TRIPS AND VISITS POLICY

April 2025

Trips & Visits Policy
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At a glance

This Trips and Visits Policy informs the processing of organising and undertaking off-site activities and educational trips, as well as the process of approval. Oasis Education is part of the wider Oasis family with a shared vision for community, a place where everyone is included, making a contribution and reaching their God-given potential.

Rooted in the story and beliefs of Oasis, we describe our ethos through a particular set of values that inform and provide the lens on everything we do. Our ethos is a statement of who we are, and it is an expression of our character. It is important to remind ourselves of these – they are:

- **A passion to include.**
- **A desire to treat people equally respecting differences.**
- **A commitment to healthy, open relationships.**
- **A deep sense of hope that things can change and be transformed.**
- **A sense of perseverance to keep going for the long haul.**

It is these ethos values that we want to be known for and live by. It is these ethos values that shape our policies. They are the organisational values we aspire to. We are committed to a model of inclusion, equality, healthy relationships, hope, and perseverance throughout all the aspects of the life and culture of every Oasis Hub and community. And it is vital that it is these ethos values provide the lens on our approach to and delivery of Trips and Visits for the children, young people and staff in our care.

OASIS use EVOLVE as a system for organising and managing the systems for trips and visits. All academies must ensure they have a fully trained EVC and use the always EVOLVE system effectively.

In brief, this policy aims:

- To set out OASIS requirements for managing and running off-site activities and visits.
- To make clear the aims and objectives that underpin educational visits and off-site activities.
- To give guidance on procedures and risk assessments to ensure the safe and responsible running of trips.
- To provide a summary of the roles and responsibilities for those involved in running a trip.
- To supply the documents to be used in planning and running off-site activities and educational visits.

This trips and visits policy is intended for use across OASIS Academies and is applicable to both primary, secondary and 6th form settings.

This policy should be followed when planning educational trips and visits.

Checklist

- ❑ Our approach to trips and visits is underpinned by the Oasis Ethos and 9 Habits.
- ❑ We will provide opportunities for students to develop their understanding of and growth in the 9 Habits and be deliberate in our approach to this.
- ❑ We will ensure that the safeguarding of our children and young people is our greatest priority in all our planning and preparation.
- ❑ We will liaise in a clear and timely manner with parents and guardians.
- ❑ We will make sure that all staff taking responsibility for trips and visits are fully prepared, equipped, and confident.
- ❑ We will be passionate about enabling inclusion through the trips and visits we plan and work hard to ensure barriers are removed.
- ❑ We will make sure that the trips and visits are recognised and understood as a vital part of giving our children and young people more and broader experiences and as such are what it means to be a student in Oasis.
- ❑ We will develop the curiosity and aspirations of our children and young people, helping them to develop a deep sense of hope about who they are and who they are becoming.
- ❑ We will seek out opportunities for students to learn a variety of new skills.
- ❑ We will broaden students' knowledge and experience of traditions and cultures and help them to grow as champions of equality, diversity and inclusion.

In brief

Trips and Visits Overview

The Oasis One Plan clearly identifies the Oasis approach to learning and curriculum. Trips and visits are an expected aspect of Oasis teaching and learning approaches. Students character, competence, and development as builders of community at local, national and global levels can be initiated, invigorated and enhanced by practical working or lived experiences outside of the academy; trips and visits offer a fabulous opportunity for this important aspect of learning.

There is a clear rationale within the new Ofsted framework for the development of cultural capital. Trips and visits offer a fantastic opportunity for this development, and this is especially important as Oasis mainly work in areas of high disadvantage where there is less opportunity to discover theatre, art galleries, museums and other culturally important sites and events.

OASIS recognises and accepts that learning that takes place out of the classroom is a valuable tool in all our students' education **if conducted within a safe and healthy environment**. It is the intention of OASIS and the academy that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on academy visits.

The overall high quality of planning and leadership on academy off-site activities will be evident from the contribution these activities will make to the all-round ethos of the academy, the interaction between students and staff, and the quality of the learning experience. The impact of this policy will be regularly evaluated and, where necessary, changes made for improvement.

All employees and volunteers have a duty to take reasonable care to avoid injury to themselves and others and-co-operate to ensure statutory duties and obligations are fulfilled. This policy can only be successfully implemented with the full co-operation of everyone concerned.

Safeguarding

Educational trips and visits are not treated separately from other aspects of safeguarding and health and safety. This policy is to ensure the safeguarding and promotion of the welfare, health, and safety of all our students and staff, on activities outside the academy. It also serves to promote good behaviour coupled with a duty of care on all activities.

Monitoring & Review

The Principal will monitor the implementation of this policy and will report annually on off-site activities and educational visits to the Regional Director. OASIS will review the policy at least every year and assess its implementation and effectiveness, taking into account the views expressed by Academies.

This policy is also reviewed by the OASIS National Safeguarding Steering Group and/or the National Director of Safeguarding to ensure that all aspects of Safeguarding and Child Protection have been considered and implemented

Equal Opportunities

In implementing this policy OASIS expects the academy to take into account equal opportunities policies, and to ensure that any reasonable adjustments are made to accommodate all students who wish to participate. Similarly, OASIS expects the academy to take into account the Safeguarding and Child Protection Policy, and to ensure that all efforts are made to adhere to all its specifications on any trip or visit, in the same way it would at the academy on any school day.

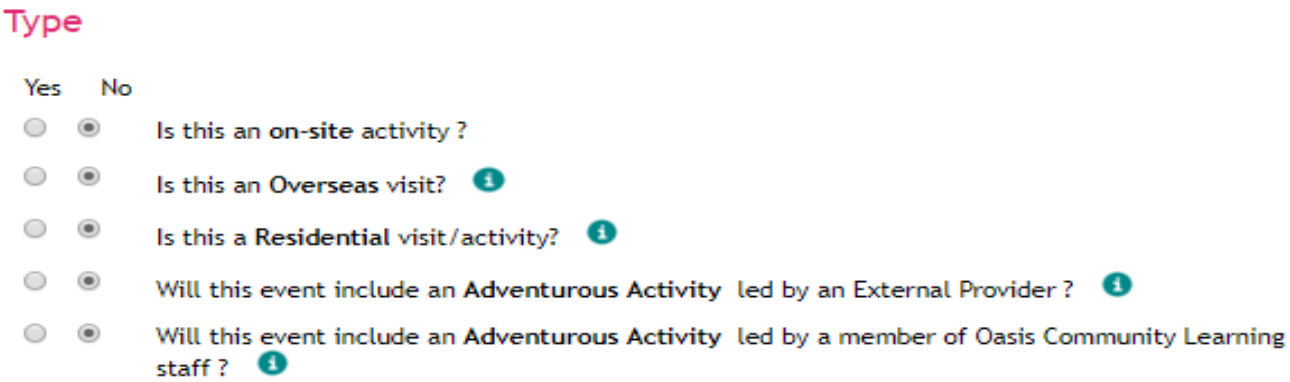
System Requirements

Oasis subscribes to EVOLVE*visits* to manage trips and visits within our academies – it is a requirement that this is the only system used to plan and approve Trips and Visits, paper/phone applications will always be rejected.

- A feature of EVOLVE*visits*, is that documents, risk assessments, participant lists and contact details can all be stored within the EVOLVE system – therefore it is an expectation that the system will be used to its fullest.
- EVOLVE*visits* users can also download EVOLVE*go*, a phone/iPad version of the system, which allows trip leaders access to all the documentation stored on EVOLVE*visits*, minimising the need to carry confidential paperwork etc. on a trip. EVOLVE*go* also connects to Bromcom thus allowing registration lists to be updated in real time and roll calls to be recorded.
- Academies can also utilise EVOLVE Local Area Trips allowing the EVC and Principal to access to a 'cut down' version for low risk, local, regularly occurring trips that will make authorisation much easier.

Trip Types

Throughout this policy, off-site activities and visits are categorised by risk types as Low Risk, or Higher Risk. When using EVOLVE*visits*, you will need to specify whether your trip falls into any of the below categories:



Low risk:

Any on-site activity or a day trip ***without*** overnight stay, that do ***not*** have an element of 'adventure' and do **not** involve water e.g., museums, art galleries or local sports fixtures.

Higher risk:

Any overseas trip, any residential trip, or any 'adventurous' trip or expedition, **including any activity involving water** (not including regular swimming lessons with lifeguards) e.g., day trip to an outdoor pursuits centre, expeditions, or sailing. Included as a Higher Risk Trip is the Oasis Student Leaders Residential Trip (see appendix C for a specific flow chart).

Higher risk trip to an Oasis Global Partner:

These are trips that involve visit to an Oasis Global Partner country that may or may not involve overnight stays, and will be organised by Michelle Briers, the Head of Oasis Global Partnerships, in the Oasis National Office.

Timelines for Organising Trips

To ensure smooth planning and prevent any last-minute hiccups, it is important to be mindful of the time required to organise and sign off a trip, particularly for those deemed Higher Risk. Trip Leaders should therefore always work within the following timelines (see Appendix A):

Low Risk Trip):

- For trips undertaken regularly (e.g., sports fixtures), where risk assessments are already in place, authorisation must be obtained a minimum of **two weeks** in advance of the event. These are signed off at academy level using the EVOLVE*visits* system; by the EVC for on-site visits, and by the Principal for any off-site.
- For new trips or those not regularly undertaken, authorisation must be obtained a minimum of **one month** in advance of the trip on the EVOLVE*visits* system.

Higher Risk Trip: authorised by the RD using the EVOLVE*visits* system

- For **any** trip involving water (*not* including regular swimming lessons with lifeguards), authorisation must be obtained a minimum of **3 months** in advance of the proposed date (including school holidays).
- For trips with an overnight stay and/or the EU, authorisation must be obtained a minimum of **3 months** in advance of the proposed date (including school holidays).
- For trips with an overnight stay outside the UK and EU, authorisation must be obtained a minimum of **3 months** in advance of the proposed date.
- For day trips within the UK with no overnight stay, authorisation must be obtained a minimum of **2 months** in advance of the proposed date (including school holidays).
- In exceptional circumstances we will consider authorising a trip outside these timescales. However, funding for the trip must be in place for this to happen.
- See Appendix C relating to timelines for the Oasis Student Leaders Residential trip.

Organising a Trip on EVOLVE*visits*

When organising a trip, details must be submitted on EVOLVE*visits*, along with the following attachments (which can be found on the 'Resources' page on EVOLVE), before the trip can be approved:

- Full Risk Assessment (use template EVOLVE*visits*). This should cover not just the risks at the venue, but also those involved in travelling to the venue, and risks involving the medical needs for students.
  Quick Check Form – see Appendix 1a. You may feel like this form duplicates some of the information you have already been asked for, but it is a great form for your Principal and your Regional Directors to look over to ensure all the most important

information has been captured. Your trip leader may also take a hard copy of this form with them on the trip to refer to.

- Itinerary - there is no standard form for this document, but it should include key details such as departure and arrival times, a brief outline of the planned activities happening each day, including the activity locations and approximate times wherever possible. This is to enable a proper and full assessment of any risks to take place.

Authorisation and Notification

- **All Low-Risk** trips must be authorised via EVOLVE by the **EVC** only for on-site, or both the EVC and the **Principal** for off-site visits before the trip can be approved. The three documents listed above must be completed and submitted to obtain this approval. *Please note that any trip or visit involving water is classified as a Type B trip and requires authorisation from the Regional Director (except for regular swimming lessons with lifeguards).*
- **Higher Risk** trips must be authorised via EVOLVE*visits* by the **EVC**, the **Principal** and approved by the **Regional Director** before the trip can go ahead. The three documents listed above must be completed and submitted to obtain this approval.
- For the Oasis Student Residential authorisation is required by the EVC, Principal and Regional Director is close liaison with the trip organiser. Where possible overarching risk assessments will be undertaken by the organiser and then shared with the EVC so they can be uploaded to the individual academy EVOLVE*visits* systems.

OASIS will consult outdoor education advisors as required to assess the suitability of the risk assessments and provide feedback.

Trip Aims and Objectives

Each educational visit should have clear curriculum links, identifiable in the academy's curriculum programmes.

Every visit and activity must have clear aims and objectives. The general aims and objectives to deliver exceptional educational through visits/activities are:

- Developing the 9 Habits.
- Learning of a variety of new skills.
- Developing self-confidence, self-reliance and resilience, maturity, awareness, and a sense of responsibility.
- Working co-operatively with others.
- Providing experiences outside the scope of the normal curriculum.
- Promoting the achievement of short-term goals.
- Reinforcing the development of social and personal skills in new situations.
- Encouraging personal reflection and self-assessment.
- Broadening knowledge and experience of another culture.

- Encouraging a sense of belonging and community.
- Promoting and improve personal physical ability, wellbeing and inclusion.
- Visiting a foreign country and encourage students to use a foreign language.

Responsibilities

The Principal

The Principal has responsibility for the day-to-day implementation of off-site activities and visits procedures and conditions for all staff and students.

At the Principal's discretion, a trip can be cancelled because of local knowledge or a national position regarding a terror threat or other contextual circumstance. This includes incidents where the UK's security levels may have changed to 'critical'.

The Principal's role and responsibilities regarding Off-site activities are as follows:
General:

- Ensure that the academy's equal opportunities policies are taken into account, particularly the requirement to make all possible provision for those with disabilities and special educational needs.
- Ensure that appropriate financial management procedures are in place, in line with OASIS requirements.
- Ensure that the academy can be run efficiently in the absence of staff engaged in the activity or visit.
- Be aware of the insurance provisions available for appropriate risk assessments to be undertaken before the trip or visit especially if there are children with special education needs or disabilities as well as those on medication.
- Ensure that additional insurance cover is purchased for any winter sports trips, such as skiing. This is an exclusion from the OASIS policy so will add to the cost of the trip.

With regard to the Educational Visits Coordinator (EVC):

- Appoint a suitable senior member of staff to be the Educational Visits Coordinator (EVC). S/he will act on behalf of the Principal in ensuring the quality and safety of all the academy's educational visits and will ensure that all educational visits follow the agreed procedures.
- Ensure that the EVC is appropriately trained on the EVC role and the use of EVOLVE*visits* within OASIS.
- Ensure the EVC training is repeated every three years through the agreed OASIS providers.
- Ensure that the EVC is supported in matters relating to educational visits and off-site activities and that s/he has the appropriate time and expertise to fulfill their responsibilities.

Authorisation for trips:

- The Principal must approve **Low Risk and Higher Risk** visits or delegate as appropriate to a designated senior staff member; and
- Ensure that the Regional Director has approved any Higher Risk activity before trip planning goes ahead.
    i. Please note that any trips or visits involving water are classified as a Higher Risk Trip (not including regular swimming lessons with lifeguards).

Safeguarding, Health and Safety and Risk Assessment:

- The Principal is responsible for ensuring effective safeguarding processes.
- Make sure that adequate child protection procedures are in place; including all staff and volunteers being DBS checked and having relevant training/instruction (See Recruitment and Selection Policy).
- Authorise risk assessment/s for the trip, checking that appropriate safety measures are in place.
- Approve the choice of Trip Leader and deputy Trip Leader. They must be suitably competent to instruct the activity and monitor risks throughout the visit, having sufficient experience of running off-site activities and supervising and organising the age groups attending.
- Allow Trip Leaders sufficient time to organise the visit/activity properly.
- Where a student presents an additional risk around active suicidal ideation, significant self-harm or operational defiance that means they will not follow staff direction an additional risk assessment should be undertaken and discussed with the insurer. It is likely that the trip insurance **will not** cover these students, and their participation will be curtailed.

Planning for emergencies:

- Ensure all staff are made aware of and understand the DfE and OASIS guidance on emergency planning and procedures. Training and briefing sessions must be provided for staff as necessary, including having read this policy/guidance document.
- **Ensure trip leaders are aware of local emergency services before activities take place.**
- Ensure an emergency procedure is in place so that parents are informed quickly about any major incident on a trip through the Home-Based Contact, rather than through the media or anyone else.
- Ensure an Emergency Protocol Checklist has been developed for the trip and is easily accessible during the trip, should an emergency arise.
- The Home-Based Contact should have the authority to make significant decisions. S/he should be contactable and available for the full duration of the visit 24 hours a day. S/he should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number.
- Support should be requested from OASIS when dealing with media enquiries. Please contact comms@oasisuk.org in this event.

The Education Visits Coordinator (EVC)

The role and responsibilities of the EVC will be agreed with the Principal and will include the following:

General responsibilities:

- Ensure that all trips and visits meet the OASIS requirements as laid out in this policy.
- Oversee the approval of trips by liaising with the Principal and the Regional Director, complying as far as possible with the timelines laid out in this policy.
- Ensure financial procedures (including the Charging and Remissions Policy) are adhered to and be aware of the need to obtain best value for money.
- Ensure that all reasonable and practicable measures are taken to include young people with medical or special educational needs on a visit; and report as required to the Principal.
- Be aware of the insurance provisions available for appropriate risk assessments to be undertaken before the trip or visit especially if there are children with special education needs or disabilities, as well as those on medication.
- Arrange for additional cover from Zurich Insurance for winter sports trips such as skiing. This is not covered under the standard OASIS insurance policy.

Parental notice and Permission:

- Ensure that all parents/carers are informed about details of the trip including the nature of activities.
- Ensure that all permissions and medical forms are completed and received for trips. Academies may wish to adapt the permission form according to the type of trip, to include questions for example, 'does your child swim?'
- Ensure that for Higher Risk visits a parents' and students' meeting is arranged prior to the visit. At this meeting at least one parent and the student should be expected to attend as a prerequisite to the student being allowed on the trip. In exceptional circumstances where parents and students cannot attend the meeting adequate arrangements must be made to brief them about the risks and nature of the visit/activity.
- Parents must understand the importance of knowing the trip arrangements and providing their own emergency contact numbers.

Health and Safety:

- Provide necessary supervision, training, and instruction so that all staff and students can undertake school-related activities and visits in a healthy and safe manner.
- Ensure that adequate first-aid provision will be available on each trip.
- Make sure there is adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction, and supervision.
- Ensure that bookings are not completed until external providers have met all the necessary health and safety assurances.

- Keep records of visits, incidents, and near-accidents.

Risk assessment and special needs considerations:

- Ensure all risk assessments made by the academy are completed using the correct form for type A and B trips.
- Risk assessments for all trips must be read and approved by the EVC and the Principal (or a delegated senior member of staff).
- Risk assessments for Higher Risk trips must be checked and signed off by the EVC, the Principal, and Regional Director who will obtain further advice from a LOtC Education Advisor where required.
- Ensure that where possible pre-visits have taken place and advise the Principal in cases where a pre-visit may not be feasible.
- Check that issues identified by an exploratory pre-visit are satisfactorily resolved within the risk assessment.
- Ensure that specific items in the risk assessment (for example, overnight security, room, and floor plans - where possible) are checked by the appropriate individuals prior to departure.
- All possible arrangements must be made to support the medical and special educational needs of the students attending, and such considerations must be addressed in the risk assessments.

Emergency procedures:

Ensure the following procedures are in place, to be used in the event of a major incident on the trip:

- A Home-Based Contact (who is a senior member of staff not attending the activity/visit) must be appointed, who can be contacted at any time in case of an emergency. S/he should be on call for the full duration of the visit 24 hours a day and live within reasonable travelling distance of the academy. He or she should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number.
- A list of all students, staff and volunteers attending the visit, with contact numbers, must be kept by the academy and by the Home-Based Contact throughout the duration of the visit.
- A list of names with contact details for all parents/carers of students and the next of kin for accompanying teachers and other supervisors must be kept by the academy and the Home-Based contact throughout the duration of the visit.
- The Trip Leader should construct a ‘telephone tree’ which is available to all parents/carers, the Home-Based Contact, and staff on the trip.
- Ensure that students, parents/carers, group supervisors and others as necessary are given written details of these procedures prior to the trip departure.
- A separate phone number should be provided to parents that can be used 24h a day in case of any serious queries or concerns. In some cases, a tour provider will be able to provide the emergency number.

Safeguarding and Child Protection:

- Ensure that DBS disclosures, and all other documents, for all adult volunteers attending the trip are in place and up to date (See Recruitment and Selection Policy).
- Ensure that the ratio and gender balance of supervisors to students is appropriate for the needs of the group and in line with this policy.

Trip Leaders and Other Group Supervisors

- The EVC will ensure there is a competent and appropriately experienced Trip Leader and Deputy Trip Leader for the trip/activity. For the Oasis Student Residential the Trip Leader will be a designated employee of Oasis.
- Assess the competence of prospective leaders and supervisors in terms of relevant qualifications and experience.
- Organise appropriate training and induction for Trip Leaders and supervisors prior to the visit.
- Brief Trip Leaders and supervisors about the emergency procedures as part of the risk assessment briefing and ensure that the Trip leaders, supervisors, and the Home-Based Contact have ready access to them during the visit.
- The Trip Leader, group supervisors and Home-Based Contact must have the names and contact details of all adults and young people travelling in the group, and the contact details of parents/carers and next of kin for staff and other supervisors.

Contractors and travel arrangements:

- Make sure there is an acceptable procedure for choosing appropriate contractors (e.g., tour operators) and that wherever possible they have the LOtC Quality Badge.
- Check that contractors have adequate emergency support procedures, and that these will link to the academy's emergency procedures, for example:
    - Ensure the company shows due diligence in checking the safety and suitability of accommodation and transport (e.g., students should ***not*** be expected to share beds; the road transport ***must*** have seat belts etc.).
    - Details of insurance documents should also be obtained and checked. Staff who need assistance with this should see the EVC.
- Check that the mode/s of travel planned are appropriate.
- Check that the travel times out and back are appropriate, including pick-up and drop-off points.
- Ensure there is adequate and relevant insurance cover.

Pre- & Post Trip Arrangements

Prior to departure:

- A confirmed list of all students, adults and staff accompanying the trip must be uploaded to EVOLVE*visits* and available at the academy throughout the duration of the trip, including contact details and designated roles.

- The Home-Based Contact must download the trip details on EVOLVE*go* to their device and keep a copy of all staff, supervisors', students', and parent/carers' contact details on them throughout the duration of the trip.
- Contact details for the trip venue(s) must be recorded on EVOLVE*visits* and available to the academy throughout the duration of the trip.
- Ensure that there is a fully risk-assessed contingency plan, covering for example the implications of staff illness, the need to change routes or activities during the visit and any delays including a late return home.
- Ensure the emergency plan (as in the Risk Assessment section above) is in place and that the Home-Based Contact and all staff attending the trip are aware of this.

On return from a visit:

- Ensure that visits are evaluated to both inform the operation of future visits and to identify training needs. Further staff training should be made available where a need is identified.
- Ensure that serious incidents, accidents, and near-accidents are recorded, investigated, and reported to the Regional Director and recorded on the National Escalations Log.
- Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- The EVC should also ensure that upon completion of a visit or activity the complete file of names, addresses, insurance arrangements, contacts, procedures etc., kept for at least three years within the EVOLVE*visits* system. This information would be required in the event of any future claim arising from any incident that may occur on the visit.

Regional Directors

The Regional Directors have overall responsibility for monitoring the quality and safety of all academy off-site activities and will:

- Make themselves familiar with the requirements of the appropriate legislation and codes of practice.
- Monitor the management and approval procedure for educational visits and off-site activities.
- Consider for approval, any proposals for Higher Risk trips.
- Provide guidance on the financial management procedures to be used for trips and visits (including the Charging and Remissions Policy).
- Support the academy in any emergency, including dealing with the media.
- Periodically support the assessment and effectiveness of this policy and ensure that any necessary legislative / organisational changes are made; and
- Ensure that information and guidance provided by the DfE is available to inform OASIS policy, practices and procedures relating to the quality of health and safety of the staff and young people on trips and visits.

The Role of the Trip Leader (and deputy trip leader)

Trip Leaders have the responsibility to oversee the preparation and execution of the visit and to ensure that safety is the prime concern. They must ensure that the visit is a quality experience for the students attending and that it meets the stated objectives.

The specific responsibilities of the Trip Leader (and Deputy Trip Leader) are as follows.

General responsibilities:

- The Trip Leader and Deputy Trip Leader should be fully conversant with this policy and ensure that staff, students, and others attending the trip comply with its requirements.
- Trip Leaders must make themselves familiar with the requirements of health and safety legislation and codes of practice, and financial regulations that are relevant to educational visits.
- The Trip Leader has overall responsibility for the supervision and conduct of the visit, including health and safety considerations, risk assessments, and the emergency plan.
- Trips Leaders should exercise the reasonable duty of care that a careful parent would exercise in the same circumstances.
- The Trip Leader is responsible for briefing all accompanying staff, supervisors, parents, and helpers prior to the trip.
- Be aware of the insurance provisions available for appropriate risk assessments to be undertaken before the trip or visit especially if there are children with special education needs or disabilities as well as those on medication.

Organising a Trip:

- Before organising a visit, the Trip Leader must have read and understood the academy's Off-Site Activities and Educational Visits Policy, and all related guidance (available as appendices to this document).
- Initial approval must be obtained as required for all trips, abiding by the guidelines and timescales laid out in this policy.
- Ensure parents are aware of the educational purpose of all trips (including those of religious nature).
- Ensure all staff and volunteers attend a pre-trip meeting (regardless of the frequency of the trip, or the experience of the staff members attending).
- Ensure all documents are uploaded to Evolve.

Health and Safety:

- The academy's health and safety policies, guidance and procedures must be followed.
- The Trip Leader must be able to control and lead students of the relevant age range.
- The Trip Leader must be suitably competent to instruct students in an activity and be familiar with the location/center where the activity will take place.

- The Trip Leader must ensure that adequate first-aid provision will be available, including, if possible, a designated first aider to accompany the trip.
- Consider stopping the visit if the risk to the health or safety of the students is unacceptable and have in place procedures for such an eventuality.
- Ensure all volunteers complete a Volunteer Medical Form.

Risk Assessment and special needs considerations:

- Undertake and complete a comprehensive risk assessment for the visit/activity using OASIS risk assessment framework for all trips. The risk assessment should include travel to and from the academy.
- It is your responsibility to check that you are completely happy with this assessment and to complete the UK element of the risk assessment of the trip, e.g., transport to and from the UK airport. You should also have a contingency plan, covering for example the implications of staff illness, the need to change routes or activities during the visit and any delays including a late return home.
- Ensure that all possible arrangements are made to support the medical and special educational needs of the students attending, and that such considerations are covered in the risk assessment.
- Conduct an exploratory pre-visit to the trip venue, where reasonably practicable, to undertake a venue audit (a venue audit template is available on the EVOLVE*visits* resource section). Issues identified by an exploratory pre-visit must be satisfactorily resolved within the risk assessment.
- For residential visits a risk assessment of the accommodation must be provided.
- Ensure a copy of all risk assessments are provided to all accompanying adults prior to departure.
- All risk assessments must be checked and approved as described in this policy before a trip can go ahead.

Emergency procedures:

The following procedures must be in place, in case of a major incident on the trip:

- A Home-Based Contact (who is a senior member of staff not attending the activity/visit) must be appointed, who can be contacted at any time in case of an emergency. S/he should be on call for the full duration of the visit 24 hours a day and live within reasonable travelling distance of the academy. He or she should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number.
- A list of all students, staff and volunteers attending the visit, with contact numbers, must be kept by the academy and by the Home-Based Contact throughout the duration of the visit.
- A list of names with contact details for all parents/carers of students and the next of kin for accompanying teachers and other supervisors must be kept by the academy and the Home-Based contact throughout the duration of the visit.
- The Trip Leader should construct a ‘telephone tree’ or similar which is available to all parents/carers, the Home-Based Contact, and staff on the trip.

Ensure that students, parents/carers, group supervisors and others as necessary are given written details of these procedures prior to the trip departure.

Student Welfare and Child Protection:

- Valid DBS disclosures for all adults attending the trip must in place.
- Ensure that all accompanying adults are familiar with the academy's Child Protection policy and procedures.
- Provide enough information on the students proposed for the visit/activity to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- The ratio and gender balance of supervisors to students must be appropriate for the needs of the group and in line with this policy.

Regarding group supervisors (other staff or volunteers attending the trip):

- Clearly define each small group supervisor's role during the visit/activity and ensure all tasks have been assigned.
- Ensure that all group supervisors are aware of and accept the nature of the responsibilities and roles they will assume and that they are advised of their position regarding personal responsibility.
- Ensure that group supervisors have details of the Home-Based Contact.
- Ensure that the Deputy Trip Leader and other supervisors have the details of young people's special educational or medical needs which will be necessary for them to conduct their tasks effectively.

Prior to departure:

- Ensure that briefing meetings are held as appropriate for students, parents, teachers, and other group supervisors, so that they are fully aware of what the proposed activity/visit involves.
- Brief all the young persons about their tasks, arrangements, organisation, and the behaviour that is expected of them during the time of the visit/activity.
- Have a fully risk-assessed contingency plan, covering for example the implications of staff illness, the need to change routes or activities during the visit and any delays including a late return home.
- Make sure the Home-Based Contact and all staff attending the trip are aware of the emergency plan and contingency plan.
- The Trip Leader should always carry a list of names, addresses, ages, and brief medical history of the students attending (utilising EVOLVE*go*). It is also advisable for all other adults to have copies of this information, within the considerations of some information being of a confidential nature.
- Circulate to all staff a list of the students who will be absent from school due to being on a trip.
- Ensure that all Volunteer Medical Forms have been received (pro-forma on EVOLVE*visits*).
- Ensure the Trip Leader has 'EVOLVE*go*' loaded onto their phone so they can access all the trip documentation.

During a visit/activity:

- Establish clear procedures for safe practice during the visit/activity.
- Ensure that wherever possible on a visit or activity, rendezvous arrangements with an appropriate place and time are agreed if the party should become separated. These would be best made on arrival at locations where possible so that suitable locations can be identified.
- Ensure that every member of the group knows in advance the course of action to follow if they get lost.
- Ensure every group has a named person in charge.
- Whenever a party is to be subdivided, or the Trip Leader is to be absent for any reason, the Trip Leader must make a clear delegation of responsibility to another adult.
- If a Trip Leader delegates responsibility for the supervision of some, or all the young persons at various times to other members of the staff team, they must satisfy themselves that this individual to whom they are delegating responsibility:
  - Is competent to take charge of the group of young people undertaking the activity in this locality.
  - Has been fully and properly briefed as to their role and responsibilities.
  - Is aware of the next meeting place and time and is fully conversant with the procedure to adopt in the event of an accident, or emergency arising within the party.
- The Trip Leader must always ensure that during the visit or activity, each member of staff knows exactly for which young persons they have a responsibility and where those young persons are always, and that each young person knows who the leader is of their group.
- The Trip Leader is recommended to hold a brief daily staff meeting at the start of the activity or start of the day.
- Ensure hard copies of all Volunteer Medical Forms are brought on the trip and kept in a secure place.
- Roll calls and registers should be completed on 'EVOLVE*go*' so they can be recorded.

On return from a visit:

- On return to the academy the Trip Leader should notify both the Home-Based Contact and the Principal of a safe return. A short telephone call will fulfil this requirement.
- After returning from the trip, the Trip Leader is responsible for reviewing and recording details of the visit by completing the evaluation form.
- Write any thank you letters where required.
- Ensure that all Volunteer Medical Forms are shredded.

Supervisory Staff and Volunteers

The time and commitment offered by supervisory staff and volunteers are essential to the running of any trip. Here are some guidelines for those staff and volunteers participating in visits as to their roles and responsibilities.

General requirements and responsibilities:

- Be familiar with the requirements of this policy and other guidance relating to health and safety.
- Do what is reasonably practicable to ensure the health and safety of everyone in the group.
- Be clear about the objectives of the visit.
- Attend briefing meetings as required by the Trip Leader.
- Understand the safety management procedures for the visit, including the emergency plan and the contingency plan.
- Undertake any organisational tasks assigned by the Trip Leader that are within their competency.
- Never supervise a party of more than 10 of any age; and never more than stated ratios for any age.
- Never be in a situation remote (out of eyesight) from the support of the leaders or other appropriate members of staff.

Volunteers and non-OASIS employed adults acting as supervisors:

- Any adults on the visit/activity not employed by OASIS must be clear about their roles and responsibilities during the visit/activity.
- All adults attending the trip must be DBS cleared (See Recruitment and Selection Policy) if they are to supervise a group of students. If they are attending the trip as additional escorts but not taking responsibility for students, the adult must be always supervised by an Oasis staff member.
- They must not be left in sole charge of students except where it has been previously agreed as part of the risk assessment.
- They must follow the instruction of the Trip Leaders and help with the control and discipline of students.
- Speak to the Trip Leader or academy staff if concerned about the health or safety of students at any time during the visit/activity.

Insurance and Safety Management

Insurance:

The academy has insurance cover for students and staff on off-site activities. The cover includes Personal Accident, Medical Expenses, Cancellation or Curtailment, Baggage and Money, and applies to travel world-wide.

EVCs and Trip Co-ordinators should not purchase insurance built into other trip charges, as this will add unnecessary expense to the trip. However, they should be aware of the following exceptions.

- OASIS' cover does not extend to anyone on the trip who is 70 or above. Anyone in this age group should be advised to purchase their own insurance cover if they are part of the trip and to provide evidence they have done so. They should not attend without insurance cover.
- The policy also **does not cover** anyone – staff, student, or helper – who is travelling or intending to travel against medical advice. This condition should be publicised to the parents or carers and staff on the trip, who should be advised to obtain a "Fit to Travel" letter from their GP in advance (in terms of mental health, this letter of assurance should be provided by their CAMHS worker). Anyone on a trip (student, staff member, and helper) will need to have declared if they have a pre-existing medical condition (there is no need to declare individual circumstances) and, if so, that they are 'fit to travel' via a letter from their GP. Failure to do so will mean that the insurance cover will **NOT** cover them.
- Winter sports (such as skiing and some other hazardous activities) are not covered by OASIS' insurance policy. The EVC or Trip Co-ordinator should contact their academy finance lead to obtain a quotation from Zurich Municipal (OASIS' insurer) for these trips. If this is not felt to be competitive, the finance lead can obtain quotations from other providers. The costs of this extra cover in the case of winter sports will need to be built into the charges to parents.
- Trips involving the Cadet Force (Army, Navy, Air, or Combined Cadet Force) should consult with their military liaison regarding MoD insurance cover for high-risk activities, the EVC should check with Zurich Insurance to establish what activity is and isn't covered and that the MoD cadet insurance is in place.

The Trip Leader should take all relevant information with them on the trip, and a copy of the academy policy, which can be obtained from the finance lead.

Risk Assessment and Risk Management

Risk assessment and risk management are legal requirements. The aim is to make sure that no one gets hurt or becomes ill where this could have been reasonably foreseen. The risk can be minimised by:

- Supervision of students.
- Protection of students & Staff.
- Training; or
- A combination of these.

The academy is only responsible for risk assessing those parts of the visit/activity that it is organising. If services are being "bought in", then the provider is legally responsible for risk assessing these parts of the activity. However, the Trip Leader must confirm that the risk assessments are in place, and the academy risk assessment should take note of this.

The academy is always responsible for risk assessing the students they are accompanying.

A risk assessment is no more than a careful examination of a hazard that could cause harm to people during activities. In this way, the leader can weigh up whether he/she has taken sufficient precaution to prevent harm or whether more needs to be done. The aim is to take all reasonably practicable steps to make sure that no one gets hurt or becomes ill. This risk assessment is not just focused on the student but should also look at the potential harm to staff, including any risk posed by students.

A written risk assessment ***must*** always be carried out before setting off on a visit or activity, whether residential, day or part day. This is normally undertaken by the Trip Leader with relevant help from the Educational Visits Coordinator (EVC). The appropriate Oasis templates are available from the EVC and is also included in the Resources section of EVOLVE*visits*.

A copy of the completed Risk Assessment form ***must*** be submitted via EVOLVE*visits* before the visit or activity commences, to receive approval from the EVC, Principal and Regional Director (for higher risk activities. Risk assessments should be made available to parents at briefing evenings and displayed prior to the visit in order that participating students can read and understand its content.

The completed risk assessment must be read and understood by all staff accompanying the off-site visit/activity and each member of staff should have a copy of the agreed risk assessment and control measures.

The risk assessment should include consideration of the following:

- What are the hazards, and what level of risk do they offer?
- Who is affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the Trip Leader guarantee that these safety measures will be provided?
- What steps will be taken in an emergency?
- What information/training is necessary for the group members?
- Is the protective clothing and equipment fit for purpose?

The risk assessment should also explicitly cover how special educational needs and medical needs are to be addressed. Risk assessments may need to be updated as the number or type of students change.

When conducting a risk assessment, leaders should ask themselves this question – “Is what I am about to do such that I would do it if it was my own child of this age, ability and aptitude?” Unless the answer is an immediate “Yes,” then do not do it! Change the arrangements so that you are confident that you will be personally satisfied with them for your child.

The programme of a visit, as set out in the risk assessment, should not be deviated from. However, any risk assessment should be on-going such that it can take account of, for example, illness of staff or students, behaviour of students, changes in weather, or availability of activities. This also includes emergency situations.

Ongoing Risk Assessment

The Trip Leader and at least one other member of staff should reassess risks whilst the visit/activity takes place. On-going risk assessments normally consist of judgements and decisions as the need arises. They must take account of local expertise on, e.g., **tides, potential for flooding**, volume of traffic, local hazards, adverse weather conditions etc. On-going risk assessments are not usually recorded until after the visit/activity but ***must*** be recorded as soon as possible when a copy should be given to the EVC. This is often referred to as a "Plan B" or contingency plan.

The EVC will be available to assist colleagues who need assistance in completing a risk assessment.

Risk Assessment for SEN students, or Those with Pre-existing Medical Need or Disability

The Equality Act (2010) places duties on the academy not to discriminate against students for reasons relating to disabilities. The Oasis ethos also means that we would want to ensure the inclusion of students with a disability on off-site visits. The Educational Visits Coordinator (EVC) will help with details.

Where students are identified as having special needs this must be reflected in a higher staffing ratio and potential risks posed to staff, which must not be less than that which applies on-site, and in most cases will need to be higher. Staff would need to take into account the terms of the SEN and Equalities Act. ***All reasonable steps must be taken to include young people covered by the Act***.

The risk assessment must explicitly cover how special educational needs and medical needs are to be addressed.

- Anyone on a trip (student, staff member, and helper) will need to have declared if they have a pre-existing medical condition (there is no need to declare individual circumstances) and, if so, that they are 'fit to travel' confirmed via a letter from their GP. Failure to do so will mean that the insurance policy will NOT cover them.
- It should also include details of any special aids and equipment that the student may need and details of any such items to be brought from home or obtained prior to the visit.
- Consideration should be given as to the safe storage/carriage of medicines (i.e., cool box, lock box etc.).

- An accompanying letter from a physician should also be obtained, particularly for overseas visits, to cover the carrying and use of prescribed medication and equipment – to be shown if challenged by customs staff.
- As stated within the Oasis Medical Needs and Medicines Policy, written consent should be sought from the parent/carer for Staff to be able to dispense over-the-counter medication e.g. pain killers during the time of a residential trip. The form of the consent should follow the template and guidance given in that policy.
- Please do also ensure you are aware of airline requirements for travelling with medical equipment.
- Discussion with parents and health professionals may be required to determine how to best accommodate and support any students with special educational or medical needs.

Where students have statements of special educational needs which provide support in school for access to the curriculum, and where the visit or activity takes place during term time, the level of ancillary support may be used at the same level as provided by the statement.

- The academy should, however, build the costs of the necessary support beyond this into its planning for the visit or activity so that it is included in the overall package. In certain circumstances, other funding may be available for students with physical disabilities. For details, please see the EVC.
- For students with mobility difficulties who hold a “Blue Badge” for parking concessions, it may be beneficial for the Blue Badge to be displayed in the windscreen of the coach. Mention of this at the arrival of a venue may result in priority parking as close as possible to the venue entrance. Similarly, mention of a Blue Badge at a Ferry Port would usually result in priority loading such that the coach is parked close to the lifts on the vehicle decks. It may also be of significant benefit for a disabled student to carry some proof of their disability. Word of mouth is often not sufficient proof of their disability.

When taking children with known behavioural issues on trips, consideration should be given to the levels of misbehaviour which can be safely accommodated. As with all parents, Trip Leaders should also communicate with parents of children with behavioural issues to ensure they are aware of the types of behaviour that cannot be tolerated on the trip**. If it is considered necessary for the child to be sent home, the parents will be responsible for collecting their child, at their own expense, where appropriate (as is the case for any child)**.

Risk Assessment and Contractors (Providers/Tour Operators)

Contractors (Providers) may include tour operators, outdoor education centres, farms, museums, activity centres etc., i.e., any services that are paid for. Contractors are responsible for assessing the risks of those parts of the visit appearing in the contract. Written assurances must be obtained from contractors that risks have been assessed,

and that the contractor's staff are competent to instruct/lead students of the group's age and range on the activity. Wherever possible written risk assessments should be obtained from the contractor, but leaders should not indicate that they take any responsibility for these assessments. They are for the information of the leader.

LOtC Quality Badges

The government has introduced a Learning Outside the Classroom (LOtC) Quality Badge scheme. Providers can apply for a Quality Badge if they meet rigorous safety and educational criteria.

A provider must:

a) have a process in place to assist users to plan the learning experience effectively.
b) provide accurate information about its offer.
c) provide activities, experience or resources which meet learner needs.
d) review the experience and act on feedback.
e) meet the needs of the users; and
f) have safety management processes in place to manage risk effectively.

OASIS policy is that wherever practicable academy off-site activities will be organised through contractors who have the Quality Badge, or who can demonstrate that their provision is in line with the Quality Badge provision. Details of the scheme are at www.lotcqualitybadge.org.uk.

Inputting details of your trip on EVOLVE*visits*: if the provider you enter does ***not*** have a LOtC Quality Badge, you will need to complete a 'Provider Form' – this can be found on the 'Resources' page of EVOLVE, and incorporates:

- Their insurance.
- That they meet the legal requirements.
- Their health and safety and emergency policies.
- Their risk assessments.
- Control measures.
- Their use of vehicles.
- Staff competence.
- Safeguarding.
- Accommodation.
- Any sub-contracting arrangements.
- That they have a licence where needed.

We also recommend, as per the gov.uk guidance, that academies should have an agreement with the provider making it clear what everyone is responsible for, especially if they will be taking over responsibility for the children.

Staffing Ratios

When considering staffing for an activity or visit, it is essential to recognise that the following guidance represents the ***minimum*** level of staffing only and will be determined by the risk assessment. Adequate consideration must be given for the maintenance and welfare of the whole party in the event of one or more adults having to leave the group for any length of time. The following points need to be taken into account:

- The leader of any off-site visit or activity should be a teacher or person trained and experienced in off-site leadership.
- There should normally be a minimum of ***two*** adults with any party engaged in an off-site visit or activity.
- The gender balance of the group.
- The needs of individual students within the group including those with special educational or medical needs.
- Adventurous activities will usually require a higher staff: young person ratio. The figure will be determined by the Principal after a suitable risk assessment by the Trip Leader.
- All residential visits should be accompanied by at least ***two*** adults. Where the group population is of mixed sex then ***both male and female*** adults must be present. This also applies to home-stay visits.
- For visits abroad, all groups of students below sixth form level should be accompanied by at least ***two*** members of staff.

The following ratios should be followed for off-site visits, with adjustments according to the risk assessment (e.g., SEN or disability considerations):

Type of Visit	**Year groups**	**Leader : Student Ratio**
Minimum Day or Part Day	Nursery Reception Years 1 to 3 Years 4 to 6 Year 7 onwards	1: no more than 3 1: no more than 4 1: no more than 6 1: no more than 10/15 1: no more than 15/20
Residential (UK or abroad)	Years 1 to 3 Years 4 to 6 Year 7 onwards	1: no more than 1:6 1: no more than 10/15 1: no more than 15/20

There must be at least one male and one female supervisor on every trip (day-long or residential) unless otherwise agreed by the Principal (e.g., a single sex group of students may be accompanied by leaders all the same sex).

Exploratory / Reconnaissance Pre-visits

It is good practice for an exploratory/reconnaissance visit to be made by any member of staff who is to lead a group abroad, or on a residential visit or in a location that is not familiar to them. This will enable them to gain first-hand knowledge of the area and

facilities. This knowledge will then inform their appraisal of the contractor's risk assessment, their own risk assessment and pre-planning.

For remote expeditions a prior visit may not be possible. OASIS will determine whether the risk assessment and proposed risk controls are acceptable. If it is not possible for the Trip Leader to visit the site/area beforehand, the Leader must make every effort to collect all appropriate information. He/she ***must*** be able to satisfy both the EVC that these alternative arrangements are sufficient for a risk assessment to be made.

Any costs incurred whilst making an exploratory visit will be included in the total cost of the visit.

Some contractors (providers), e.g., school-travel specialist companies, may offer a pre-visit for the Trip Leader free of charge.

Trip Leaders are encouraged to complete a "Venue Audit" and if necessary, an "Accommodation Audit" when conducting a pre-visit. For the Oasis Student Residential this function will be delegated to the residential trip organiser.

If it is not possible for the Trip Leader to make an exploratory visit, a reconnaissance visit should be made immediately on arrival at the venue whilst the rest of the group remain in a secure place or are supervised by other staff in an activity for which a risk assessment has been made.

If using the facilities of a contractor, e.g., school-travel specialist company, the Trip Leader should also arrange a meeting with the local representative or manager in order that both parties can be kept fully informed, and any concerns can be raised. Any points discussed should be noted in writing.

Supervision

All adults connected with a visit or activity owe a duty of care to the young people they accompany in common law.

The duty of care expected is that of a reasonable, prudent, and careful parent applying his or her mind to the situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else. Because teachers are trained, professional people courts in the UK have tended to expect them to exercise a higher standard of care than that which is expected from the public.

Delegating Responsibility

The Trip Leader is always responsible overall for the group. They may, however, delegate supervisory roles to other adults in the group.

When delegating supervisory roles to other adults the Trip Leader should:

- Allocate supervisory responsibility to each adult for named students and ensure that all adults understand that they are responsible to the Leader for the supervision of the students assigned to them.
- Ensure that each adult knows which students they are responsible for.
- Ensure that each student knows which adult is responsible for them.
- Ensure that each adult has the means to contact the Trip Leader and/or other supervisors.
- Ensure that each adult has knowledge of and clearly understands the OASIS emergency procedures policy.
- Ensure delegation is never to a volunteer.

Supervision can be **close or remote** but ***is always 24 hours***, including home-stay visits, but supervisors are not expected to stay awake for 24 hours each day! In order that each adult supervisor gets quality rest and recuperation a duty roster should be arranged. It is essential that everyone involved in the visit understands the supervision arrangements and expectations.

Close Supervision

Close supervision occurs when the group remain within sight and contact of the supervisor. Close supervision normally means that all supervisors:

- Have prior knowledge of the students including any special educational needs, medical needs, and disabilities.
- Carry a list/register of all group members using EVOLVE*go*.
- Regularly check that the entire group is present.
- Have appropriate access to first aid.
- Ensure that each student knows what to do if they become separated from the group.

Remote Supervision

Remote supervision occurs when, as part of planned activities, a group of students work away from the supervisor (e.g., on a Duke of Edinburgh Award Expedition) but is subject to stated controls as recorded in the risk assessment. The supervisor is present but not necessarily near or in sight. The Trip Leader remains responsible for students during this time even though they are not in direct contact with them.
When supervision is remote:

- Groups must be sufficiently trained and competent for the level of activity to be undertaken, including how to deal with emergencies.
- Students should understand and accept the expected standards of behaviour.
- Students will be familiar with the environment or similar environments and have details of rendezvous points and times.
- Clear and understandable boundaries must be set.
- There must be clear lines of communication between the students, the supervisor, and the academy.

- The students should know the whereabouts of the Leader/supervisor and should have a means of contacting them.
- A student should never be on his/her own. It is advisable that they be in a minimum group of at least three students.
- The supervisor should monitor the group's progress at appropriate intervals.
- The supervisor will be in the activity area and able to reach the group reasonably quickly should the group need support in an emergency.
- There should be a recognisable point at which the remote supervision is completed.
- Remote supervision will also apply to the times during homestay visits when students are with their host families.

Nighttime

In residential situations, during nighttime the security of the group is of paramount importance. The Trip Leader should ensure that, as far as is reasonably practicable:

- Staff have sleeping accommodation on the same floor and as near as possible to the students' accommodation.
- Unless in exceptional circumstances, staff should not enter the student's sleeping accommodation unless accompanied by another adult. Students should not enter staff accommodation for any reason.
- Consideration should be given to residential sleeping arrangements and toilet/shower/changing facilities for students and staff who are either exploring their gender identity or are trans-gender.
- Child protection arrangements are in place (following appropriate risk assessment) to protect both students and staff.
- Where hotel/hostel reception is not manned 24 hours a day, security arrangements are in force to stop unauthorised visitors.
- In the absence of 24-hour staffing of reception, external doors should be made secure against intrusion and windows closed as necessary to prevent intrusion.
- Where possible, internal doors should be lockable, but staff should always have reasonable access to student accommodation.
- All staff and students should know the emergency procedures/escape routes in the event of a fire or emergency evacuation.

First Aid

Any injury incurred by a student or member of staff on an off-site activity must be reported by completion of an Accident Report Form as for all accidents within the academy. (If required a RIDDOR form must also be completed).

All off-site visits and activities should normally be accompanied by a member of staff who is a qualified First Aider. (See the section on 'First Aid' in the academy's Health and Safety Policy). Please note that a First Aid Kit should always be taken on a trip or visit.

Emergency Procedures

Despite good planning and organisation, there may be accidents and emergencies that require an on-the-spot response. In the first instance the Home-Based Contact (or Principal) should be contacted by telephone, during academy hours and at home out of hours. If not available, the Deputy Principal should be contacted. Should neither the Home-Based Contact, Principal or Deputy Principal be available, the EVC should be contacted. Relevant contact numbers should be available from Reception or the EVC. Members of the senior staff would then use the records of information in the academy to contact parents as necessary. The senior staff will also make any press or media releases liaise with the OASIS Communications Team.

Incidents of serious misbehaviour and near-accidents during the trip should also be communicated to the academy via the Home-based Contact as soon as possible, and information passed onto parents as appropriate.

Parental Communications

- The need for close communication with parents is expected, so that parents are always assured of the whereabouts and the safety of their children, and to forestall potential problems.
- The Educational Visits Coordinator (EVC) and the academy office must be advised of all visit and activity itineraries and contact phone numbers so that contact with the party can be always maintained.
- If the visit or activity finishes outside school hours or away from the academy premises, parents must be notified of the arrangements for dismissal and collection. Careful consideration must be given to dismissal arrangements late in the evening. The Critical Incident Policy should also be adhered to.
- Trip Leaders must ensure that parents are aware that if their child/ren misbehaves they are responsible for collecting them at their (parents') expense if it is considered necessary to send the child home.

Telephone Tree
For all trips there must be a system in place for swift and effective communication to parents/carers in the event of any problems arising during the visit, such as an earlier or later return to the academy than published. The academy may wish to adopt a 'telephone tree' system. For all trip types this should accompany your risk assessment.

Mobile Phones

Mobile phone usage should be in line with normal school mobile phone usage rules.

If mobile phone usage rules will be different on a trip, please ensure that students and their parents are made aware of the rules and expectations around this, noting that misuse of mobile phones may also result in the confiscation of a student's mobile phone.

As in the academy, students will be responsible for their own belongings. For personal safety reasons, students should be advised not to carry mobile phones in a prominent and vulnerable position. On trips abroad, the cost implications of making calls from abroad should also be pointed out to students.

Mobile phones, however, can be a vital lifeline on exchange visits. Staff should make arrangements whereby they can be always contacted when the group is not under close supervision. Each student should have the contact telephone number and should know an emergency code, e.g., a word or a phrase, to be used to indicate that there is a serious problem and help is needed.

Children of Accompanying Staff

All staff should be aware of the problems that can arise when their own children accompany them on a particular visit or activity. In these situations, a conflict of role may occur. Where staff do take their own children on a visit or activity the member of staff ***must not*** be included in the staffing ratios. The member of staff will be supernumerary and will be available as extra help and supervision.

Staff Absence

If a member of staff is currently absent from work due to illness, he/she ***must not*** participate in any off-site visit or activity.

Staff Code of Conduct

Across Oasis, we have the Oasis Ethos & 9 Habits to guide our behaviour and choices. These need to be maintained as the lens for all staff and volunteers leading and accompanying visits. OASIS and the Regional Director also adopt the following "Staff Code of Conduct for Residential Visits'':

"Oasis Community Learning expects that all adults acting *in loco parentis* on any school trip be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times".

Staff are **not** permitted to consume alcohol whilst on trips with students. Where this has been permitted in the past, after careful consideration, Oasis has taken the view that this is no longer appropriate. Please note this applies to **all** staff and volunteers **regardless** of whether they are 'on-duty' or not. In the, however unlikely, event of an

extreme emergency, all staff and volunteers would be 'on-duty' and must be able to act responsibly, diligently, and quickly.

Although responsibility for student welfare on a residential visit is a 24-hour responsibility, it is self-evident that supervisors cannot be on duty for 24 hours. The Trip Leader will publish a daily duty roster, ensuring that all staff have sufficient rest periods. All staff must ensure that they are on duty at the times set down and have the necessary information about the group and the events at that time.

When travelling overseas it is important for all staff and students to respect the local culture and take opportunities to learn enough about local customs. This will ensure that our behaviour does not offend the local population.

Parental Notification and Permission

Specific Parental and Medical Consent must be obtained from the parent(s) of every student before commencement of any trip. The parental permission relates to a one-off parental Permission for all trips and off-site activities. Consent reeds to relate to the specific trip being organised. The academy may wish to adapt the permission form according to specific requirements for a particular trip, e.g., including a question on a child's swimming ability, if appropriate.

Please note that alcohol is **not** permitted for consumption on any trips, by staff, volunteers, or students.

All parental permission and medical forms must be kept safely with the child's school file and archived in-line with Oasis Policy (DoB plus 25 years).

Student Code of Conduct

The 'Code of Conduct' form for students on school visits should be signed by students and witnessed by parents.

The academy may wish to request this for individual trips if deemed necessary, or request for one to be completed for the whole year.

Sports Fixtures After Academy Hours and on Saturdays

Although prior parental permission for fixtures is not essential, it is recommended that parental permission forms which are valid for the whole year are returned in September. It is important that parents should be made aware of arrangements for reporting and dismissal for home matches, additionally the methods of transport for away matches, and arrangements for emergencies and cancellations.

a) Students may travel unescorted by public transport to away matches. This is at the discretion of the leader. It is important that they understand clearly what they are

to do and expectations of behaviour, bearing in mind that they may be unfamiliar with the locality.

b) Students may travel in cars driven by teachers, parents, or students subject to the written approval of the Principal. **Drivers must have Business Insurance** and, in this case, the policy on 'Minibuses and Use of Private Transport' must be read and followed. Please note that students should not be in a car on their own with the driver.

The arrangements for weekend sports fixtures must be agreed with the Principal or the Principal's representative under arrangements made by the Principal and be made **well before** the fixtures take place.

Regular Extra-curricular Activities

Extra-curricular activities that recur regularly (e.g., football training, weekly activity clubs etc.) require the Principal's approval before commencement, but approval then applies for the entire school year, subject to prior written notification to the Principal of any changes to regular arrangements.

Guidelines for Pre-Visit Parental Meetings

All overnight visits must be preceded by a meeting for at least one parent/carer and the student and that attendance at this meeting is a condition of the student's participation on the visit. In exceptional circumstances where the parent and student cannot attend the meeting, adequate arrangements must be made to brief them about the risks and nature of the visit/activity.

The reason for this is to explain in detail what arrangements will always be in place for the supervision of students during the trip and what expectations there will be of students about general co-operation and about specific matters such as smoking and drinking and use of rooms. It is important that parents are in no doubt at all about what will happen and what rules will apply, that they can question staff and that they have an opportunity to object (and therefore not participate) in advance of the visit.

Pre-visit meetings also have the advantage that they enable all the paperwork and much of the administration to be completed in one go. The Educational Visits Coordinator or another senior member of staff will attend all pre-visit meetings.

Guidelines for Invitation Letters

Circulate a letter with the date of the meeting and time, as soon as you know the names of participants. At least three weeks' notice of the meeting should be given, more if possible. The more advanced the notice the less difficulty there should be with parents who wish not to attend.

Include a 'return' slip with the letter so that you can make alternative arrangements to see parents who are unable to attend. Parents may well find it difficult to attend an early meeting.

The letter should include the following wording:

> *'Due to the Academy's Educational Visits Policy, we have the need to hold an evening meeting for students accompanied by at least one parent/carer. The attendance at the meeting of both the student and a parent/carer is compulsory if the student is to be accepted as a participant on the trip. The meeting will be on …… (day and date) at ……. (time) in the……. (venue).*
>
> *Please bring any outstanding forms and requested information to this meeting. We expect the meeting to last approximately an hour. Any questions you have regarding the trip can be answered at this meeting.*
>
> *Please confirm, by returning the attached slip that you intend to attend the meeting'.*

Arrangements for the Meeting

Book a large enough area well in advance and inform the Premises Manager about the meeting. Check with the Premises Manager **the day before** the meeting. Arrive early and lay out all the paperwork.

This may include:

- Parental Permission and Medical form.
- Registration form.
- Dietary information sheet.
- Policy on Alcohol, Tobacco, and Drugs on Trips.
- Student Code of Conduct.
- Packing list.
- Information regarding pocket money, gifts.
- Emergency contact details.
- 'Fit to Travel' confirmation by GP - if applicable for those with pre-existing medical conditions.
- Visa application form – if applicable.
- Country information pack.

Welcome parents as they arrive and get them to sign in. Give them a pack of papers to be getting on with while others arrive. (If you give the papers out to students in advance of the meeting, parents will be more likely to try to avoid attendance). Collect passports and photocopy of passport, including 2 passport size photographs (for trips abroad).

Check all have arrived by taking a register of students and parents/carers.

Content of the Meeting

- Introduce other teachers and accompanying staff.
- You may wish to give information about itinerary and activities if this has not been done in advance.
- You may also wish to say that a risk assessment has been carried out for the trip.
- Deal with medical information: Parents should let the staff responsible for the visit know of all prescribed medication being taken and of potential problems - even if this information has been previously given to the academy. In the case of exchanges, this information will need to be passed to host families.
- Discuss the dispensing of over-the-counter medication e.g. pain killers, and the need to seek written consent for this to happen during a residential trip, in accordance with the procedure set out in the Medical Needs and Medicines Policy. Please note this does not allow the academy to hold stocks of over-the counter medication, only those medicines specifically provided by parents/carer for use with their child are permitted to be dispensed.
- Deal with the questions of supervision. Tell the parents how the students will be always supervised, including free time and mealtimes.
- Explain the Alcohol, Tobacco, and Drugs Policy. Explain that alcohol is not permitted to be consumed on any trips by students, staff, or volunteers.
- Address the areas of discipline, responsibility, and trust. Co-operation is expected and failure to co-operate will be regarded as a serious breach of trust with serious consequences (being sent back home, banning from further trips). Staff will be offended by comments from students that they are on a free holiday. You may wish to address this point in advance by thanking the staff for giving up their time to accompany a trip.
- For exchanges, deal with the question of parties - parents will value guidance on this as they often feel quite at sea and under pressure from their children. Talk about how to be a responsible teenager in someone else's house and about how to participate in a civilised way in someone else's family. Remind students about the reasons they are doing the exchange (e.g., language skills, international friendship, rather than an extended social life).
- Explain what the academy has done about safeguarding students at the host venue and explain that all British host families may be subject to a DBS check.
- Insurance information should also be given to parents.

Group Travel – Bus or Coach

The Trip Leader should ensure that:

- Road transport has seat belts and that students always wear them whilst the vehicle is moving.

- Seats are reserved for Supervisors to allow them to supervise students properly. If a double-decker bus or coach is utilised there must be at least one supervisor on each deck.
- Students are supervised when boarding and alighting. A head count should be made on each occasion and recorded on EVOLVE*go*.
- Extra care is taken when alighting from a right-hand drive vehicle in a country that drives on the right as it is most likely that some doors will open onto the roadside opposed to the kerb side.
- The whole party knows the evacuation procedures, the locations of the first aid kit and fire extinguisher and that luggage must be securely stored, and emergency exits kept clear.

Seat Belts

It is OASIS policy that buses and coaches used by the academy for off-site visits have seat belts fitted to all seats, irrespective of the type of journey or distance travelled, and that these seat belts are worn. The "Form of Permission", for both visits in the UK and abroad, contains an appropriate clause about the wearing of seat belts. Failure to always wear the seat belt whilst the vehicle is moving may result in disciplinary action.

Fitness for Purpose

The Trip Leader should verify the following points by requesting the relevant paperwork from the company:

- That all bus/coach drivers employed by the company are legally and physically fit to drive and do not suffer from any known medical condition which would prevent them from driving.
- Bus/coach drivers, when transporting students, hold the correct level of driving licence.
- That buses/coaches upon which students will travel are legally fit for public transport, in-as-much as they are taxed, insured, and have passed an MOT test and other appropriate safety standards.
- That all buses/coaches have seat belts fitted to all seats and in working order.
- That there will be an appropriate number of drivers when travelling on long journeys or when travelling abroad (i.e., two or more drivers for continental journeys as necessary).
- That coach drivers who are likely to be in a one-to-one situation or accompany and stay with a group on a residential visit are DBS checked.

If a member of staff or other adult is assisting a child to put on a seat belt, physical contact with the child must be minimal and only such as is necessary to put on the belt. Staff are advised to undertake such actions in the presence of other adults.

Regarding the wearing of seat belts in Europe, it is OASIS policy that seat belts should be worn irrespective of the laws for the country.

Should continental vehicles be used, the Trip Leader should check that seat belts are fitted at the time of hiring.

When travelling on a trip, please ensure that head counts are regularly done at every stop or leg of the journey.

Group Travel – By air

Airlines may have a Young Persons' Liaison Officer who will be able to coordinate the activities of a school group whilst in the departure airport terminal and make any necessary in-flight arrangements. Should you wish to use this service, please check with your airline / travel agent to see whether there would be any cost implications.

Online check-in: Trip Leaders may wish to check in on-line 24 hours before the flight is due to take off, to ensure that the group is seated together.

The Trip Leader should ensure that:

- A reputable airline is used; ensure that their safety record has been checked. It is important to note that safety should be put before cost. Where possible direct flights are always booked.
- A base is established in the airport terminal whilst awaiting departure and upon arrival while awaiting delivery of the luggage.
- Luggage for the whole group is kept together.
- The airline crew are aware that the school group is on board. Some airlines request that students are readily identifiable, e.g., by means of a badge; (However, for personal safety reasons, badges should not bear the students' names).
- Seats are reserved for Supervisors to allow them to supervise students properly. Students are supervised when boarding and alighting. A head count should be made on each occasion.
- Emergency procedures are known and understood by everyone. The group must understand that all hand luggage must be securely stored, and emergency exits kept clear.

When travelling on a trip, please ensure that head counts are regularly done at every stop or leg of the journey

Group Travel by Boat/Ferry

If the group are travelling as foot passengers, ferry companies will often make available a member of their staff to coordinate the activities of a school group whilst in the departure ferry terminal and make any necessary on-board arrangements.

The Trip Leader should ensure that:

- When travelling as foot passengers, a base is established in the ferry terminal while awaiting departure and upon arrival whilst awaiting delivery of the luggage.
- Luggage for the whole group is kept together.

- When travelling by vehicle, everyone should know the location of the coach, e.g., vehicle deck number and colour zone.
- Whether on foot or by vehicle, students are supervised when boarding and alighting. A head count should be made on each occasion
- A base is established on board the boat/ferry.
- The ships' crew are aware that the school group is on board. (Some ferry companies request that students are readily identifiable, e.g., by means of a badge. However, for personal safety reasons, badges should not bear the students' names).
- Emergency procedures are known and understood by everyone. Everyone must understand that hand luggage must be securely stored, and gangways kept clear.

When travelling on a trip, please ensure that head counts are regularly done at every stop or leg of the journey

Group Travel by Train

Railway companies will often make available a member of their staff to coordinate the activities of a school group whilst at the departure railway station and make any necessary in-travel arrangements, e.g., change of trains. It is possible for student groups to reserve seats free of charge on most main line trains.

The **Trip Leader should ensure that:**

- A base is established at the railway station whilst awaiting the arrival of the train and on arrival while awaiting delivery of the luggage.
- Luggage for the whole group is kept together. Arrangements can be made for luggage to be loaded into the Train Managers' Compartment of the train.
- Students are supervised when boarding and alighting. A head count should be made on each occasion. At least one member of staff should always be last to leave the platform or train.
- Supervisors are reserved seats that allow them to supervise properly. If the group is divided between more than one carriage, there must be at least one supervisor in each carriage.
- The Train Manager is aware that the school group is on board and what the travel arrangements are.
- Emergency procedures are known and understood by everyone, hand luggage is securely stored, and gangways are kept clear.

When travelling on a trip, please ensure that head counts are regularly done at every stop or leg of the journey.

Group Travel – Minibus or Private Vehicles

Specific Minibus Regulations covering the use of the academy's own buses are laid out in Minibus and Use of Private Transport Policy.

The OASIS motor insurance policy covers staff using their own vehicles when there is an absolute emergency to do so. This would include use of private vehicles for trips authorised by the academy. If the journey is a planned trip, then our Insurers would expect that the individual has business use cover via their own personal motor insurance policy. The staff member should have comprehensive BUSINESS insurance cover and are responsible for ensuring their vehicles are roadworthy, licensed and have a current MOT certificate.

If students travel in parents' cars on an official school journey, the Trip Leader in charge is responsible for verifying documents to ensure that:

- The parent driver concerned is in possession of a full driving licence.
- The vehicle is licensed (V5C booklet) and has a current MOT certificate.
- The driver is adequately covered by insurance that includes liability to passengers.
- The vehicle is not overloaded.
- The parents of student passengers are aware of the arrangements.

academy staff may not take students in their private cars without the written permission of the Principal, who will ensure that appropriate insurance is in place, the car carries a current vehicle licence, the driver has a current licence, and parental permission has been obtained.

Visits Abroad

Visits abroad should include as far as possible at least one adult with the ability to speak and read the language of the visited country. This may be the tour guide from the tour operator.

Passports:
From 1 January 2021, Academies need to ensure that:

- On the day of travel, all passports for both staff and students should
    1. have at least 6 months left; and
    2. be less than 10 years old (even if it has 6 months or more left).
- If passports are not renewed, staff/students may not be able to travel to most EU countries and Iceland, Liechtenstein, Norway, and Switzerland.

Border Control:
At border control, staff/students may need to:

- Show a return or onward ticket.
- Show they have enough money for their stay.
- Use separate lanes from EU, EEA, and Swiss citizens when queueing.

The Trip Leader should check the passport details of all adults and students to prevent the risk of anyone being refused entry. It is also highly advisable for a photocopy of every passport to also be taken on the trip; in case of a passport going missing or getting damaged.

Visa
Students with a UK passport will need to travel using their own passport and will not need a visa for short trips to most EU countries, Iceland, Liechtenstein, Norway, and Switzerland. However, students with another national passport may need to apply for a visa before travel. Should colleagues need assistance in this matter please see the Educational Visits Coordinator (EVC).

Health Insurance
Zurich Insurance does not cover anyone – staff, student, or helper – who is travelling or intending to travel against medical advice. This condition should be publicised to the parents or carers and staff on the trip, who should be advised to obtain a "Fit to Travel" letter from their GP in advance. Anyone on a trip (student, staff member, and helper) will need to have declared if they have a pre-existing medical condition (there is no need to declare individual circumstances) and, if so, that they are 'fit to travel' confirmed via a letter from their GP. Failure to do so will mean that the insurance cover will NOT cover them.

Customs Allowances and Prohibited Items
Before any trip, it is strongly advised that the EVC contact HM Customs and Excise National Advice Service, telephone 0845 010 9000 for up-to-date guidance.

Terrorism
Advice about terrorism is available from the Foreign and Commonwealth Office on their website, www.fco.gov.uk/knowbeforeyougo and from the Home Office on their website, www.homeoffice.gov.uk. A section is also included in the risk assessment database for UK airports and UK ports. It must be remembered, however, that there are often exceptions in insurance policies for claims under terrorism unless there is specific advice from the Foreign and Commonwealth Office ***not*** to travel.

Travel Advice
Travel advice about the safety in specific countries is available from the Foreign and Commonwealth Office on their website, www.fco.gov.uk/knowbeforeyougo. Once again, it must be remembered that there are often exceptions in insurance policies for claims under refusal to travel unless there is specific advice from the Foreign and Commonwealth Office ***not*** to travel.

Please also note that advice is available from **Travel Assistance** provided by our insurer, Zurich Municipal.

Exchange Visits and Homestay

OASIS encourages student exchanges but expects the academy to ensure that rigorous checks are made as far as is reasonably practicable.

Detailed guidance is available in Keeping Children Safe in Education relating to Home Stay. This document includes detailed advice and procedures including the need for Disclosure and Barring Service (DBS) Disclosures and reciprocal checks. Relevant checks need to be carried out on the families hosting the home stay. This means:

- DBS checks for British families. If there is a cost implication, since the measure is to protect British students, it is not unreasonable to pass the cost of such a check to parents as part of their contribution to the cost of the visit.
- A relevant check for reciprocating families in the country to be visited. Where equivalent checks do not exist, in general the Head of the receiving establishment will be requested to verify that to the best of their knowledge hosts are suitable. The Regional Director must be informed of this situation if this is the case.
- If satisfactory evidence cannot be ascertained or if hosts refuse to supply the information the visit should ***not*** continue.

The Regional Director will make the final determination.

Using Activity and Venture Centres

Please note that Activity and Venture Centres are categorised as Higher Risk trips and therefore require authorisation from the Regional Director.

Please be aware that winter sports are not covered by the OASIS insurance policy and so separate insurance cover will need to be purchased by the academy if undertaking winter sports such as skiing etc.

The Activity Centres (Young Persons' Safety) Act 1995 makes provision for the regulation of centres and providers of facilities where children and young persons under the age of 18 engage in adventure activities, including provision for the imposition of requirements to safety. This Act is implemented by the Adventure Activities Licensing Regulations 1996. The Act does not extend beyond Great Britain so adventure centres abroad, even if provided by a British travel company, are not within the scope of these Regulations.

The Act requires any provider of named adventurous activities (known as "in scope" activities), covering over 20 main activities under the broad headings of Climbing, Caving, Trekking and Water sports, to hold a licence. The Adventure Activities Licensing Agency, a branch of the Health and Safety Executive (HSE) provides this licence, on behalf of the DfE, after a satisfactory inspection. The aim of the adventure activities licensing scheme is to give assurance that good safety management is being followed so that young people can continue to have opportunities to experience exciting and stimulating activities outdoors while not being exposed to avoidable risks of death and disabling injury.

Note: it is important to ensure that you have clearly identified how rescue services will be contacted if necessary. You must check these arrangements before embarking on these activities.

The following activities are within scope of the scheme:

Water Sports

Canoeing (using canoes or kayaks), rafting (using inflatable or improvised craft), sailing (using sailing boats, windsurfers, dinghies, or other wind propelled craft) and related activities when done on the sea, tidal waters, or larger non-placid inland waters. Any stretch of inland waters, which is categorised at Grade II or above according to the International Canoe Federation classification or where it is possible to be more than 50m from the bank, is subject to licensing.

A licence Is ***not*** required where it is not possible to be more than 50 metres from the nearest perimeter bank or for the use of rowing boats, powered or towed inflatables or rafts, and the larger sailing vessels that go to sea and are subject to Merchant Shipping Act certification.

When planning water sports, consider the need for:

- Instructors & Lifeguards.

Caving

Defined as: underground exploration in natural caves and mines, including potholing, cave diving and mine exploration–- but not parts of show caves or tourist mines which are open to the public.

Climbing

Defined as: climbing, traversing, abseiling and scrambling activities except on purpose-designed climbing walls or abseiling towers. 'Scrambling activities' includes gorge walking, hill scrambling and sea level traversing.

Trekking

Defined as: walking, running, pony trekking, mountain biking, off-piste skiing and related activities when done in moor or mountain country which is remote. Travelling in any place which is moorland (open uncultivated land at any height above sea level) or on a mountain above 600m and from which it would take more than 30 minutes travelling time (never more than 1.5k) to walk back to an accessible road or refuge is subject to licensing except for on piste skiing.

Skiing

Skiing on piste does ***not*** require a licence. However, it is important to note that if the skiing venue is not providing ski lessons/instructions by a qualified ski instructor, the Trip Leader must be fully qualified as a ski instructor.

It is important for any teacher to check whether a provider is licensable and, if so, holds a licence, before arranging to use adventure facilities. An activity provider is required by the terms of the licence to display the licence at the centre or have available the licence for inspection at any reasonable time. Any licence holder referring to the holding of a licence ***must*** state the adventurous activities covered by the licence and give the telephone number of the Licensing Agency.

To date, over 1000 providers hold licences but not all providers have to hold licences. Holding a licence simply means that the provider has been inspected and complies with the criteria for the Adventure Activities Licensing Agency (AALA). A list of licensed Activity Centres can be obtained from the AALA website: www.aala.org.uk.

The Trip Leader should also check the provider's arrangements for those elements not covered by the licensing scheme, e.g., accommodation, catering, supervision, and recreation during the evenings and between adventurous activities. Trip Leaders and teachers always retain overall responsibility for young people during adventurous activities, even when the group is under instruction by a member of the provider's staff. *Please note that Staff managing or leading visits must not decide to add such activities* ***during*** *the trip.*

Everyone, including the students, must have an understanding of the roles and responsibilities of the academy staff and the provider's staff. Trip Leaders and other responsible adults should intervene if they are concerned that the students' safety may be at risk.

Most reputable UK adventure centres that are outside the scope of licensing are members of the British Activity Provider Association (BAPA) and are subject to their code of practice and inspection. Details of their members can be found on the BAPA website: https://www.thebapa.org.uk/

Swimming

Please note that all trips or activities involving water are categorised as Higher Risk visits and require authorisation from the Regional Director. This does *not* include regular swimming lessons with lifeguards, which only require authorisation from the Principal.
Most of the accidents on off-site visits occur in water, or at water margins. Trip Leaders must pay special attention to safety issues when the activity is in or near water:

- All supervisors must be briefed on safety aspects prior to the activity taking place.
- A member of the team ***must*** be suitably qualified in life saving. For outdoor activities, e.g., pond, lake, river, sea, this ***must*** be a life-saving qualification for open water.
- One adult ***must*** always stay out of the water for better surveillance.
- The recommended student/teacher ratio of 15:1 should not be exceeded.

- Additional measures must be taken if the swimming is in the sea or other natural waters. Paddling in open water is categorised as swimming. See 'Natural Water Swimming':https://oeapng.info/downloads/download-info/7o-natural-water-bathing/.

Further advice has also been given by the government in the OEAP supplement "Group Safety at Water Margins": https://oeapng.info/downloads/download-info/7i-group-safety-at-water-margins/ and:

- Swimming and paddling ***must not*** be allowed as an impromptu activity. In-water activities should only take place as part of a pre-arranged programme when a proper risk assessment, including tidal information etc., has been completed and proper measures put in to control the risks.
- The activities ***must*** be formal and closely supervised.

All participants involved in water activities must be confident in water. The ability to remain calm on sudden immersion is of greater importance than the ability to swim a prescribed distance. A combination of water confidence and proven swimming ability, however, is highly desirable.

Schools should take particular care when using hotel swimming pools and other water leisure activities which may not have a trained lifeguard. Although there are no swimming pool specific health and safety laws, the Outdoor Education Advisers' Panel (OEAP) provides advice when undertaking adventure specialist activities, including swimming (https://oeapng.info/downloads/download-info/7x-swimming-pools/.)

Finance

The Trip Leader should liaise with the Educational Visits Coordinator (EVC) and the academy Finance Lead over the budgeting/ estimates/ and costings, and the financial arrangements for the activity.

Charging for Activities

OASIS has to conform with the government's Charging for Activities regulations. No charges can be made for any activity in academy time, or which is a part of the academy's national curriculum provision.

Residential Visits

The academy can, however, charge for the cost of board and lodging during a residential visit. The cost must not exceed the actual cost of the provision.

Where the visit takes place wholly, or mainly, during school hours, children whose parents are in receipt of the income support set out in the current regulations will be entitled to a remission of the charges as well as a free school meal.

The current regulations include:

- Income based support job seekers allowance.
- Income support.
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit.
- Child Tax Credit (provided the parent is not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Working Tax Credit run-on - paid for 4 weeks after the parent stops qualifying for Working Tax Credit.
- Universal Credit - if the parent applies for on or after 1 April 2018 the household income must be less than £7,400 a year (after tax and not including any benefits received).

A similar entitlement applies if the visit takes place outside academy hours, but is necessary as part of the national curriculum, forms part of the curriculum for a prescribed examination for which the student is being prepared, or the syllabus for religious education.

In cases of financial hardship which are not covered by the above regulations, parents may still apply to the OASIS Board for a grant. Parents should be informed of this in the visit information.

Voluntary Contributions

The academy may ask parents for a voluntary contribution towards the cost of any activity which takes place in academy hours. The contribution must be genuinely voluntary, but students of **parents who are unable or unwilling to make a voluntary contribution must not be discriminated against.**

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall the activity must be cancelled.

The OASIS policy is for the academy to charge parents for residential visits as allowed by the regulations and to make relevant remissions of the cost to parents who qualify according to the regulations. In all other instances the academy must request voluntary contributions and make up any shortfall from academy sources. Where this does not cover the cost, the activity must be cancelled.

Costing of Activities/ visits

The member of staff in charge of a visit/off-site activity is responsible for ensuring that the full costs involved are covered either by parental contribution or by pre-arranged subvention from academy funds.

The following main costs need to be considered but others will apply depending on the nature of the trip/journey:

- Any cost of cover for absent staff.
- Accommodation.
- Food.
- Travel/transfers.
- Excursions.
- Administration costs in organising the journey.
- Insurance.
- Visas – if applicable.
- Vaccinations – if applicable.
- Contingencies.

Accounts
A record of receipts and payments should be processed through OASIS Finance and kept and supported by documentary evidence. The records should be available at any time for examination by the Regional Director, Principal or academy Finance Lead and will be reviewed annually by the academy's auditors. They should be retained at the academy for a minimum period of six years.

For all practical purposes the academy Finance Office will act as the bank for all visits and activities. All income relating to the journey should be passed to the academy Office and all payments should be requested from them except in circumstances where imprest accounts have been authorised for the trip by the academy Finance Lead.

In no circumstances should the personal accounts of members of staff be used for any academy activity.

Where a student withdraws from a trip, or is banned from a trip because of bad behaviour, after arrangements have been made, sufficient funds should be withheld from the contributions already made by that student's parents to cover any irrecoverable costs incurred on the student's behalf.

On return from a journey, surplus funds should be repaid to parents where the sums are significant (minimum £5/£10 per child depending on the original cost). Any remaining surplus should be held over as contingency for succeeding trips.

Parents will be informed in the documents for the visit of the relevant visit budget, the finance procedures, and rules.

Training requirements

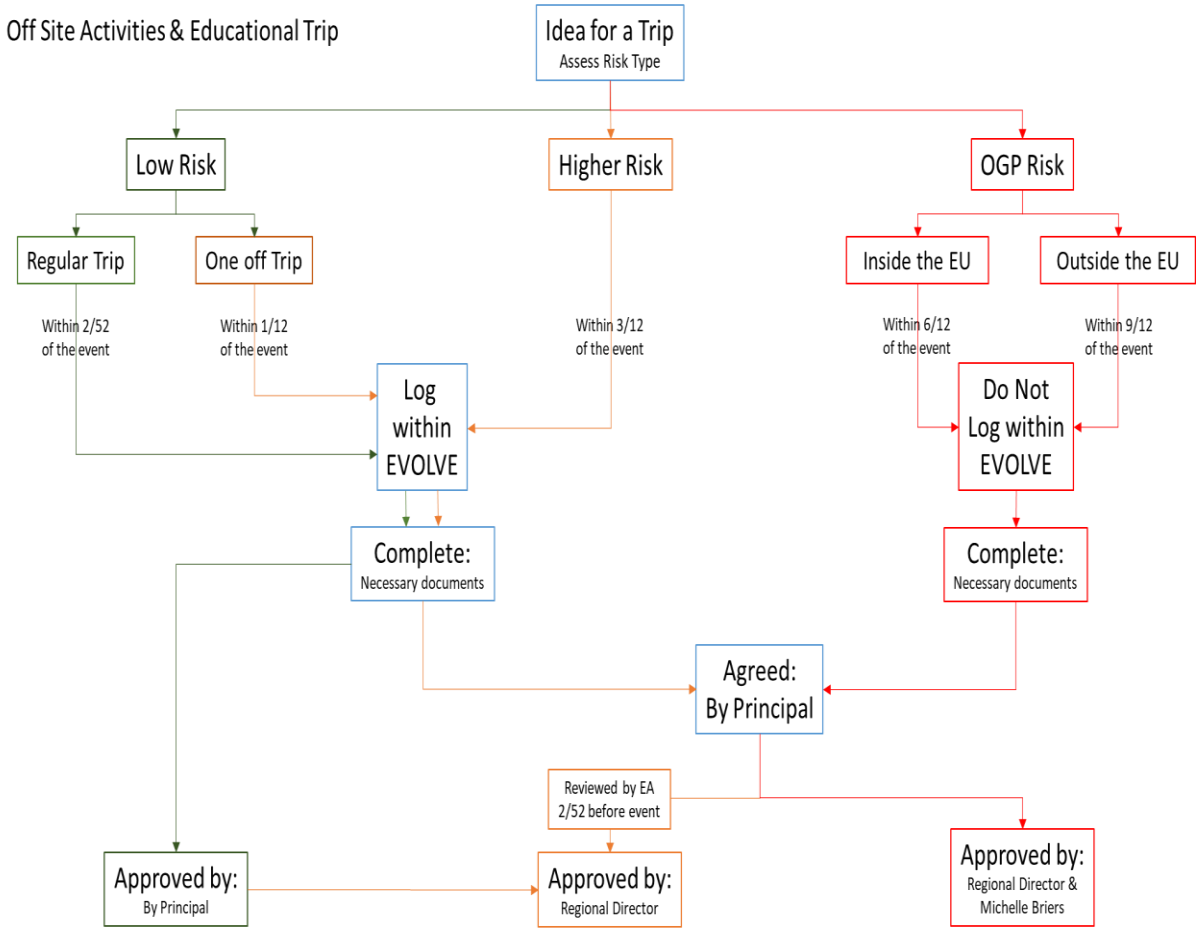
EVC Training
- EVC training must be updated every three years for the EVC to undertake the role.
- Training should only be sourced through the agreed OASIS providers.
- The EVC must be appropriately trained on the EVC role and the use of EVOLVE*visits* within OASIS before undertaking the role.

- If the school appoints EVC admin they should also complete the training offered via the approved OASIS provider.
- Principals and Regional Directors should be aware how to negotiate the EVOLVE*visits* system to approve trips and visits.

Statutory requirements

DfE Guidance:	https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
Staffing Ratio's:	https://oeapng.info/downloads/download-info/4-3b-ratios-and-effective-supervision/
Homestay advice:	https://www.gov.uk/government/publications/keeping-children-safe-in-education
Activities regulations	https://www.legislation.gov.uk/uksi/1996/772/contents/made
Water safety advice	https://oeapng.info/downloads/download-info/7i-group-safety-at-water-margins/
DfE Guidance on Charging	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Appendix A – Approvals Process



Appendix B1 – List of Available Trip Documents on EVOLVE*visits*

1a Quick Check Form

1b Provider Form

2a General Permissions Form

2b Medical Form

3 Student Code of Conduct

4 Educational Visits Risk Assessment

5 Site, Venue, Attraction Audit

6 Accommodation Audit

7 Trip Evaluation Form

Appendix B2 – List of Available Risk Assessment Documents on EVOLVE*visits*

Air Travel RA

Coach & Minibus RA

Farm Visits RA

Ferry or Boat RA

Hill Walking RA

Museum Visit RA

Overseas Ski Trip RA

Park Visit RA

Public Bus RA

Residential Accommodation RA

Rock Climbing RA

Seaside Trips - Beach RA

Seaside Trips - Cliffs RA

Seaside Trips - piers RA

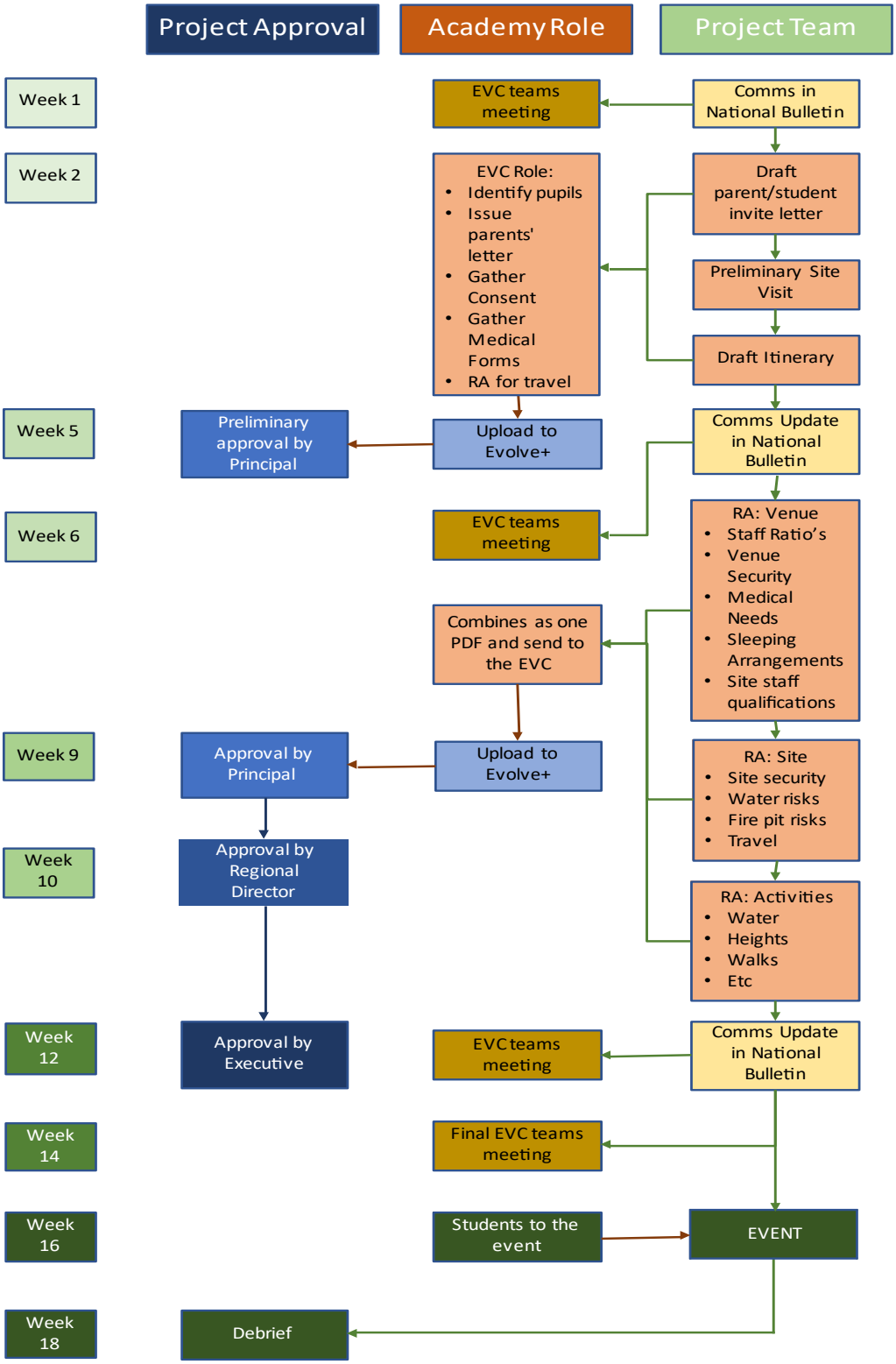
Train or Underground Travel RA

Walking to local historical sites RA

Wildlife Center RA

Woodland Walks Pond Dipping RA

Appendix C – Oasis Student Leader Residential Checklist



RACI Matrix

[“R” for anyone who is “Responsible” for a task listed in the policy, an “A” for anyone who is “Accountable”, a “C” for anyone who must be “Consulted” under the policy and “I” for anyone who must be “Informed” about aspects of the policy.]

Policy Element		Leadership			Academy				External Services		OASIS Support	
	Board	OASIS CEO	OASIS COO	Regional Director	Academy Principal	EVC	Trip Organiser	Supporting Staff	Contracted Provider	Accommodation Provider	Safeguarding Team	Comms
Approval of Policy	A			I							R	
Organising of Trips & Visits				C	C	A	R					
Approval of Low-Risk Visits					R							
Approval of High-Risk Visits				R								
Appropriate Insurance Provision					R	A			R	R		
Supervision & Ratios						A	R	I				
Communication during Visit					C	A	R				I	C
Communication with Parents					A	R	C					

Document Control

Changes History

Version	Date	Owned and amended by	Recipients	Purpose
0.1	August '23	Jon Needham	Compliance Team	Check
0.2	August '23	Jon Needham	Directors	Approval
0.3	April 2025	Jon Needham	All	Review and publication

Policy Tier

☐ Tier 1
☒ Tier 2
☐ Tier 3
☐ Tier 4

Owner

Jon Needham - National Director of Safeguarding & Mental Health

Contact in case of query

Jon.needham@oasisuk.org

Approvals

This document requires the following approvals.

Name	Position	Date Approved	Version
Directors' group		August 2023	V0.2

Position with the Unions

Does the policy or changes to the policy require consultation with the National Unions under our recognition agreement?

☐ Yes
☒ No

Location

Tick all that apply:

☐ OCL website
☐ Academy website
☒ Policy portal
☐ Other: state

Customisation

☒ OCL policy
☐ OCL policy with an attachment for each academy to complete regarding local arrangements
☐ Academy policy
☐ Policy is included in Principals' annual compliance declaration

Distribution

This document has been distributed to:

Name	Position	Date	Version
All Principals			
All Designated EVC Leads			