



Policy Statement

on

SCHOOL EDUCATIONAL VISITS

Revised: 3 Yearly

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1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require students to leave the school premises, having been authorised to do so by the Principal or other designated member of staff.

Educational visits are a valuable way to allow students access to a wide variety of places and experiences in order to supplement and enhance the curriculum, expand students' education and provide enriching social and cultural experiences. A range of well-chosen trips visits can teach life skills and promote independent learning, providing a foundation for lifelong learning and form an integral part of our approach to furthering our students' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and to make sure that our visits are available to all students. It sets out the roles and responsibilities of staff, students and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- › Visits to places of interest in the local area
 - › Day visits to places such as museums and other cultural and educational institutions
 - › Sporting activities
 - › Adventurous and recreational activities
 - › Residential trips organised by the school
 - › Trips abroad organised by the school
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2. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2022](#)

This policy also complies with our Academy funding agreement and articles of association.

The school will use the National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom which can be found at www.oeapng.info when planning and organising trips. This organisation provides recognised guidance on suitable trip destinations, with specific risks identified for almost any planned trip. Staff running trips are expected to use these guidelines when planning and organising trips as the basis on which to run a safe and successful trip.

3. Roles and responsibilities

3.1 Principal

The Principal (or nominated deputy) is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the Local Authority Outdoor Service to approve residential trips of more than 24 hours
- Working with the Local Authority Outdoor Service to approve overseas trips
- Working with the Local Authority Outdoor Service to approve adventurous trips
- Where it is uncertain whether a trip is adventurous, guidance will be sought from the Local Authority Outdoor Service

3.2 The educational visits co-ordinator (EVC)

The appointed EVC role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and to ensure there is a suitable trip lead for each visit
- Assess outside activity providers where necessary
- Check risk assessments for trips cover all of the foreseeable risks
- Check all parental communication covers all aspects of the trip
- Check the financial arrangements associated with the costs of running a trip
- Access the necessary training, advice and guidance related to undertaking the role
- Work with trip leaders to evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead should not have a close family member under their supervision on any proposed or actual trip. The trip lead will:

- › Plan the proposed visit, taking into account the health and safety risks to students, staff and volunteers
- › Assign staff and volunteer roles, as needed
- › Complete the risk assessment for the visit
- › Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- › Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- › Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment that will not be supplied by the school or a third party
- › Communicate key details about the visit and all locations to staff, students and parents/carers, including roles and responsibilities and expected behaviour
- › Make sure staff are capable and able to fulfil their roles at all times while responsible for students and others
- › Make sure that they take a school issued emergency phone and share the number with all staff and students on the trip. For overseas or residential trips, the number should also be shared with parents and carers
- › For residential and overseas trips, staff should consider issuing students with an emergency card which tells them what to do in the event of getting separated from the group, or in the event of other relevant potential incidents

3.4 Staff

Staff have a responsibility to make sure all students and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- › Seek and obtain approval for all educational visits from the Principal (or nominated deputy)
- › Work with the trip lead to complete out any required risk assessments
- › Communicate with parents and carers and make sure trips take account of all students' needs
- › Look out for the health and safety of themselves and those around them
- › Help manage student behaviour and discipline as required while on the visit
- › Share any concerns or worries with the trip lead and others, as appropriate

3.5 Parents and carers

By agreeing that students can take part in educational visits, parents/carers agree that they will:

- › Provide all information required, such as emergency contact details and health/medicine information if applicable
- › Sign and return consent forms and any other documentation required in a timely manner
- › Share any concerns or information about the student that may affect or impact their ability to safely take part in the trip
- › Pay any trip costs or instalments promptly on time

3.6 Volunteers

Volunteers can include parents or other members of the community. Volunteers can only help supervise trips after completion of the relevant safeguarding checks. Volunteers attending school trips, including parent volunteers, agree to:

- › Follow the directions of staff and act accordingly
- › Behave appropriately and model good behaviour for students
- › Report any concerns to the trip lead or other staff present as soon as possible
- › Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.7 Students

Our school behaviour policy also applies to all educational visits. This includes the expectation that students will:

- › Follow instructions given to them while on the trip, first time, every time
- › Dress and behave as expected throughout the trip
- › Take responsibility for their own safety and have regard for the safety of others, reporting any concerns to a staff member or trip supervisor

Students will always be reminded of our behaviour expectations before going off-site for a visit, and they will be expected to uphold the school's behaviour policy at all times.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by Principal (or nominated deputy), and based on factors including:

- › Cost (including any potential cost to parents/carers)
- › Timing in the school year and any potential clashes with other calendar events
- › Educational purpose and value
- › Disruption to the normal running of the school
- › Health and safety considerations
- › Staff-to-student ratio
- › Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- › Location and travel distance
- › Travel plans or options
- › Full cost breakdown, including multiple options where available
- › Resources, including staffing, volunteer, and physical supplies
- › Accommodation options, where needed
- › Insurance detailed, where needed
- › Risk assessment plans and first aid provision
- › What safety measures can be put in place in order to reduce any potential risks
- › Add any additional minimum standards, depending on the age and maturity of the students

See **appendix 1** for our required trip information for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, approval from the Local Authority Outdoor Service is required.

In cases where a trip involves adventurous activities, approval from the Local Authority Outdoor Service is required.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, with the aim of continually improving the planning and experience of our future visits.

Trip information for the following academic year will be collated during the previous May/June. Every effort will be made to include a wide range of trips and visits covering all year groups. We aim to provide a range of visits to suit the financial circumstances of all our students. Financial assistance can sometimes be provided by the school Pupil Premium fund or the Hinchbrooke Foundation. Trips with an overall cost over £1500 will need to be approved by the Principal.

During the year, ad-hoc trips requests can be completed and authorised subject to timetabling and calendar considerations. A minimum of 4 weeks' notice is required for day visits and 3 months for overseas or residential visits.

4.1. Evolve

Hinchbrooke School will use Evolve visits for the planning, approval and management of educational visits. This system is used in the majority of schools in Cambridgeshire (and across the country). Use of this system reduces paperwork and simplifies procedures as completion ensures all relevant employer and National Guidelines have been followed.

All trips except identified zone 1 activities (see section 5.5) will be logged on the EVOLVEvisits system at least 1 full week before the trip departs (3 weeks for overseas, residential or adventurous trips). The visit leader is responsible for ensuring all of the required information is added to EVOLVEvisits on time.

Each visit will be thoroughly checked by the EVC who will liaise with the trip leader to ensure all information is included, for example, copies of all parental communication, student list, medical information, emergency contact details, risk assessments and so on.

Once approved by the EVC, EVOLVEvisits will pass the information to the Principal (or nominated deputy) who will check everything is correct before approving the trip. No trips or visits can take place without both of these steps being completed.

For overseas, residential or adventurous trips and visits a third check takes place. Once the Principal (or nominated deputy) has approved the visit the information is passed to the Local Authority outdoor education expert who will complete a final check of these higher risk activities. No overseas, residential or adventurous trips and activities can take place without approval from the Local Authority.

4.2. Inclusion

All students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a student with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and students.

Once the list of students for a trip has been determined it should be checked with the SEND and safeguarding teams.

5. Risk assessment

Hinchingbrooke School (as an employer) has a legal duty to ensure that risks are managed – requiring them to be reduced to an ‘acceptable’ level – not to eliminate risks altogether. This requires a proportional risk management system to be in place, with support, training and resources provided to staff as required to implement this policy.

The risk management of an activity should be informed by the potential benefits gained from participating. Hinchingbrooke School recommends a ‘risk-benefit assessment’ approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits gained through participating provides objectivity to a decision that any residual risk is ‘acceptable’.

The Health and Safety Executive advocates that it is important that young people are exposed to well-managed risks so that they learn how to manage risks themselves. There is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks (that is those that may cause serious harm to an individual, or several people).

The trip leader will carry out a full risk assessment at least 2 weeks before the start of all trips (4 weeks for residential overseas or adventurous trips).

This will be completed using the school’s risk assessment template which can be found in the Educational Visits section on the Hinchingbrooke School SharePoint site. Existing risk assessments can also be found here for use as exemplars. Risk assessments provided by the destination itself might also be used to support or supplement this process.

The risk assessment will include any specific medical issues and allergies (for staff and students), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the Principal (or nominated deputy) and, where appropriate, third party vendors.

Every risk assessment will be checked by the EVC and then approved by the Principal (or nominated deputy), and a copy taken on the visit and another copy left with the EVC.

For educational trips involving students who are over 18, the following rules must be followed:

- No consumption of alcohol is allowed on any school residential educational visit, apart from a modest share of table wine at the visit leader’s discretion
- At all times, there should be the required levels of supervision by alcohol-free staff
- It is expected that all single day visits will be alcohol free

5.1 Staff ratios

Risk assessments for each visit will ascertain the safe level of supervision required. The law does not prescribe staffing ratios for educational visits, but it does require the level of supervision to be ‘effective’. Effective supervision should be determined by consideration of these factors:

- Staff competence
- The nature and location of the activity
- The age (including developmental age) of the students in the group
- The ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc)
- Distance from the school

On all educational visits, we will make sure:

- For year 7 to 11 students our staffing ratio is one adult per 15 students

- For year 7 to 11 students a minimum of 2 adults are present for trips; for year 7 to 11 students the staffing ratio can be reduced to one adult per 20 students for local trips accessed on foot
- For year 12 and 13 students our staffing ratio is one adult per 20 students
- For year 12 and 13 students on day visits of a routine nature (distance to base under 2 hours) one adult may accompany up to 20 students
- Year 12 and 13 students on a local trip of a routine nature may be unaccompanied if authorised by the Principal (or nominated deputy)
- Overseas and residential trips will have one male and one female adult present. If this is not possible, with approval from the Principal, the trip can go ahead with one gender supervision subject to addressing this in the risk assessment for the trip
- Adults without a DBS check will not be left alone with students at any time
- The trip lead will take regular headcounts and/or roll calls

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure students, staff and volunteers are transported safely and efficiently. The level of supervision necessary should be considered as part of the risk management process, giving proper consideration to issues of driver-distraction when considering the supervision required for the specific group of students transported in a mini-bus.

The visit leader should ensure that coaches and buses are hired from a reputable company.

Transporting students in private cars requires careful consideration. Where this occurs, staff involved must have business use in their car insurance policy and parents must be informed of the mode of transport.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We take the view that where a provider holds one of the accreditations listed below, there should be no further assurances needed.

- The LOtC quality badge
- Adventurous Activities Licensing Service
- Adventuremark
- National Governing Bodies centre approval schemes (applicable where the provision is a single specialist activity)

For more complex overseas and residential trips the school may use a specialist school travel company. Where this is the case, the travel company should hold the LOtC quality badge (or equivalent). We will have a written agreement in place with the external organisation outlining what everyone is responsible for during the trip.

5.4 First aid

All trips will be planned to ensure suitable first aid arrangements are in place. This could be by one of the supervising adults having a first aid qualification and taking a first-aid kit, or by ensuring continuous first-aid coverage from the

transport and venues. All overseas or residential trips must have a qualified first-aider as part of the supervising adult group. All supervising adults will be made aware of any medical issues or allergies at the start of the trip.

5.5 Zone 1 activities

Zone 1 activities are defined as activities which are not very complex and close to the school. These activities use a generic risk assessment and, in line with local authority guidance, do not require logging and approving using the Evolve system. As staff know these areas and activities well, this allows risks to be more easily managed.

Hinchingbrooke School has approved two 'zone 1 activities'.

- 1) Hinchingbrooke Country Park, accessed from the school field
- 2) Regular venues and activities such as sporting fixtures

Geographical distance is not a defining characteristic as away fixtures could be some distance away, but still at venues which are familiar to staff

Hinchingbrooke School are keen to encourage fixtures and competitions with other schools and at professional venues

Hinchingbrooke School are keen to make full use of the adjacent country park, in particular to enhance the range of sports offered and to run the Forest School programme

Staff leading on a zone 1 activity need to be familiar with the RBA for a zone 1 activity – country park or fixtures

The relevant sign-out sheet must be used and left in the designated area (PE office)

An Accident Response Kit (ARK) should be carried by one of the staff members accompanying the activity

Any feedback on the process should be sent to the EVC so that further refinements and improvements can be made

The RBA for zone 1 visits to Hinchingbrooke Country Park and the RBA for zone 1 fixtures are in **appendix 2a and 2b**.

The maximum group size for a zone 1 activity is the class size.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise students alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the students going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with students or given sole responsibility for the care of a student.

7. Communication and consent

We will contact the parents and carers of students invited to take part in an educational visit at least 2 weeks before the proposed date of the trip for a trip (4 weeks for trips with a financial contribution; 10 weeks for overseas trips). Communication will be via email or through Arbor (or equivalent system). The information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending. We aim to make the majority of trips randomly selected, however for late access to some trip opportunities, on occasion we may offer a trip on a first-come, first-served basis.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Student-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of students' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent (for example local Geography field trips). However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and UK Global Health Insurance Card information, if available.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit. The EVC will ensure that all trip leaders are given a copy of the 'Emergency Procedures: An action plan for off-site visits' wallet size guide (produced by Cambridgeshire County Council and Peterborough City Council) prior to leaving the school site.

In the case of an emergency, the trip leader or other supervising adult will contact the school emergency contact. The emergency contact will arrange for contact to be made with parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a student seeking medical treatment. Where a local trip (or Zone 1 visit) only has a single member of supervising staff, emergency contact with the school will result in additional staff being deployed to support the situation.

In a case of a student being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the student when found. The remaining staff and adults will return to the school with the rest of the students. If this is a residential/overseas trip, the remaining staff and adults will return to the accommodation.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE) where required.

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

A critical incident will be called when any member of the group:

- has suffered a life-threatening injury
- is at serious risk
- has gone missing for a significant and unacceptable period

Cambridgeshire County Council Childrens' Services offer critical incident support to all Cambridgeshire schools and academies as a free service.

There will also be a process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

All SLT emergency contacts will be issued with a VESN (Visit Emergency Support Network) card. This card gives 24-hour access to expert advice when dealing with trip emergencies.

The EVC should attend the Health and Safety committee meetings and provide a report on any incidents which may have occurred.

9. Charging and insurance

We will follow our school's charging and remissions policy at all times. Payments will be made via Evolve, with no cash payments to members of trip staff.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect students' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items. Insurance is arranged at trust level and is through the Department for Education Risk Protection Arrangement (RPA) for schools. This alternative to commercial insurance gives education specific cover. Cover details are in **appendix 4**.

10. Residential visits

The Principal (or nominated deputy), together with the Local Authority Outdoor Service, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with students – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school (times may be estimated)
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy. Alternative sources of funding will be highlighted where applicable
- Clothing and equipment provided, and what students must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending (where known)

We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

11. Review

This policy will be reviewed every 3 years by the member of SLT overseeing Educational Trips and Visits. At every review, the policy will be shared with the full governing board.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour and attendance policy
- Safeguarding and child protection policy
- Supporting students with medical conditions policy
- Special educational needs (SEN) policy
- Equality and diversity policy
- Drugs policy
- Staff code of conduct

Appendix 1: Proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the EVC as part of the approval process. This form is now an electronic form which gathers the following information:

- Initial approval from line manager and Head of Department
- Trip name
- Trip leader
- Start date and time
- End date and time
- Year groups involved
- Number of attendees
- Location of trip
- Whether the trip is 'curriculum essential' or 'curriculum related'
- Whether the trip is residential, overseas or adventurous
- The educational benefits of the trip
- Number of staff on the trip

Appendix 2a: Zone 1 Risk Benefit Assessments – Hinchingsbrooke Country Park

Generic Benefits	Specific Outcomes
<p>Making use of our local environment Understanding environments close to our school</p> <p>Maximising outdoor learning at low costs Being seen out and about by parents, and friends of school</p> <p>Active children; enjoyment</p>	<p>Excitement in real world learning; care of the natural environment</p> <p>Staff wanting to plan exciting lessons and experiences</p> <p>Greater range of activities leading to confident learners who want to learn more</p> <p>Engaged learners who can manage risks in the real world</p> <p>Therapeutic value for those involved in Forest School activities</p>

Specific Activity	Possible Problems/Issues	Probable Benefits	Control measures, reasonable and practical steps to avoid or reduce problems/issues	Decision/Comments/Actions
Walking in and around the country park	Other park users, uneven ground, lake	Active and engaged learners, fitter class groups, wider range of activities offered	Staff get to know the area well, and find effective places to use to minimize hazards. ARK taken on all visits.	All staff to explore the country park before use, new staff to get induction from experienced staff.
Walking to the country park	Traffic, other pedestrians, crossing busier roads	Active and engaged learners, fitter class groups, wider range of activities	The country park should always be accessed directly from the school site to avoid traffic, roads, etc.,	New staff need to be shown the route during their induction
Exploring learning outside – remote supervision	Making decision about remote activity, thinking about sub groups, and when and where.	Non teacher led becomes very powerful learning and replicates learner led from classroom	Staff to know the area well. Consider a range of factors before starting, read advice on OEAPNG FAQ	Staff to practice this on site first before moving off site
Activities in the country park	Other park users, more remote than in school	Wider range of activities offered	Staff know the area well. Activity specific risk assessments	New staff induction.
Activity in inclement Weather	Students wet and cool, Staff wet and unhappy	Learn in all weathers. Some activity needs non sunny weather	Create a school culture that learning can occur outside and appropriate clothing should be brought to school.	Spare clothing kept at school to be used as required, students must change out of wet clothing at the end

Appendix 2b: Zone 1 Risk Benefit Assessments – Hinchingsbrooke Country Park

Generic Benefits	Specific Outcomes
<p>Making use of our local schools</p> <p>Maximising competitive sport at low costs</p> <p>Being seen out and about by parents, and friends of school</p> <p>Active children; enjoyment</p>	<p>Improved sporting standards and performance</p> <p>Development of leadership skills</p> <p>Greater range of activities leading to confident learners who want to learn more</p> <p>More engaged learners</p>

Specific Activity	Possible Problems/Issues	Probable Benefits	Control measures, reasonable and practical steps to avoid or reduce problems/issues	Decision/Comments/Actions
Walking in/around a new venue	Other venue users, unknown area	Active and engaged learners, fitter class groups, competitive sport	Venue staff present, clear route and directions to fixture given, group stays together	All fixtures to be arranged in advance, venue staff present
Travelling to the venue	Traffic, other pedestrians, crossing busier roads, coach travel, minibus travel	Competitive sport, improved standards	Use approved coach company or school mini-bus, minimize crossing traffic, take ARK kit	New staff need to be trained and accompanied for their first away fixture
Playing sports fixtures	Making decision about remote activity, thinking about sub groups, and when and where.	Active and engaged learners, fitter class groups, competitive sport, improved performance	Activity specific risk assessments as required	Fixtures plans agreed with Head of PE
Supporting sports fixtures	Other park users, more remote than in school	Wider range of activities offered. Supporting other learners, leadership skills developed	Staff know the area well. Activity specific risk assessments as required	Supporting sports fixtures plans agreed by HSSP Manager
Activity in inclement weather	Students wet and cool, or too hot. Staff wet and unhappy	Learn in all weathers. Some activity needs non sunny weather	Create a school culture that learning can occur outside. Bring a change of clothing. Sunscreen available in hot weather.	Students must change out of wet clothing at the end of the fixture.

Appendix 3: Volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the trip leader at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and students at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to students
- Report any concerns about the safety or wellbeing of a student to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with students unless told to by a member of staff
- Engage in physical contact with students unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a student unless previously agreed with staff
- Take photographs or record students without the permission of students and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Appendix 4: The risk protection arrangement (RPA) for schools

This table summarises what RPA covers.

Type of risk	Limit
Material damage	Reinstatement value of the property
Business interruption	£10 million any one loss
Employers' liability	Unlimited
Third party liability	Unlimited
Governors' liability	£10 million any one loss and any one membership year
Professional indemnity	Unlimited
Employee and third party dishonesty	£500,000
Money	Various, including cash on premises or in transit £5,000
Personal accident	Death and capital benefits £100,000
United Kingdom travel	Baggage and money £2,000 per person. Cancellation £1,000 per person.
Overseas travel including winter sports	Includes: baggage £2,000 in total per person (inner limits apply), money £750 per person, medical expenses £10,000,000, cancellation £4,000 per person. Check the full details of your cover for more information.
Legal expenses	£100,000 any one loss and any one membership year
Cultural assets	£10,000 on any one cultural asset or £250,000 any one multiple loss
Cyber cover	£250,000 any one loss and any one membership year. Where a member is part of a group network with other RPA members the maximum aggregate liability shall be £750,000 in any one membership year for the group network.