



STAFFORD GRAMMAR SCHOOL

Prep 3-11 | Senior 11-16 | Sixth Form 16-19

School Journeys & Visits Policy

Policy Review

Date of Review	Reason for Review	Reviewer	Checked & approved	Date of approval	Next review
01.09.25	Annual review	Head of Prep. (EVC) & Deputy Head: Academic	Headmaster and Safeguarding & Behaviour Governor Committee	29.09.25	01.09.26

To be read with Trip Guidance

[Guidelines for School Trips.docx](#)

Legal Framework

Under the Health and Safety at Work etc. Act 1974, and associated regulations, employers are responsible for the health and safety welfare of their employees. **The Governing Body is the employer at Stafford Grammar School.**

Employers are also under a duty, as far as is reasonably practicable, to ensure the health and safety of anyone else on the premises or anyone who may be affected by their activities, including off-site activities and visits.

General responsibilities in Law – In loco parentis

When a party leader takes a group away from an educational establishment, he or she is “in loco parentis” (in the place of the parent). The duty of care expected is that of a person exhibiting the responsible, mental qualities of a prudent parent in the circumstances of a ‘school’ life, not in his or her home (Lyes v Middlesex County Council, 1992). This duty is continuous during the whole period of the visit and cannot be delegated to anyone else, even if other adults have been given specific tasks to undertake.

This means that the responsibility for duty of care cannot be passed to group leaders, instructors, guides, wardens, coaches and others who are employed to deliver a particular expertise associated with the activity or visit. Party leaders and other adults

with responsibility will pass leadership to the experienced and appropriately qualified 'experts', when engaged in particular activities, but always retain the duty of care for their young people.

Because of the additional training and experience of teachers, it is likely that a higher duty of care should be expected in carrying out their duties. The level of judgement expected of members of staff is also related to that member of staff's knowledge, experience and training. However, any action should be in line with well-developed and accepted practice/guidelines.

The concept of "in loco parentis" applies to young people under the age of 18. Parental consent is therefore required for off-site activities for people under that age.

Responsibilities in terms of Health and Safety to employees and in terms of a legal duty of care apply to all participants including those over the age of 18 for whom there is an element of supervision. If those over 18 decide to ignore the advice and instruction of the leader, or other adults with responsibilities, they do so at their own risk. The adult cannot be held responsible in such situations, provided as much as possible has been done to dissuade the young person from their potential action.

The age of the young person, and the nature and location of the activity in which the pupil is taking part are factors in determining the degree of supervision required.

The Employer

Under education law, the Governors have the power to direct its establishments on health and safety matters. Non-compliance can lead to action by the Secretary of State. The LEA may give a warning notice to any establishment in an area where safety to young people is threatened (School Standards and Framework Act, 1998).

Employers should:

- Have a written policy and procedures for planning and arranging visits, including advice on risk assessment, which teachers, youth workers and others organising off-site activities and visits should follow.
- Assess, and give approval to certain types of visit.
- Provide emergency telephone contact for the duration of the visit, where necessary.
- Ensure training needs of all involved in the process have been addressed.
- Provide access to named staff for advice.
- Maintain appropriate insurance cover.
- Have in place procedures to set standards for, and to carry out monitoring of safety during off-site activities and visits.
- Have guidelines and information in place for organising educational visits both at home and abroad.

Governing Body

Governors have the overall responsibility to ensure the health, safety and welfare of staff and pupils. Whilst they remain accountable for these responsibilities, the operational arrangement to achieve them may be discharged to the Headmaster and/or senior manager.

They should ensure that:

- The activity or visit has a specific and stated objective.
- They are informed about category visits – hazardous, residential and visits abroad, well in advance.

The Headmaster of Stafford Grammar School

The headmaster has the responsibility delegated to the Educational Visits Co-Ordinator (EVC) to ensure that:

- A nominated party leader has been appointed, with the appropriate experience and qualifications, who has delegated responsibilities for the control and operational aspects of the visit.
- The nominated party leader has sufficient time to carry out the planning tasks associated with the activity or visit.
- The party leader and any other members of the adult cover, including volunteers, understand their role and have the necessary skill, knowledge and experience to undertake the task required of them.
- The party leader has carried out all the necessary procedures and practices associated with planning, carrying out and monitoring the activity or visit.
- A risk assessment associated with the particular activity or visit has been carried out.
- Training needs of all staff and volunteers has been assessed and that plans have been drawn up to ensure their needs are met.

In addition the headmaster should:

- Ensure child protection procedures are in place.
- Have due regard for the extent of “on duty” time involved in the visit and take all reasonable steps to ensure any fatigue factor is kept to a minimum and does not adversely affect the well being of any party member.
- Make party leaders and adult helpers aware of any particular relevant characteristic about the young people in their care e.g. those who lack self confidence, those with special needs, medical problems etc.
- The EVC or another member of the Senior Management have approved the visit.
- Ensure that adequate insurance cover is provided.
- Ensure contact arrangements, both for the party leader and at the establishment, are known to all necessary personnel.

Educational Visits Co-ordinator (EVC)

The ISI, supported by the DfE recommendation requires that each establishment should create the post of an Educational Visits Co-ordinator. At Stafford Grammar School this role is carried out by the Deputy Head: Academic & Operations and Head of Prep. School, supported by the Headmaster and Bursar.

Functions of the Educational Visits Co-ordinator

- To support individual leaders of off-site visits, helping to establish:
 - a) The educational purpose of each visit
 - b) The procedures to manage the risks identified for the programme
- To support the Head and Governors with decision-making and approval.
- To organise the induction of party leaders, accompanying staff and adult/volunteer helpers. This is more than just appointing, and involves selection, observation and requires problem awareness and associated responses as well as how the activity(s) are normally conducted.
- To organise the training of party leaders, accompanying staff and volunteer helpers. This will commonly involve training such as first aid, hazard awareness, and appropriate leadership awards.
- Assessing the competence of party leaders, accompanying staff and volunteer helpers. This will commonly be done with reference to an 'awarding body' such as first aid, but could also include practical observation or verification of prior experience.
- To organise the emergency planning.
- Record keeping for individual visits including accident and 'near miss' reporting.
- Reviewing systems and from time to time, monitoring practice.
- Liaison with the employer.

EVC Competence

The EVC should be specifically competent.

Competence can be judged in relation to the size of the establishment and the extent and nature of the educational visits planned. Evidence of competence may be through qualification, but more usually will be through the experience of practical leadership over many years of off-site education e.g. Duke of Edinburgh Award Scheme, such competence will be identified in a person on the senior management team of the establishment.

The Party Leader

The Party Leader has the responsibility to inform the Headmaster of the establishment and the EVC of the proposed visit and its objectives, obtaining agreement for the activity or visit to take place, indicating the precise nature of the activities to be included, and the likely date, duration and venue for the activity or visit.

The Party Leader is expected to lead and control the operational aspects of the visit, with the support of the EVC, and clearly define each group leaders', volunteers' and

adult helpers' role and to supervise all staff in addition to maintaining the overall responsibility for the young people.

Party Leaders must ensure that they:

- Read, understand and are aware of the school governing body's regulations, guidelines and policies, and where applicable the appropriate National Governing Bodies of Sport policies and procedures.
- Appoint a deputy (all parties should routinely include two adults of appropriate gender, unless agreed otherwise with the EVC).
- Have due regard for the individual abilities of each young person and to ensure that the young person is not stretched beyond his/her capabilities.
- Issue all adult helpers/volunteers with a list of all group members, particularly those for which they have direct responsibilities.
- Carry out all the required planning and preparation prior to the activity and the monitoring and evaluation of the activity or visit.
- Are responsible for the control and discipline of all young people on the activity or visit.

If the Party Leader thinks the risk to health and safety of the young people is unacceptable, he/she must stop the activity or visit.

In addition, party leaders should have recently visited the site (recommended that this be within three months of the activity or visit), or at least be familiar with the type of environment to achieve good local knowledge of the area; or achieve this through reputable local guides or other qualified staff, if it is impossible to take part in an exploratory visit. This knowledge becomes even more important when certain hazardous activities are involved which not only require specialist knowledge and skill but also a thorough knowledge of the local environment and climatic conditions e.g. pot holing, skiing etc.

Party Leaders are responsible for briefing:

- All group leaders, adult helpers and volunteers of the details of the activity or visit, details of young people's particular needs, potential hazards and the appropriate steps to take in the event of an emergency. This may include establishing and delivering training needs.
- Parents and guardians throughout the planning and preparation stages by appropriate methods, which for an extended, residential or hazardous visit or a visit aboard, should include a meeting.
- The young people. This may include establishing and delivering training needs.
- The Headmaster of the establishment immediately prior to the activity or visit where necessary, and reporting the activity or visit on return.

Teachers, Youth Workers and Children's Workers

Teachers on activities or visits under the auspices of their employer must act as employees whether the visit takes place inside or outside the normal hours of the establishment.

Teachers who may be leading a group on an activity or visit should:

- Ensure the health and safety in their group, and act as a reasonable parent.
- Follow the instruction of the party leader, helping with control and discipline.
- Consider stopping the activity or visit, by notifying the Party Leader if they think the risk to health and safety of the young people is unacceptable.

Adult Helpers and Volunteers

Adult helpers and volunteers need to understand the objectives of the activity or visit and what is expected of them as helpers. They need to develop a rapport with party leaders to generate a continuity of supervision, and to follow the instructions of the party leader in order to help with the management and control of the young people. They will not be expected to take direct responsibility for the young people but will operate under the supervision and guidance of the party leader or group leader. They should speak to the party leader if they become concerned about the health and safety of any young people during the activity or visit.

Normally numbers of adult helpers/volunteers should not exceed the professional members of staff. However, there are exceptions. These exceptions should be based on an assessment of risk and therefore will vary with circumstances. Examples might be a specialist climbing trip where the volunteers may be highly qualified and experienced in carrying out the specialist activity on the visit.

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School Visits and Terrorism

Where a terrorist incident has occurred in the intended destination of a school visit, the Educational Visits Coordinator will risk assess whether to alter trip plans, including potentially abandoning the trip.

School groups could become caught in a terrorist incident and/or post-incident disruption following a terrorist incident.

A risk assessment will be carried out in line with normal practice, taking into account where the visit / activity is to take place and the potential increased risk of being affected by a terrorist attack.

Current threat levels will be checked on the terrorism and national emergencies area of the GOV.UK website and the MI5 website.

Managing risks before and during a visit

The school will consider the following precautions:

- Stay alert to local and national news before and during the visit.
- Enforce student awareness of cultural sensitivities, clothing and behaviour.
- Assess the needs of students with special educational needs or disabilities and their ability to react and respond to dynamic situations.
- Research the venue/s and as far as possible avoid occasions when large crowds are likely, unless integral to the purpose of the trip itself, or political demonstrations are planned in the area.
- Provide all pupils with a printed emergency contact card with the school's and group leader's telephone number on it and the address and contact number of the hotel as appropriate.
- Be additionally vigilant in crowded places such as shopping areas, travel hubs and stadiums.
- As far as possible, minimise the use of public transport (e.g. the underground), unless essential for the purposes of the trip.
- The trip leader will keep a copy of all pupils' mobile phone numbers whilst on the trip and all pupils will have the trip leader's number.
- Meeting places and emergency meeting places will be arranged.

Response to a terrorist incident whilst on a school visit

If a school group is caught up in a terrorist incident, the following measures should be implemented:

- Leaders should attempt to keep everyone together whilst moving away as quickly as possible. Keeping together may be difficult and is ultimately less important than speed of action and staying safe.
- Staying low and even better, moving away whilst behind solid objects such as concrete barriers or buildings (as opposed to just parked cars) will provide good protection
- If the need arises, pupils and staff should place themselves under the immediate direction of the police i.e. if they are told to run then they do so until they reach a safe location. This means that separation of the group is highly likely. An emergency meeting point and shared mobile numbers mean that the group can re-assemble as soon as possible. In this scenario, the 'Run, Hide, Tell' advice should be followed.
- Using public transport following a security incident may not be the best option as some terrorist organisations plan secondary attacks that specifically target transport.
- The group leader should notify the home contact as soon as practicable, noting the known whereabouts of all members.
- The school's crisis plan will be activated, including a SLT crisis team and communication centre.
- Arrange the group's return transport when the situation is sufficiently secure to do so. Parents should collect their children from school rather than travel to the incident location.

- Trauma counselling will be arranged as required for students and staff after such an event