WENTWORTH COLLEGE

Education Visits Policy

Approved by: Manuel Guimaraes, Principal

Last Review: September 2026

Next Review: September 2027

Health and Safety of Students on Educational Visits

This policy is issued in accordance with the Education (Independent School Standards) (England) Regulations 2014 and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance. Any legislation referred to in this policy is as amended.

This policy has also been drafted in the light of the Health and safety of pupils on educational visits (HASPEV) (Department for Education and Skills (DfES)), 1998), as supplemented given that the Education (Independent School Standards) (England) Regulations 2014 require schools to do so. This policy has also been drafted in accordance with the updated Department for Education (DfE), Health and safety: department for education advice on legal duties and powers for local authorities, headteachers, staff and governing bodies (2011) and the Health and Safety Executive's (HSE) School trips and outdoor learning activities (June 2011).

Wentworth Tutorial College recognizes that educational visits with a clear purpose play an important part in a broad and balanced curriculum, providing students with the opportunity to practise particular skills (e.g., fieldwork skills in biology/geography) and enhance students' understanding of curricular activities (e.g. Theatre visits for English literature/Drama studies or museums for Art/History)

These visits offer students the opportunity to develop self-awareness, a greater understanding of their peers and the world around them. In addition, external visits can often encourage improved personal performance; promote a lifetime interest in a particular subject and, in some cases, may lead to a choice of career.

The College recognises and accepts that such visits present challenges to the health and welfare of students. Educational visits will be planned and operated in accordance with these guidelines so that everyone involved understands his or her responsibility to ensure that students can participate fully in educational visits in reasonable safety.

RESPONSIBILITIES

Employers

Under the Health and Safety at Work etc Act 1974, employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is

reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes everyone involved in off-site visits (teachers, volunteers, helpers and students).

The proprietor is the employer of staff at Wentworth College.

The Management of Health and Safety at Work Regulations 1992, made under the 1974 Act, require employers to:

- assess the risks of activities (see Risk Assessment below)
- introduce measures to control those risks
- tell their employees about these measures

PURPOSE OF THIS POLICY

- To ensure that every student has the opportunity to benefit from educational visits as
- part of their academic studies.
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils.
- To enable the College to identify appropriate functions, responsibilities, training, support and monitoring for staff, students and providers involved in educational visits. o To ensure that, whenever appropriate, further advice is sought from external organizations and technically competent sources.

IMPORTANT CONSIDERATIONS

- The Venue: what is known about the site to be visited? Before a trip takes place, a visit to the site may be necessary, if it has not been used by the college before. o Staff to student ratios: these should be set according to the risks and any special needs of the students.
- Special training: this may be needed for staff (in first aid, for example) prior to the trip. o Transport: The needs of all those transported must be taken into account and included in the risk assessment prior to the journey, whether taken by public transport or by privately hired vehicle.
- Assessing risks: the activities during the trip can vary from a museum visit to a field trip. If there is a significant risk that college staff are unable or not trained to assess or control, then information from the organisers at the venue must be obtained and approved by the Principal before the visit.

- The College will make every effort to include disabled students and students with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group.

TYPES OF VISITS

It is essential that all visits are subjected to a rigorous risk assessment. Such risk assessments should take account of the environmental considerations relating to the proposed visit/activity. For example, “hostile” environments, activity near water, winter conditions or steep terrain are considerations that might rate a visit/activity in a higher category.
The Principal/Health and Safety Officer will ensure that:-

- the risk assessment has been completed and appropriate safety measures are in place. o any relevant qualifications claimed by the Group Leader or other relevant members of the group have been checked and verified.
- there is adequate and relevant insurance cover.
- The College has the address and phone number of the visit's venue and a contact name. o there is a contingency plan for any delays including a late return home.

Risk Assessment

Risk assessment is an essential part of fulfilling heath and safety responsibilities. Any risk assessment must:

- identify the potential risks (hazards) involved in an activity
- decide who might be harmed
- identify control measures which would reduce the risk
- record the findings
- Every visit or journey will have a Group Leader who will usually be a teacher. Arrangements will be made for another teacher to join the party quickly in case of emergency.

CATEGORIES OF VISITS

Low Risk Visits/Activities

Visits/activities that present low risks, e.g. theatre trips, museum visits of one day or less duration. The group leader should be assessed as competent by the Principal.

Medium Risk Visits/Activities

Visits or activities that:
1) present medium risk when the safe supervision of students requires the group leader to have undergone a familiarisation process specific to the activity and/or location. 2) involving overnight stays or residential accommodation. The group leader will have to be approved to be appropriately competent by the Principal.

High Risk Visits/Activities

High risk visits/activities may include those near or in water. This is the most demanding category when all activities should be under the instruction/supervision of persons holding appropriate governing body qualifications.

KEY PRINCIPLES

STAFF

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures. o The Principal will be responsible for the approval of all visits although he may, in his absence, delegate this responsibility to a senior member of the College staff. o There will be a named and approved Group leader (and, where necessary, Deputy) on all educational visits. This person will be responsible for all aspects of the planning, risk assessment and organization of the visit. The Group leader will assume full responsibility during the visit, including ongoing risk assessment.
- The Group leader will ensure that appropriate checks are made and that insurance is adequate and up to date.

PARENTS

Parents may contribute to the success of the visit by:

- understanding the objectives of the visit;
- giving written consent where necessary;
- providing clear information on their child's health and any special needs, need for medical attention or medication;
- ensuring that there are clear contact arrangements

In addition

- Informed parental consent is required for ALL educational visits by young people up to the age of eighteen years. This will normally have been obtained, in writing, prior to the specific trip.
- The College will provide all parents and guardians with a copy of the policy relating to the health and safety of students on external visits to enable them to make informed decisions and give written consent together with medical and emergency contact details.
- Whenever appropriate, for high risk, residential and foreign visits a briefing meeting with parents/guardians will be arranged.
- Expectations with regard to behaviour and codes of conduct will be explained to students and their parents/guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.

STUDENTS

- Wherever possible, students should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- Students should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

CHILD PROTECTION

- The College's Child Protection Policy (copy available on request from the Administration Office) will apply during educational visits. The Group Leader will carry out the duties of the Designated Person or will name an appropriate adult supervisor to do so.
- Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the educational visit will be dealt with appropriately at the time and will be reported to the Principal immediately on return.