Educational visits

Wapping High School

Approved by:	Tom Raw	**Date:**	16/09/24
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Next review due by:	September 2027		

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1. Aims and scope

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

Educational visits are a valuable way to enhance the curriculum and expand a learners' education. We pride ourselves on providing enriching social and cultural experiences which teach life skills and promote independent learning. These form an integral part of our approach to furthering our learners' education and personal growth.

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

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

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

2. Legislation and guidance

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

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2023

3. Roles and responsibilities

3.1 Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

1.2 The educational visits co-ordinator (EVC) Serra Sanders is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.2 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to learners, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, learners and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for learners and others

3.3 Staff

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

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead

- Communicate with parents and carers and make sure trips are inclusive of all learners' needs
- Look out for the health and safety of themselves and those around them
- Help manage learners behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.4 Parents and carers

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

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

3.5 Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

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

3.6 learners

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

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

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

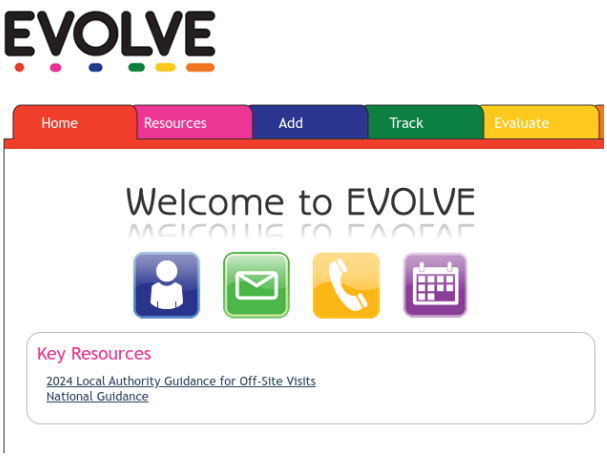
4. Planning and preparation

The school uses EVOLVE for the submission, quality assurance and monitoring of all educational visits.

The Resources page of EVOLVE gives helpful links to national guidance (OEAP)

All documents can be found here.

Trips Procedures EVOLVE 2024



4.1. Educational Visits during the School Day

Consult with Line Manager

- Before submitting a visit request to the EVC or Headteacher, ensure you have discussed it with your line manager. For guidance, consider using the Learning Outside the Classroom (LOTC) Quality Badge. Visit their website to check if your activity is listed: LOTC Website.

Obtain Headteacher Approval

- Seek approval from the EVC via the Trips Thinking Stage Form. Appendix 1.

Complete EVOLVE Process

- Log into the EVOLVE platform and follow the steps to communicate all aspects of the visit. This includes uploading the risk assessment, visit letter, and learners register. Submit all required information at least two weeks before the visit. The Educational Visit Coordinator (EVC) will review it before forwarding it to the Headteacher for final approval. Only proceed when you receive confirmation via EVOLVE.

Consult Heads of House

- Check with the Heads of House to see if any learners should not participate. For exam-related visits, the school reserves the right to prohibit an individual(s) from attending a trip. Behavior contracts should be considered or discussed with individuals beforehand.
- As part of this TRIP LEAD must check the medical register and this must be accounted for on your Risk Assessment- A first aider should be on every trip and if there is anyone who is diabetic there must be a trained staff member for this.
- Please share your trip list with the DSL so that they can inform you of any SEMH, safeguarding or pastoral needs of the learners so that you can include this in your Risk Assessment.
- Please find the SEND/Inclusion register.

Conduct a Risk Assessment

- A risk assessment may involve a preliminary visit, even if the venue is familiar. Consider potential risks, how to prevent them, and contingency plans in case of issues. First aid arrangements are essential, including collecting equipment from the Pastoral and SEND administrator. Ensure learner lanyards with emergency details are given to learners if required. Attach the completed risk assessment to EVOLVE at least one week before the visit.

- The **group leader** will carry out a Specific Activity Risk Assessment (SARA) or Residential Specific Activity Risk Assessment (Res-SARA) for each trip considering specific hazards associated with the venue, transport, activities and participants and on-going hazards (dynamic risk assessment).

- Your SARAs should be used in conjunction with the school's Standard Operating Procedure (SOP) or Residential Standard Operating Procedure (Res-SOP) to ensure consistency when assessing risk. The SOPs must be read carefully by all staff accompanying the trip.

- All SARA and SOP documentation can be found in the trips folder.

- Any accidents or incidents that arise will be reported back as part of the trip evaluation on Evolve, and any changes to procedures conveyed to staff by the EVC.

- SARAs and Res-SARAs must reference pupils with specific medical, SEND and well-being needs. The group leader will brief all accompanying staff and pupils as to their responsibilities.

- The trip leader must also meet with the Pastoral and SEND Administrator and the appropriate Head of House to discuss the trip participants' medical, safeguarding and pastoral needs. It may be necessary to develop a specific risk assessment for a particular pupil and revise activities, supervision and interventions that may arise as a result of that assessment.

- Following a trip or visit **it is the trip leader's responsibility to complete the evaluation step on Evolve,** which must include their reflection on risk, near misses or incidents and how the risk assessment would be amended if appropriate.

Prepare the Visit Letter

- Attach the visit letter to the EVOLVE form for approval by the EVC or Headteacher. The letter should be sent to parents via the Office Manager to collect any necessary information or reply slips. Every visit requires a letter outlining:
    - Purpose and nature of the visit
    - Cost (via WeDUC)
    - Date and travel details
    - Departure and return times
    - Items learners need to bring/wear
    - Free school meals arrangements
    - Emergency contact details
    - Mobile phone usage policy
    - Model the letter on the EVC exemplar for clarity and professionalism.

Attach Detailed Visit Plan

- If necessary, include a written, detailed itinerary with the EVOLVE submission. Ensure all staff involved in the visit are briefed in advance about responsibilities, timing, and logistics. A staff meeting before the visit is essential to ensure everyone is clear on the plan.

Order Packed Lunches for Free School Meals (FSM) learners

- Please order meals via the office manager to order packed lunches for learners eligible for FSM. Provide the Main Office with the final list of names and numbers three days before the visit.

Book a Mobile Phone

- Book a mobile phone for the visit through the Network manager department. The Visit Leader must ensure the phone is charged and accessible throughout the visit.

Learner needs

- Review Access Plans for learners with special educational needs (SEN) and consult the SENCO about any special arrangements, such as additional support from the curriculum team.

Note Medical Needs

- Ensure the risk assessment includes relevant medical needs, especially for learners requiring injection pens for allergies. A trained staff member must accompany learners with medical needs. Coordinate with the Pastoral and SEND Administrator.

Store Information Securely

- Save all visit documentation electronically in a dedicated Google Drive folder, including:
    - Visit plan and itinerary
    - learners list with emergency contacts and medical details
    - Google Form responses (parent reply slips)
    - Staff list
    - Parent information letter
    - Risk assessment
- If carrying hard copies of learners' information during the visit, ensure they are kept in a secure, opaque folder in compliance with GDPR regulations.

5. Local Area Visits

If you plan to organise an educational enrichment activity outside of the school grounds, such as the Hickman Building or visiting local religious buildings for example you must follow the procedure for local area visits. These visits do not require Headteacher approval but should be recorded on EVOLVE and discussed with your line manager. Please refer to Appendix 2 Local Area Risk Assessment (LARA).

Steps for Organising Local Area Visits:

1. **Discuss with Line Manager**
    - Before planning the visit, consult your line manager to confirm that the activity is appropriate. Consider the size and nature of the group. If you feel an additional staff member is needed, ensure this will not impact staff cover elsewhere.

2. **Complete the EVOLVE Form**
    - Fill out the local area visit form on EVOLVE. Approval will be granted automatically once the form is submitted.
3. **Notify Office Staff**
    - Inform the office staff of the time, location, and nature of the activity.

Criteria for Local Area Visits:

- When it is for Off-site PE.
- Local Enrichment sessions.
- The activity occurs during normal lesson time.
- The location is within a 1-mile radius of the school and familiar to both staff and learners.
- The activity does not involve experiences outside of learners' usual routines.
- No transport is required.

6. Educational Visits with Residential Accommodation

Governor Approval

Ensure that the Risk assessment is shared with the Chair of Governors and is signed off by them.

Requesting Permission

Request permission from the Headteacher for the visit to proceed, confirm the dates, and get approval for staff participation. Like day visits, this should be discussed and planned with your line manager, who should be included in all communications.

Risk Assessment

Conduct a thorough risk assessment. This includes checking with the travel/accommodation operator, the venue, and possibly other schools that have used the facilities. If possible, visit the venue, though some operators may handle this, especially for activity-based trips. Verify the credibility of all agencies involved (operator, activity organizers, transport companies, and venue security). Submit the risk assessment to the EVC well in advance.

Establish contingency plans for staff/learners' illness and unexpected changes.

Develop clear procedures for handling any major mishaps or accidents in coordination with the EVC.

A first-aid trained staff member should ideally accompany the visit.

Check learners Eligibility

Review the list of learners with Heads of House and the Deputy Head, considering behavior, attendance, and term-time holidays. Learners with medical issues must be allowed to attend if parents wish, but parents must provide written information on how to manage their child's illness during the visit.

Send Initial Letter

Send a letter with visit details (dates, costs, etc.) to all eligible learners. Clarify that there is no automatic right to attend, and set expectations for behavior, outlining consequences for not adhering to these standards.

Hold an Information Evening

Organise an information session for parents and learners, with all participating staff attending. Provide detailed information about the visit, including dates, costs, accommodation, itinerary, and return times. Discuss spending money, vaccinations, appropriate clothing, and any safety concerns. Address questions such as:

Will learners be unsupervised at any time?

Will they be participating in swimming or hazardous activities?

What procedures are in place if learners are separated from the group?

How will personal currency be handled, and what is covered by insurance?

Reinforce behavioral expectations and consequences.

Collect Information from Parents

Gather the following:

- Updated medical information and signed consent forms for staff to make medical decisions if necessary.
- EHIC or GHIC numbers for European visits.
- Two small, recent photographs of the learners.
- Parents' day and night emergency contact details (not just mobile numbers).
- Special dietary requirements.
- Send a Form along with the invitation to the information evening for parents to complete. Paper forms should be available at the event for those unable to complete the form online.
- Track Payments

Keep detailed payment records and provide learners with receipts, including the date, amount, and payment method. Deposits should be non-refundable. Verify whether extra insurance is needed for medical conditions, and provide parents with a copy of the insurance cover document.

Collect and Check Passports

Collect passports early and check their validity, ensuring they don't expire within six months of the return date. Determine if visas are required, and remind parents to apply in advance. For European visits, obtain a Central Bureau form signed by the Headteacher for visa purposes.

Record Passport Information

- Record passport details, including the name, date of birth, issue/expiry date, passport number, and country of issue.
- Arrange Currency
- Coordinate with the Finance Office to arrange currency distribution among staff.

Contact the British Embassy

Contact the British Embassy or High Commission in the destination country, providing them with the itinerary, accommodation details, and passport information. Ensure you know the location of the embassy when you arrive.

Inform Staff and learners

Share the list of participants with all staff via email and include visit details in the school bulletin. Ensure copies of all details (staff, learners, parent contacts) are left with the main office and relevant SLT members.

Prepare for Emergencies

Designate an emergency contact person and ensure staff have the mobile numbers of key SLT members and school contacts.

Mobile Phones

Learners may bring mobile phones, but usage rules must be discussed with parents. Keep a record of all learners' phone numbers.

Journey Procedures

Ensure learners are clear on procedures for breaks in the journey (e.g., coach to ship) and include these in the risk assessment.

Arrival Notification

Inform the school of the group's safe arrival and any changes to the schedule or problems.

Accommodation Check

Upon arrival, verify the hotel/hostel's security arrangements, emergency procedures, and fire exits, and review them with learners. If there are concerns, contact the hotel management or visit operator, and notify the school immediately if venue changes are necessary.

Coach Safety

If using a coach abroad, ensure seatbelts are functioning. If not, make alternative arrangements.

Staff Rooms

Ensure learners know the location of staff rooms for emergencies.

Learner Information

Keep a copy of all learners' details, including photographs, with the group at all times. Learners should also carry the accommodation address and contact information, along with a note in the local language in case they get lost.

Communication on Return

Arrange a communication plan for the return, allowing learners to contact parents or encouraging parents to check with the school for arrival times. Notify the school promptly if there are any delays.

Post-Visit Report

After the visit, submit a report to the EVC detailing any issues, accidents, or "near misses," as well as recommendations for future visits to the same or other locations.

7. Staff ratios and first aid

Staff to Pupil ratios (non-hazardous activities) wherever practicable:

- 1:10
- The ratios for any one trip will consider the Specific Activity Risk Assessment (SARA) and will be adjusted according to activity, venue and pupils. No visit will be staffed by less than two members of the team unless agreed in advance with the EVC.

Each visit will be accompanied and organised by a **trip leader** who takes **responsibility** for ensuring that all aspects of the trip are planned, communicated, and organised during the trip and evaluated. The group leader **must** have previous experience of organising or accompanying an educational visit. All trips will be staffed according to the ratios highlighted above, although some venues e.g. London Museums and TfL require higher staff numbers, which will be provided.

Before any approval is given for a residential trip or for the use of an external provider, the trip leader shall ensure that, where appropriate, the provider holds a Learning Outside the Classroom (LOtC) quality badge as well as checking:

Public liability insurance
They meet their legal requirements
Their health and safety and emergencies policies
Risk assessments and control measures
Their use of vehicles
Staff training and qualifications
Safeguarding checks and arrangements
Accommodation and fire evacuation, where appropriate
That they hold all appropriate licences

Evolve, the trip planning platform, will guide staff through this process.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

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

The trip leader will be familiar with these plans for each visit.

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

1 member of staff will always accompany learners seeking medical treatment.

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

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

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

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

9. Review

This policy will be reviewed every year by the headteacher and EVC. At every review, the policy will be shared with the full governing board.

10. Links with other policies

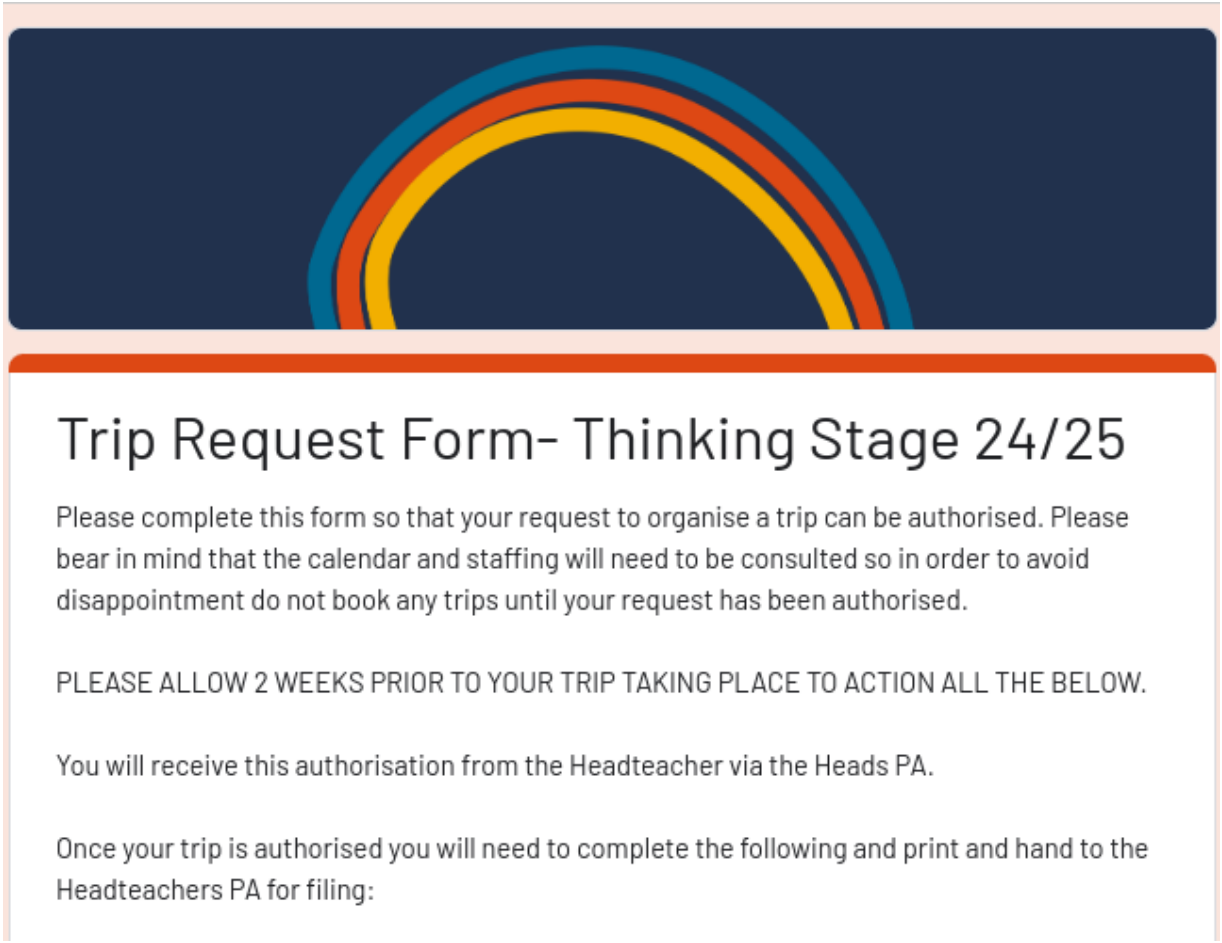
This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour for Learning policy
- Child protection policy
- First aid policy Administration of medicine
- Supporting learners with medical conditions policy
- Special educational needs (SEN) policy
- Equality Policy
- Accessibility plan

Appendix 1: Thinking Stage Form and proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the EVC.

https://docs.google.com/forms/d/e/1FAIpQLSd_7GyJggyu7NoG2KiCe2vJFWGasCIMwKgUuDl9G_I8GcM3KA/viewform



Trip Request Form- Thinking Stage 24/25

Please complete this form so that your request to organise a trip can be authorised. Please bear in mind that the calendar and staffing will need to be consulted so in order to avoid disappointment do not book any trips until your request has been authorised.

PLEASE ALLOW 2 WEEKS PRIOR TO YOUR TRIP TAKING PLACE TO ACTION ALL THE BELOW.

You will receive this authorisation from the Headteacher via the Heads PA.

Once your trip is authorised you will need to complete the following and print and hand to the Headteachers PA for filing:

Appendix 2 – Local Area Risk Assessment (LARA) for Extended Learning

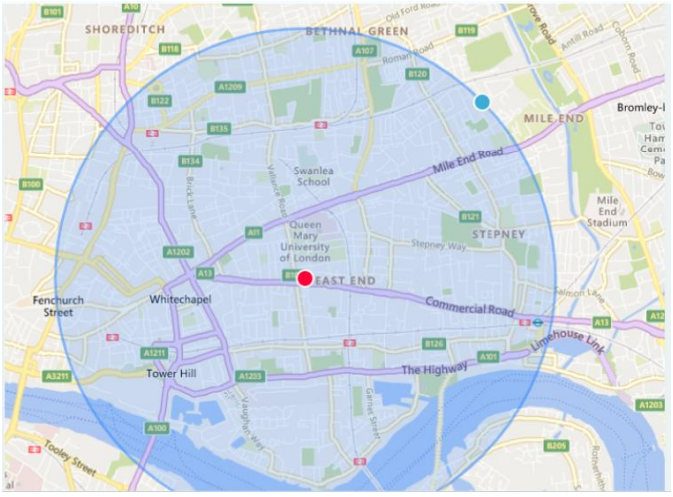
General
Visits/activities within the 'Extended Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- do not require parental consent
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- do not need to be recorded on EVOLVE if these are ad-hoc activities or for off-site PE.

Boundaries
The boundaries of the Extended Learning Area are shown on the attached map This area includes, but is not limited to, the following frequently used venues: *e.g.*

- *Whitechapel Gym*
- *The ideas store (Whitechapel Road and Commercial Road)*
- *The Hickman Building*
- *John Orwell*
- *Enrichments within 1 mile radius.*



'No-go' areas within the Boundaries

- Walking through Whitechapel Market
- Walking through Watney Market

Operating Procedure for Extended Learning Area
The following are potentially significant issues/hazards within our Extended Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept of the 'Extended Learning Area' is explained to all new parents when their child joins the school and parents sign the Extended Learning Area Letter.

- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Extended Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

IMPORTANT: PLUS

- *Pupils must be informed that they are not allowed to use the vending machines at Whitechapel Leisure Centre*
- *Pupils must tidy changing rooms before leaving at Whitechapel sports centre*
- *Noise at whitechapel sports centre must be kept to a minimum when not in the sports hall*

Appendix 3: Standard Operating Procedure (SOP)

Wapping High School Standard Operating Procedure for Day Trips: SOP

For completion by SOP author	
Version	Version 1 October 1st 2024
Author	S Sanders (Assistant Headteacher)
Reviewed by	S Sanders (Assistant Headteacher) Tom Raw (Head of School) Nicolette Sorba (Deputy Headteacher)
Next review date	September 2025

The following SOP document must be read by all members of proposed residential trip and uploaded to Evolve.

This document must be used in conjunction with the WHS Specific Activity Risk Assessment (**SARA**),which can be found in the 'Files' section on Evolve or in the Trips Folder on the Drive

Your trip will only be processed and approved if both documents are attached, and the SARA specifically reflects the needs and risks of your trip. Please ensure that your SOP and SARA are the latest versions (see dates above).

Please note that you are required to complete the Trip Evaluation Form when the visit is completed.

Ratios and staffing		
Hazard	Why is this a hazard?	Control measures

o Trips do not have appropriate staffing ratios.	o Pupils may be inadequately unsupervised. o Pupils may become lost or separated from the group. o SEND and pupils with complex medical needs may not be included or receive appropriate care in an emergency.	o WHS trips and visits have a **minimum of two staff members** attending all visits; exceptions may be made for local fixtures or local visits where first aid is readily available. This must be agreed ahead of time with the EVC. o WHS student to staff ratios are **10:1.**Exceptions may be made for local sports fixtures or events when agreed with the EVC. o Parents may be asked to support on visits involving large number of pupils. These parents should be added as **'accompanying adults'** on Evolve, with their full names listed and the appropriate 'accompanying adults' risk assessment added to the linked documents area on Evolve.

o Inexperienced or unsuitable staffing	o Pupils may be inadequately supervised resulting in a lost child or an accident. o Staff may become stressed or overwhelmed.	o The EVC will monitor staffing arrangement on EVOLVE. o Trips will not be approved without appropriate staffing, as confirmed by the EVC. o All staff are briefed that they must contact the emergency services in the event of a medical emergency or accident.

	o Inexperienced staff may be required to make quick decisions in an emergency.	o All staff are briefed and understand that they must contact their base SLT/EVC (noted on EVOLVE) if there is a concern or a crisis.
Pupil Wellbeing		
Hazard	Why is this a hazard?	Control measures

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o Some pupils have complex medical needs such as, but not limited to, allergies, diabetes or epilepsy.	o A pupil may experience an allergic reaction. o A pupil may experience anaphylaxis, resulting in hospitalisation or fatality. o A pupil may experience hyper or hypo-glycemia because of diabetes, resulting in hospitalisation or fatality. o A pupil may experience a fit. o A pupil may experience another form of medical emergency.	o Staff are aware of students with complex medical needs or allergies on their trips or visit. o A staff member who has had diabetes and epilepsy emergency training will attend. o The Trip Leader will collect any medicines or Epi-Pens from the Office in good time. For trips departing in the morning, this would be the afternoon before. For those departing in the afternoon, this would be in the morning. o WHS are a **nut-free school** and this also applies to packed lunches and snacks, as well as any food provided on the trip.

		o The Pastoral and Send Administrator will inform the Trip Leader if the pupils in question will carry their own medicines/Epi-Pens or if these will be held by the Trip Leader. If the latter is the case, the pupil in question must be informed of which staff member holds their medication.
o Some pupils may have SEND, mental health or pastoral needs.	o Pupils may feel isolated from the activity. o Pupils may feel anxious or overwhelmed by the activity or journey. o There may be unresolved pastoral issues within the group of pupils, causing behavioural or safety concerns on the trip.	o Staff are aware of pupils with SEND and liaise with the SENDCo ahead of the visit to ensure that pupil needs are catered for. o Staff have read the EHCPs and support strategies on SEND Register pertaining to students with specific needs. o Staff are responsible for ensuring that all students feel included in activities, regardless of needs or disabilities. o Staff log any incident or concern on CPOMS as soon as possible.

Pupil Behaviour		
Hazard	Why is this a hazard?	Control measures
o Pupils may misbehave on the trip.	o This may cause danger or harm to the pupil themselves, their peers, staff or members of the public.	o Appropriate staffing ratios which consider any additional needs presented by pupils and the level of risk presented by the proposed activity. o School rules reiterated ahead of departure and enforced for the duration of the trip.

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	o This may delay the trip or cause it to be cut short. o This may damage the school's reputation with providers or with the general public.	o Pupils will be supervised at all times during the activities, including when these are led by external providers. o Pupils will be supervised on the journey to and from the activity, unless dismissal from the venue has been agreed at the approval stage with the EVC. o The group leader will consider any pupil dynamics or pastoral issues when grouping students for activities. Heads of House (Pastoral and Safeguarding) should be consulted if necessary. o If a pupil persistently misbehaves, they may be isolated with a member of staff or removed from an activity. If the behaviour of a pupil is deemed persistently unacceptable, a parent may be called to collect their child or the child may need to return to school with a member of staff. o Incidents and concerns are recorded on CPOMS as soon as possible and parents are informed.

o Pupils vaping, smoking and accessing drugs or alcohol	o Pupils may be smoking or vaping, damaging their health or that of their peers. o Pupils may be putting themselves at risk with drugs or alcohol.	o Pupils will be supervised at all times during the visit. o Staff will use professional curiosity if they smell smoke or vape on pupils or suspect they may be under the influence of alcohol or drugs. o Any contraband products will be confiscated and handed to the Pastoral team for further investigation.

	o Pupils may bring the school into disrepute.	o Incidents or concerns will be logged on CPOMS and parents informed.

Travel		
Hazard	Why is this a hazard?	Control measures

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o Walking	o Pupils may become lost or separated from the group. o Risk posed by motor vehicle users and cyclists. o Pupils may trip or slip. o Pupils may be spoken to or touched inappropriately by members of the public. o Pupils may be victims of theft. o Risk of out-of-control dogs. o Pupils may misbehave whilst walking.	o Staff will conduct regular headcounts before departure and during travel. o For very large groups, staff should be allocated a small group of students that they are responsible for in case of emergencies or the need for quick counts. o Staff will be positioned at the front and back of the group whilst walking. In the case of larger groups, additional staff should also be positioned in the middle of the convoy. o Ahead of the visit, the trip leader will ensure they have checked any walking route directions to avoid the group getting lost. o When crossing roads, zebra or pelican crossings must be used. o Staff will be vigilant of obstructions or debris on paths and pavements and make reasonable adjustments to their route to avoid them. o Staff will be alert to strangers approaching the group and foster the school's culture of WHS as a 'telling' school,

		encouraging pupils to voice if they feel uncomfortable or worried. o Students will be advised by staff not to display valuables, such as phones, tablets, jewellery and money. o Students will be advised not to approach or engage with dogs. If there is a concern about an out-of-control dog, staff will move the group away from the area. o Staff will employ the school's behaviour policy and promptly address any behavioural issues. These will be logged on CPOMS and parents informed.

o Minibus or coach	o Risk of road traffic accident. o Risk of travel delays. o Risk of travel sickness. o Pupils may misbehave on the journey.	o Students and staff must always wear seatbelts during the journey. This will be verbalised and checked by staff. o Passengers should remain seated for the duration of the journey. o In the event of an accident, the school should be informed as soon as possible in order to send communications to parents. o Passengers will not use any toilet facilities aboard the vehicle whilst it is on the road. o If there are significant delays, staff will ensure regular updates are given to the school and pupils' parents. o Students who are known to suffer from travel sickness will be highlighted by the Pastoral and SEND Administrator. Staff should be alert to signs of

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		illness and provided sick bags / opportunities for breaks as necessary. Students should wear sickness bands or use travel sickness medication as appropriate. o Staff will employ the school's behaviour policy and promptly address any behavioural issues. These will be logged on CPOMS and parents informed.

o Tube or train	o Pupils may become lost or separated from the group. o Pupils may be spoken to or touched inappropriately by members of the public. o Pupils may be victims of theft. o Delays to the journey. o Pupils may misbehave whilst on the train or tube. o Acts of terrorism.	o Staff will conduct regular headcounts before departure and during travel. o Staff will be positioned throughout the carriage of the train or tube to supervise students. o Staff will be alert to strangers approaching the group and foster the school's culture of WHS as a 'telling' school, encouraging pupils to voice if they feel uncomfortable or worried. o Students will be advised by staff not to display valuables, such as phones, tablets, jewellery and money. o Staff will check routes ahead of departure. o School and parents to be informed of any significant delays as soon as possible. o Staff will employ the school's behaviour policy and promptly address any behavioural issues. These will be logged on CPOMS and parents informed.

		o In the event of a terrorist attack, pupils and staff will follow instruction from TFL, Network Rail and emergency services to get the party to safety.

Appendix 4: Specific Activity Risk Assessment

WHS Specific Activity Risk Assessment (SARA): Day Trip

For completion by SARA template author	
Version	Version 1 October 1st 2024
Author	S Sanders (Assistant Headteacher)
Reviewed by	S Sanders (Assistant Headteacher) Tom Raw (Head of School) Nicolette Sorba (Deputy Headteacher)
Next review date	September 2025

The following SARA document **must be read by all members of proposed day trip or visit** and uploaded to Evolve.

This document **must** be used in conjunction with the WHS Standard Operating Procedure (SOP) for day trips or visits, which can be found in the 'Files' section on Evolve or in the Trips Folder on the Drive

Your trip will not be processed or approved if both documents are not attached, and the SARA does not reflect your specific trip or visit. Please ensure that your SARA is the latest version (see dates above).

Please note that you are required to complete the Trip Evaluation Form when the visit is completed.

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Day trip or visit details			
Trip name:		Trip date:	
Trip Leader:		Additional staffing:	
Number of pupils:		Ratio of staff to students:	
Name of venue:		Address of venue:	
Departure time:	Return time:	Departing from SCHS: Yes / No	Returning to SCHS: Yes / No
Method(s) of transport:		*If you have answered 'No' for either of the above questions, please give further details:*	

Specific Activities		
Hazard	Why is this a hazard?	Control measures

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