LOCHINVER HOUSE

Educational Visits Policy

Educational visits are an integral part of the Lochinver House School experience. They provide profound learning opportunities for pupils, complementing classroom-based curriculum and providing extension and enrichment.

The Head is responsible for the purposeful and safe provision of educational visits and activities. This includes ensuring all adults have appropriate background checks, the staff team are competent and appropriate risk management has been undertaken. Delegated duties are given to the Educational Visits Coordinator ("EVC") to oversee the School's Educational Visits programme and to Group Leaders to plan and run specific educational visits.

The Head, with the support of the EVC, the Senior Leadership Team and Year Heads are responsible for the implementation of this policy.

All appropriate steps are taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on School visits. The overall high quality of planning and leadership on School visits is evident from the contribution they make to the all-round ethos of the School and the interaction between pupils and staff.

This policy is applicable to all those involved in the organisation of educational visits.

Objectives

- To ensure that visits are well-planned and significant risks are identified and managed.
- To ensure contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.
- To ensure those in charge of visits have the necessary competence to manage situations appropriately.

Guidance

The range of activities covered by this policy includes:

- Residential trips and activities in the U.K.
- Residential trips and activities overseas.
- Day visits using private hire and public transport (both U.K. and overseas).
- Day or part day visits on foot.
- School sporting and other activities.

The School calendar lists trips and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures.

Parents are notified in advance of:

- planned trips and visits for year groups, including details of the duration, dress code and lunch arrangements. Residential trips and visits will be outlined in beginning of academic year communications from Heads of Year
- Projected parental contribution for residential trips will be communicated in annual Fees letter at the beginning of each financial year

The blanket consent form covers the majority of trips taking place during normal school hours. See Appendix 1.

Individual consent is obtained where pupils are taken on a trip that:

- extends significantly beyond the normal school day and departing before 7.45am and returning after 5.30pm
- involves an overnight stay
- requires collection from a venue other than the School
- involves an adventurous activity
- is overseas
- involves an additional cost to parents.

Parents are expected to support the School in ensuring that pupils adhere to the school's behaviour policy. Any pupil whose behaviour is considered to be a danger to themselves or to the group may be prevented from participating in the visit.

The EVC:

- Supports the Head in overseeing the school's Educational Visits programme.
- Ensures there is balance in both provision across the year groups and trip distribution within the academic year.
- Assists the staff organising trips.
- Keeps robust records of all (future and former) visits in EVOLVE (the School's educational visits management system).
- Keeps clear and accurate records of any accidents or incidents on school visits

Every planned trip has a nominated Group Leader who:

- budgets for the visit
- undertakes a pre-visit where applicable to effectively assess risks
- conducts a full risk assessment for the trip
- checks parental consent forms where required
- for trips outside the UK, a letter of authorisation from the Head must be obtained and kept on hand at all times
- submits all relevant trip information to the EVC and Head
- follows School procedures in the event of an emergency
- checks pupil medical records and consults with School Nurse.

Where a school minibus is used, drivers have the appropriate qualifications and ensure on longer journeys, regular breaks are taken. Personal vehicles should be not be used to transport pupils.

Personal Liability

- The Group Leader acts "in loco parentis". This means they "have a duty under common law to take care of pupils in the same way that a prudent parent would do".
- The School as the employer supports Group Leaders in the event of an accident occurring, provided reasonable care has been exercised and School guidelines followed.

Insurance

- The School has Employers Liability Insurance of £5m and Public Liability Insurance of £25m.
- The School has a group travel policy, covering the majority of UK and overseas visits. It does not cover adventurous or hazardous activities, such as climbing or scuba diving. Such activities must be declared to insurance company prior to visit and arrangements for extension must be made if required
- External providers that do not hold a valid Learning Outside the Classroom Badge (list of badge holders can be found at https://www.lotc.org.uk/providers/lotc-quality-badge-2/) must complete a OEAP Provider Statement, **https://oeapng.info/downloads/download-info/8q-provider-statement-word-version/ See Appendix 4**
- The Group Leader ensures a copy of the school travel insurance is taken on any residential trip.

Planning for Trips

Staff work with the EVC when planning trips and ensure risk assessments are completed. Staff are referred to Appendices 2 and 3 for guidance on the process of booking day trips and U.K. and overseas residential trips.

The Group Leader responsibilities:

- Ensuring all procedures in the approval and booking of a trip are followed; the Head approves on EVOLVE, adequate staff to pupil ratio, competency of staff.
- Liaise with school Nurse to identify any pupils with specific medical needs and ensuring the correct medical equipment and/or medication is taken on the trip.
- Collecting a First Aid kit from the School Nurse.
- Ensuring that at least one member of staff on the trip holds a valid first aid certificate. For EYFS classes, all staff qualifying post 30 June 2016 hold the Paediatric First Aid certificate in order to be counted within the ratios.
- Ensuring at least one member of staff on any trip with EYFS holds a valid Full Paediatric First Aid certificate. For residential trips one member of staff must have completed Administration of Medication course.
- Collecting a School mobile and remaining contactable throughout the trip.
- Ensuring that all staff on the trip have access to emergency contact details, for both parents of pupils and senior staff, and are aware of the emergency procedures.
- Contingency planning should the trip return 'out of hours', ensuring that parents are kept informed.
- Recording accidents and near misses to EVC Lead and on the evaluation forms on Evolve.
- Returning all school property following a trip and providing the Head and EVC with an evaluation of the trip.
- To uphold the responsibility for Data Protection for the duration of the trip, where possible carry pupil information securely on school iPads.
- In the case of residential trips, group leaders will communicate safe arrival and departure times via agreed parent reps.

All Staff:

- take due care of their safety and the safety and well-being of pupils
- inform the Group Leader if they are unsure of their ability to perform any supervisory function requested of them
- recognise the limits of their responsibilities and act within those at all times
- report to the Group Leader any concerns they may have regarding pupil behaviour and wellbeing during the visit
- Pupil behaviour on educational visits will be managed using the procedures outlined in the school's Behaviour Policy, maintaining consistency with the school's expectations and standards.
- For residential trips, ensure pupils have a clear understanding of the Bedtime Routine, see example **Appendix 5**

Ratios

Staff pupil ratios recommended by the DfE for off-site activities:

- 1:4 for Little Lochies (Nursey)
- 1-: 5 for Reception.
- 1-: 6 for Years 1-3.
- 1-: 10 for Years 4-6.
- 1-: 15 for Years 7 and upwards.

Risk Assessment

The Group Leader, with the support of the EVC, undertakes a risk assessment for their trip to cover:

- identifying potential hazards of the location being visited
- listing the groups of people that are at risk from significant hazards
- listing control measures that are in place
- allowance for hazards which may not yet be fully understood due to lack of information
- monitoring hazards during the visit.

The Group Leader asks for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators. These form part of the overall School risk assessment. The group leader must ensure that staff taking part in a trip or visit have read and understood all relevant risk assessments.

Risk assessments from previous visits can be used as a starting point for a revised assessment but they are never adopted without verifying for changes which may have occurred.

In the EYFS an on-site live risk assessment of the venue is carried out before any educational visit.

Emergency Procedures
A staff Emergency Contact List and Critical Incident Management Plan (held on the CRL) is taken on all trips. In the event of an emergency, the Group Leader follows the applicable actions. In the event of a terrorist incident, the Group Leader follows instructions from the emergency services. Details of Group Leader, trip mobile number, transport details, staff list and timings must be listed on the school calendar in case of emergency

Packed Lunches
To support the School's policy on sustainability and the aims of the Lochinver Environmental Organisation, the pupils' packed lunches are healthy (no fizzy drinks, chocolate or sweets). Drinks must be in reusable bottles (no single use plastic bottles) and use little or no packaging to reduce litter and waste. The pupils are asked to take home any waste.

Reviewed By	Assistant Head Co-Curricular
Approval Body/ Committee	Education
Last Review	Summer 2026
Next Review	Summer 2028
Policy Linked To	Anti-Bullying Strategy, Behaviour Policy, Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct), Critical Incident Management Plan, Data Protection Policy, Driver's Declaration, Drug Education Policy, First Aid Policy, Missing Child Policy, Privacy Notice, Risk Assessments.

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.

Appendix 1 - Blanket Consent Form

Consent Form for Non-Residential School Trips and Other Off-Site Activities

Lochinver House School has a blanket consent protocol for non-residential trips, visits and activities within the UK. The school will not be requesting parental consent from you for the majority of off-site activities that we offer such as year group visits to local amenities and day trips to places of interest as such activities are part of the School's curriculum and usually take place during the normal school day. On occasion, however, specific consent will still be required, for example if there is an adventurous activity involved.

The published termly calendar will enable you to see when the majority of these will take place in advance. Information regarding the content of the trips, visits and activities will be sent to you, via SchoolBase, prior to the trip. If necessary, this will include information pertaining to dietary requirements and transport.

In addition, the School Nurse will pass the medical information we hold on SchoolBase for your child to the trip leaders, so it is essential to ensure that you check and update these records prior to any offsite school trips/activities.

Please sign and return this entire form to our Director of Marketing and Admissions as soon as possible. If we do not have a copy of this your child will not be able to participate in offsite activities.

Yours sincerely
Educational Visits Co-ordinator

Please delete as appropriate:

I agree/do not agree for my child~~/ward~~ to take part in school trips and other activities that take place off school premises; and

I agree/do not agree for my child~~/ward~~ to be given first aid or urgent medical treatment during any school trip or activity:

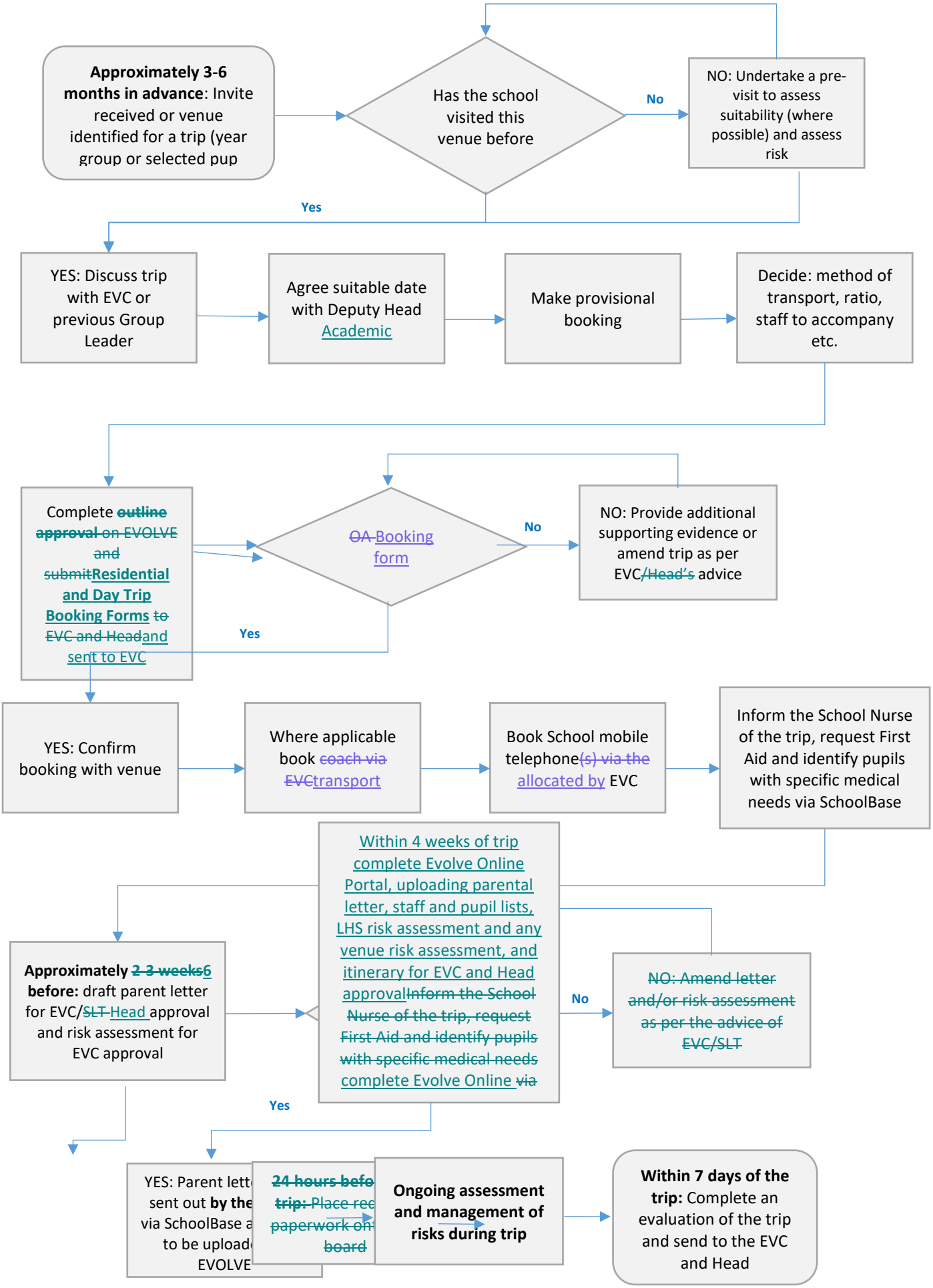
Name of pupil/s (please print): .....

Name of Parent/Carer (please print): .....

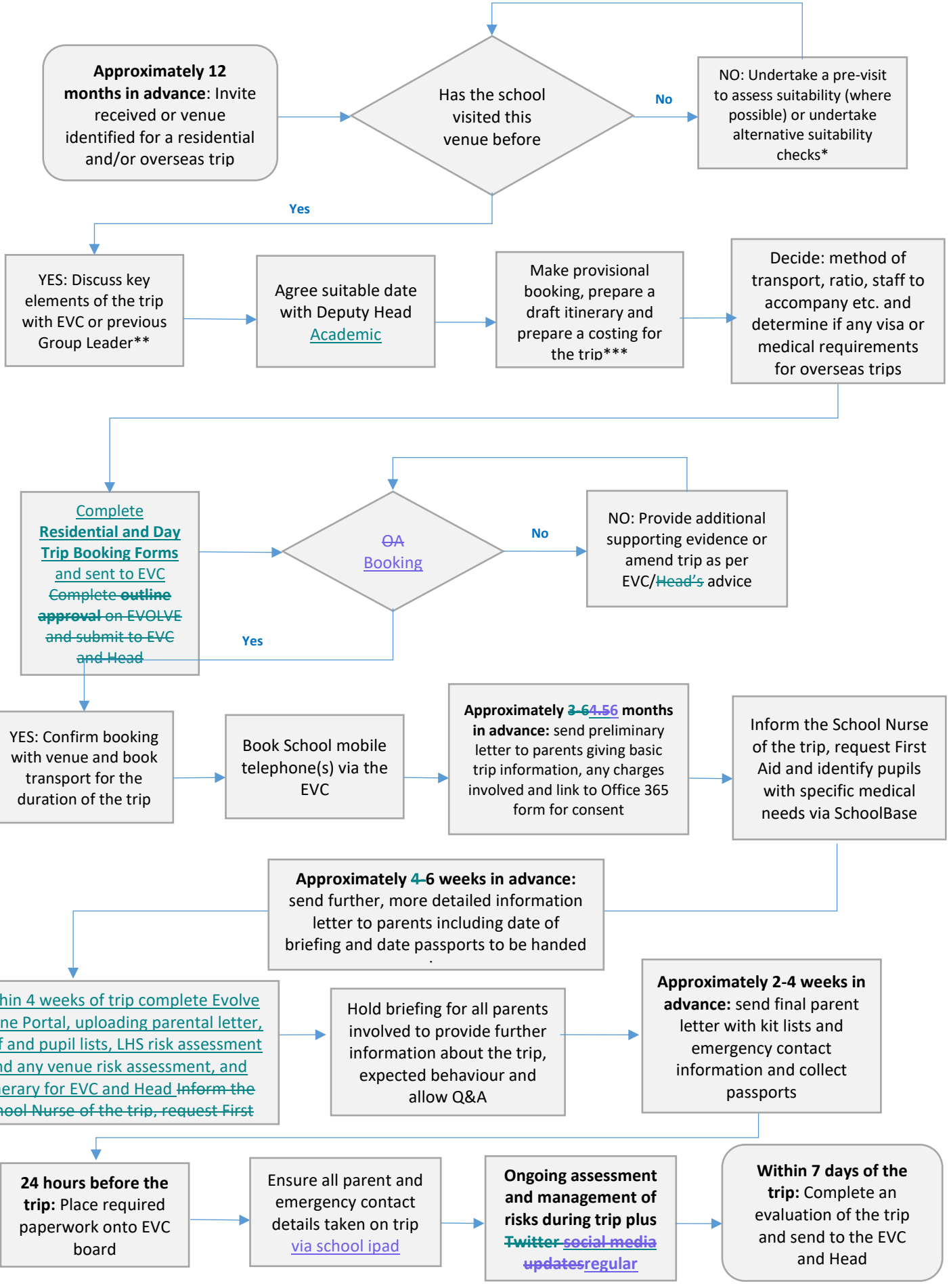
Signed: ..... Date: .....

If you require a copy of this form for your own records, please download directly from School Base Online using your unique log in. If you have any queries regarding this, please speak to the school secretary.

Appendix 2 - Process steps for non-residential U.K. trips



Appendix 3 - Process steps for residential and overseas trips



*obtain copies of venue risk assessments, ensure venue is fully licensed and that all staff at the venue are qualified to lead the activities involved

**where adventurous activities are planned, check with Bursar to ensure these are covered by the School insurance policy

***for overseas trips ensure tour company/airline are ATOL / ABTA bonded so that cover is provide in the event of bankruptcy

Appendix 4

OEAP

National Guidance
oeapng.info

PROVIDER STATEMENT

Notes for the Visit Leader

- You should complete Part 1 and then send the form to the provider for completion.
- You should not send this form to a provider that holds a valid Learning Outside the Classroom Quality Badge, unless you require confirmation of the questions in Section A. Details of the badge and its holders can be found at lotcqualitybadge.org.uk.
- If you need advice on the interpretation of information given by the provider on this form, you should contact your establishment's Educational Visits Coordinator (EVC).

Notes for the Provider

- Thank you for completing this form. It is designed to help the Visit Leader confirm that you meet required standards.
- Please complete Part 2 and return it to the Visit Leader at the establishment named below.
- You can find out about the guidance that establishments and Visit Leaders should follow at oeapng.info – see especially document 4.4h "Using External Providers and Facilities".

PART 1: To be completed by the Visit Leader

Name & address of establishment (school/service)	
Email	
Name of Visit Leader	
Name of provider	
Proposed date(s) of visit(s) [either specific dates, or a date range]	

PART 2: To be completed by the provider

Please consider the following questions and respond with YES, NO or N/A, or give the specific information required. You must respond to ALL the questions. If you wish to provide additional information, please add an asterisk (*) to your response, and give the information in the space provided at the foot of the form.

If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need complete only Section A and the Confirmation.

SECTION A To be completed for all types of visit		
1.	**Learning Outside the Classroom Quality Badge**	
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge?	
2.	**Data Protection**	
2.1	Do you comply with the Data Protection Act 2018 and GDPR?	
2.2	Do you have a privacy policy that explains how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned?	
2.3	Do you undertake to ensure that no images of participants are taken or used for marketing purposes, or published in any way, without the specific written consent of the establishment and of the participants (or their parents if the participants are under 18)?	
3.	**Waivers / Disclaimers**	
3.1	Do you guarantee that the establishment, the participants or their parents will not be required to agree any waiver or disclaimer which seeks to limit your liability for death or personal injury resulting from your negligence?	

SECTION B To be completed for all types of visit		
4.	**Insurance**	
4.1	Do you hold public liability insurance which will be current during the proposed visit and which covers all directly provided and sub-contracted activity?	
4.2	If Yes, what is its indemnity limit?	£ M
5.	**Health, Safety and Emergency Policies**	
5.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection?	
5.2	Do you have procedures for accidents & emergencies, and for reporting incidents and accidents?	
6.	**Vehicles**	
6.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and regulations on passenger seats and seat restraints?	
7.	**Staffing**	
7.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
7.2	Are there regular opportunities for liaison between your staff and establishment staff?	
7.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	

8.	**Accommodation (including camping)**	
8.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
8.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
8.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
8.4	Are separate male and female sleeping accommodation and washing facilities provided?	
8.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
9.	**Sub-contracting**	
9.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
9.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

SECTION C To be completed if the visit includes activities or field studies		
10.	**Activity Management** to be completed about ALL activities (not just adventure activities)	
10.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	
10.2	Do you maintain a written code of practice (or similar document) for activities, which is consistent with any relevant National Governing Body (NGB) (or equivalent organisation) guidelines and, if overseas, the relevant regulations of the country concerned?	
10.3	Do you confirm staff competence by appropriate qualifications for any adventure activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
10.4	Where there is no NGB or equivalent organisation for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice or similar document?	
10.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
10.6	Do you make clear your expectations of how responsibilities for the supervision and welfare of participants are shared between your staff and visiting staff?	
10.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	
11.	**Adventure Activities Licensing Authority (AALA) Licence** to be completed if any activities are within the scope of the licensing regulations	
11.1	AALA Reference number R Date of expiry	
11.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	

SECTION D To be completed if your provision is within the legal definition of package travel – see www.gov.uk/government/publications/package-holidays-complying-with-regulations-guidance-for-businesses		
12.	**Tour Operators and Package Providers**	
12.1	Do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018 including bonding to safeguard customers' monies?	
12.2	Details of bonding (ATOL, ABTA, etc.)	

SECTION E To be completed if the visit includes an overseas expedition as defined at oeapng.info/downloads/download-info/7q-overseas-expeditions		
13.	**Overseas Expeditions**	
13.1	Do you comply with British Standard BS8848:2014?	

SECTION F – ACCREDITATION	
14.	**Details of any accreditations held by the Provider**

PROVIDER CONFIRMATION			
I confirm that the details given above are correct, and that our organisation will give prior notification of any changes in them, or any other changes that might affect the safety and wellbeing of user groups.			
Signed		Date	
Name		Position	
Name of Provider			
Address of Provider			
Telephone		Website	
Email			
Additional information			

Appendix 5

Residential Bedtime Routine

We want everyone to feel safe, happy, and well-rested during our residential. A good night's sleep helps us enjoy all the exciting activities the next day!

9:00pm Wind Down & Get Ready for Bed

Campfire ends

Return to tents with your group

Get changed into pyjamas

Brush your teeth and use the toilet

Quiet chatting allowed while getting settled

9:30pm Lights Out

Lights are switched off, there will be night lights on around camp.

Time for quiet and sleep

No talking so everyone can rest

If noise continues after lights out:

We understand it can be exciting, but we must make sure everyone can sleep.

First Reminder

You will be asked to be quiet

Continued chatter will mean a short time-out outside your tent

Second Reminder

You will be moved to a separate tent

Third Reminder

Your parents/carers will be contacted to collect you

Remember our core values Kindness Honesty and Respect:

Be kind and respectful to everyone in your tent

Help others feel calm and ready for sleep

Adults are nearby if you need help during the night.

A calm, safe, and restful night so everyone is ready for another fun day!