessary for the first responders to walk the rest of the class back to school.
2. Office staff will ask the following questions:
  - Where are you?
  - Do you need an ambulance?
  - What is the emergency and how many pupils are injured?
  - What are their injuries?
  - Are all other pupils accounted for?
  - What actions have you taken so far?
3. Office staff to call 999 and detail the information above. Office staff to inform the member of staff leading the visit to stay where they are with the class and injured pupil(s).
4. Office staff will call parents to inform them of the incident and next steps (i.e. travel to school or hospital).

### **When a member of staff is injured, they are the only member of staff on the local visit**

Pupils will have been informed of the emergency procedures:

#### **Scenario A: staff member is injured and is able to communicate via mobile**

1. Depending on the nature of the injury- member of staff leading the visit will call 999 using their mobile phone and give details of location, details of the injury, their name and DOB.
2. Member of staff leading the visit will call the school office, inform them of the emergency and their plan of action. (Office staff can use the questions above to glean more information if needed).
3. Office staff to alert 'first responders' immediately (POL, WIM, HIL, MUL, HOL) and instruct at least 2 responders to immediately travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional staff details. First responders to support injured member of staff and walk the rest of the group back to school.

#### **Scenario B: staff member is injured, is able to communicate to pupils but not via mobile**

1. Member of staff leading the visit to hand the school mobile phone to pupil. Pupil will call 999 detailing the injury and location (location).
2. Pupil to call school office on the 'SJW' number saved in the school mobile phone. School office to inform pupil to stay where they are with the class and teacher.
3. Office staff to alert 'first responders' (POL, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and staff details. First responders to support injured staff member and walk the rest of the group back to school.
4. Office staff to ask the following questions:
  - Where is the member of staff and the rest of the class?
  - What is the emergency and who has been injured?
  - What are their injuries?
  - Are all pupils accounted for and staying where they are?
  - What actions have you taken so far?

#### **Scenario C: staff member is injured but is unable to communicate**

1. 2 pupils (informed in advance that they are to take charge in the event of scenario C and are made aware of the procedures) put on hi-vis vests and return to school if they are unable to locate the SJW phone.
2. As 2 pupils return to school, office staff to call 999 with local visit location and injury details. (Office staff to use the questions above to glean more information from pupils if possible).
3. Office staff alert 'first responders' (POL, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and staff details. First responders to support injured staff member and walk the rest of the group back to school.
4. 2 pupils who have returned are to stay in school.

## Appendix D:

# Residential/Adventurous Activity Emergency Procedures

**NB: All residential/adventurous activities are organized with companies that specialize in offering these services. They have risk assessments in place and the visit leader will liaise with the provider/accommodation regarding procedures to follow.**

### **When a pupil is injured**

1. Depending on the nature of the injury- visit leader will call for a first aider at the visit venue and/ or will call 999 (or relevant number abroad) using their mobile phone and give details of location, details of the injury, pupil name and DOB.
2. Member of staff leading the visit will call the school office/ SLT emergency contacts, inform them of the emergency and their plan of action. (Office staff can use the questions below to glean more information if needed). Teacher may ask for advice from a first aider, the EVC or a member of SLT. If injury/issue occurs at accommodation/organised activity as part of residential, the emergency procedures for the venue will be followed.
3. EVC/ member of SLT to decide whether 'first responders' (POL, WIM, HIL, MUL, HOL) are able to travel to the visit venue. If abroad or too distant from the school, this may not be possible. Other staff on the trip will be utilised to support with leading the remainder of the group whilst the visit leader is with the injured pupil.
4. Member of staff leading the visit will be kept on the line until the relevant person has been found to discuss and finalise the plan. After seeking advice, if it is decided that an ambulance needs to be called, teacher will terminate the call to school, call 999 (or relevant number abroad) and give details of location, details of the injury, pupil name and DOB.
5. Office staff will call parents and inform them of the incident and next steps (i.e. travel to school or hospital/parents collect child).
6. In the event of an ambulance being unavailable, staff who have a full license are allowed to drive the venue's vehicle (e.g. Alton Castle vehicle).
7. If this happens out of school hours, the emergency contacts for SLT can be found in the trip pack.

### **When a pupil is injured and the teacher(s) are in shock and cannot follow the steps above**

1. Visit leader will ask for support from staff members and first aiders at the venue. 999 or relevant number abroad will be called if deemed appropriate.
2. Visit leader or staff members at the venue will call the school. EVC/ member of SLT to decide whether 'first responders' (POL, WIM, HIL, MUL, HOL) are needed or are able to travel to the visit venue. If so, office staff to alert 'first responders' immediately (POL, WIM, HIL, MUL, HOL) and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support teacher at visit venue with injured pupil and /or supervise other pupils. It may be necessary for the first responders to accompany pupils back to school whilst other members of staff stay with the injured pupil(s).

3. Office staff will ask the following questions:
  - Where are you?
  - Do you need an ambulance?
  - What is the emergency and how many pupils are injured?
  - What are their injuries?
  - Are all other pupils accounted for?
  - What actions have you taken so far?
4. If it felt that an ambulance needs to be called, office staff will inform visit leader/staff members at the venue/ first aiders at the venue to call 999 or relevant number abroad and office staff to inform the member of staff leading the visit to stay where they are with the class and injured pupil(s).
5. Office staff will call parents to inform them of the incident and next steps (i.e. travel to school or hospital).
6. In the event of an ambulance being unavailable, staff who have a full license, are allowed to drive the venue's vehicle (e.g. Alton Castle vehicle)
7. If this happens out of school hours, the emergency contacts for SLT can be found in the trip pack.

**When a member of staff is injured, they are the only member of staff on the visit**

Pupils will have been informed of the emergency procedures:

**Scenario A: staff member is injured and is able to communicate via mobile**

1. Depending on the nature of the injury- member of staff leading the visit will call for help from visit venue staff and/or first aiders and 999 will be called giving details of location, details of the injury, injured staff member's name and DOB.
2. Member of staff leading the visit will call the school office, inform them of the emergency and their plan of action. (Office staff can use the questions above to glean more information if needed).
3. EVC/ member of SLT to decide whether 'first responders' (POL, WIM, HIL, MUL, HOL) are needed or are able to travel to the visit venue. If so, office staff to alert 'first responders' immediately (POL, WIM, HIL, MUL, HOL) and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support teacher at visit venue and /or supervise other pupils. It may be necessary for the first responders to accompany pupils back to school whilst other members of staff stay with the injured pupil(s).
4. If this happens out of school hours, the emergency contacts for SLT can be found in the trip pack.

**Scenario B: staff member is injured, is able to communicate to pupils but not via mobile**

1. Member of staff leading the visit to call for help from staff/ first aiders at the visit venue. 999 will be called if deemed necessary.
2. Staff at the visit venue will call school office on the 'SJW' number saved in the school mobile phone. School office to inform visit venue staff that emergency first responders will travel to the visit location immediately.
3. Office staff to alert 'first responders' (POL, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and staff details

– if they are able to travel to the venue of the trip. First responders to support injured staff member if possible. It may be necessary for the first responders to accompany pupils back to school whilst other members of staff stay with the injured member of staff.

4. Office staff to ask the following questions:
  - Where is the member of staff and the rest of the class?
  - What is the emergency and who has been injured?
  - What are their injuries?
  - Are all pupils accounted for and staying where they are?
  - What actions have you taken so far?

**Scenario C: staff member is injured but is unable to communicate**

1. 2 pupils (informed in advance that they are to take charge in the event of scenario C and are made aware of the procedures) get help from staff at the visit venue, first aiders at the visit venue will follow their procedures for calling 999 and will support the injured member of SJW staff.
2. Pupils will use the school mobile phone to call the school office and put a member of staff at the visit location on the line.
3. Office staff to alert 'first responders' (POL, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to the visit location if appropriate with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and staff details. First responders to support injured staff member. It may be necessary for the first responders to accompany pupils back to school whilst other members of staff stay with the injured member of staff if at a close distance.
4. If trip takes place abroad, the venue's emergency procedures should be followed. A second member of staff should take over as trip lead to ensure that all other pupils on the trip are safe and looked after. If the trip lead is injured, the trip can continue without the trip lead providing staff to pupil ratio expectation is met.
5. If this happens out of school hours, the emergency contacts for SLT can be found in the trip pack.

**\*\* In the event that these steps need to be followed, an incident report, accident form and trip evaluation will be completed by the visit lead. All paperwork will be stored in accordance with accident documentation retention. This will trigger a review of procedures and any changes will be made, signed and dated\*\***

**Appendix E:**

**Educational Visits Standards and Expectations**

### **Prior to the trip:**

- **Trip lead** should meet with the team of staff, share key information and allocate roles (group leaders, medical checks, collecting and handing out FSM).
- **Trip lead** should allocate a space for pupils to meet.
- **Trip lead** should inform pupils of location and time via Values@ PPT/afternoon prayer.

### **Whilst waiting for the trip:**

- **Pupils** should line up in their groups in silence to allow staff to register them.
- Medicine (including inhalers and EpiPens) must be checked by the **staff (group leader)** and a **First Aider**.
- **Pupils** should use the toilet and return to the meeting location before the final register is completed.
- **Trip lead** must ensure register(s) are handed into the school office before pupils leave the building.
- **Trip Lead** must ensure that pupils know how to contact staff/school in the event of separation or emergency.

### **On the way to/from the trip:**

- **Staff** should space themselves around the coach/bus, splitting pupils up they are concerned about.
- **Staff** must check seatbelts are on.
- **Pupils** should not sit on the back row of the bus/coach unless the coach is full. If this happens, staff should also sit on the back row.
- **Pupils** should not be using their phones or eating on bus/coach. There should be no litter.
- **Pupils** must remain seated, with their seatbelt on.

### **During the trip:**

- **Pupils** must behave appropriately in accordance with St John Wall Values and high standards. This includes uniform.
- **Pupils** must listen to all instructions given by staff from St John Wall and any staff at the venue/on the transport.
- **Pupils** must show respect to all members of public they meet.
- **Pupils** must show respect to property and facilities they use whilst on the trip.
- **Pupils** are representing the school. Failure to do this positively may result in not being allowed on future trips.
- **Staff** should ensure pupils are not unaccompanied on the trip. This includes staff supervising trips to the toilet. Regular head counts should take place. If pupils are unaccompanied by staff (e.g. Alton Towers – a central meeting point should be identified).
- **Pupils** should be in small groups/pairs and not alone.

## **Appendix F:**

### **Visit Category & Submission Timeline Guide**

Type of Visit	Examples	Internal Planning Window	eVisit Required?	eVisit Submission Deadline
<b>Day visit (non-adventurous)</b>	Theatre trip, museum visit, university talk, city centre visit	At least 5 weeks	No	N/A
<b>Local low-risk outdoor activity</b>	Orienteering in Sandwell Valley (within defined area), local fieldwork, park-based PE activity	At least 5 weeks	No (unless advised by EVC)	N/A
<b>Adventurous activity (higher-risk)</b>	Climbing centre, water sports, high ropes, remote hill walking	At least 6 weeks	Yes	At least 6 weeks prior to departure
<b>Duke of Edinburgh expedition (with camping)</b>	DofE practice or assessed expedition involving overnight stay	At least 3 months	Yes	At least 6 weeks prior to departure
<b>Residential visit (UK)</b>	Residential theatre trip, activity centre stay, retreat with overnight accommodation	At least 3 months	Yes	At least 6 weeks prior to departure
<b>Overseas visit</b>	Foreign exchange, overseas retreat, international cultural visit	At least 3 months	Yes	At least 6 weeks prior to departure

Ratified by Governors: 09/03/2026

Review Date: 09/03/2027

*(This policy will remain in force beyond the review date if no updates are required)*