

**Excalibur Academies Trust**  
Offsite Activities (including Trips) Procedure

Version	Author	Created	Updated
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# Document Control Page

Revision	Date	Change	Origin of Change
Format Change & Review	March 2025	Added equalities duty form and educational trips issues process	Updated internal processes

Other Policies and Documents Associated
Accident & Incident Reporting Guidance Accident & Incident Flow Chart

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## 1. Statement of Intent

- 1.1 Excalibur Academy Trust ("the Trust") has overall responsibility for the provision of Offsite Activities to the Principal/Head Teacher, teachers, non-teaching staff, pupils, and visitors. The Trust understands that decisions about Offsite Activities are of paramount importance and will endeavour to ensure that any trip incidents are dealt with appropriately and in accordance with this procedure.
- 1.2 Together, we are committed to achieving the following objectives,
- 1.2.1 to provide an accessible offsite activity procedure,
  - 1.2.2 to ensure all offsite policies and procedures are based on an up-to-date risk assessment,
  - 1.2.3 to ensure all educational offsite activities and facilities are suitable for purpose.
- 1.3 Department for Education (DFE) guidance on educational visits
- 1.3.1 The Department for Education's (DfE) has updated its Guidance on Health and safety on educational visits. (<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>)  
  
The guidance, which links to Outdoor Education Advisers' Panel National Guidance, also endorses the Council for Learning Outside the Classroom's LOtC Quality Badge, the national accreditation which ensures providers have the appropriate safety standards and liability insurance in place.
  - 1.3.2 The guidance clarifies how health and safety law applies to educational visits and is designed to reassure establishments that where sensible and proportionate precautions are taken in planning and running visits and trips, then staff should not fear prosecution by the HSE. Organisations are encouraged to strike the right balance between protecting children and young people from risk and ensuring that they can learn from the stimulating challenges and valuable experiences that educational visits provide. The statement also encourages employers to remove any wasteful bureaucracy in organising visits and activities.
  - 1.3.3 Ofsted have made clear that they consider this area of activity, amongst others specifically named, to be essential elements of an overall successful safeguarding approach to be encouraged and dealt with on a proportional basis.
  - 1.3.4 The guidance is welcomed by all involved with outdoor learning, especially the call for a more sensible and proportionate approach to health and safety and the reduction in red tape.

## 2. Responsibilities for Health & Safety

- 2.1 Overall and final responsibility for health and safety
- 2.2 The Board of Trustees, Chair of Trustees and Head Teacher/Principal carry the key responsibilities for assessing, recording and implementing the correct offsite activity procedures. They will do this by:
  - 2.2.1 leading by example on all matters relating to offsite activities.
  - 2.2.2 promoting and following this offsite activities Procedure.

## 3. Procedure and Guidance

- 3.1 Excalibur Academies Trust have formally adopted the employers' policy and guidance produced by the Outdoor Education Advisers panel and use it as part of our own procedure and guidance approach. This guidance can be found at <http://oeapng.info/>
- 3.2 We require all those who are working with children and young people, directly for us or on our behalf, to comply with the content of this procedure and guidance.
- 3.3 We will also take account of and reference:
  - 3.3.1 Any organisational policies which may apply, e.g., the overall Safeguarding approach, our 3Cs Policy covering critical incidents, First Aid/Medication/Bereavement Policy, Use of Transport Policy, Charging Policy etc.
  - 3.3.2 Association of Physical Education -afPE
  - 3.3.3 National Governing Body guidelines covering sports and outdoor activities and comply with the standard set, and other sources of good practice.
- 1.1 Our 'Emergency Procedures – School Visits' sheet is included in an appendix to this document. It will be taken on all visits/trips. Staff will be trained in its use.
- 3.4 Education Visits Co-ordinator (EVC)

Each school within the Trust will appoint their own EVC and ensure they are trained and accredited by a competent specialist, then refreshed on a regular basis, noting that a formal revalidation is necessary every three years. Responsibility for educational visits and learning outside the classroom rest with the Head Teacher/Principal or manager of the establishment by default.

### 3.5 Visit / Deputy Visit leaders

Each school will appoint Visit leaders and Deputies and ensure they are trained and by the EVC and, then refreshed on a regular basis.

### 3.6 Ratios

There is no law that prescribes activity specific staffing ratios; but it does require that the level of supervision and group management is 'effective'. All schools within Excalibur Academies Trust will ensure that there is an appropriate level of supervision at all times for all visits and that the supervision is effective.

### 3.7 First Aid

The Visit Leader will risk assess the level of first aid required for a particular visit. This decision could be influenced by factors such as the environment and proximity to emergency services or professional care. However, as a minimum, for all visits there will be a responsible adult with a good working knowledge of first aid appropriate to the environment. In the case of the Early Years Foundation Stage pupils, it is mandatory that at least one person in attendance on the visit has a current paediatric first aid certificate.

Where remote supervision is used (for example during a Duke of Edinburgh's Award expedition), the Visit Leader/supervisor will ensure that the group has:

- The ability to contact qualified first aid support, and
- An appropriate level of competence and first aid materials to look after themselves until help arrives.

For Overseas Visits, the Visit Leader will ensure that a member of the visit staff team or external agency has an appropriate level of language skills to summon help in an emergency and can communicate effectively in the appropriate language/languages (if travelling through several different countries).

A First Aid Kit appropriate to the visit should be carried.

### 3.8 Accident Reporting

Schools will ensure that accident, incidents or near misses are reported without delay, following the Trust procedures, and using I Am Complaint. For more serious incident(s), which at their worst may need reporting on to the Health and Safety Executive under the RIDDOR regulations, the school is expected to use the Education Trip Issue Processes (see appendix:

1. Trip Emergency
2. Trip Concern
3. Guidance for Principals and/or Trust contacts

### 3.9 Minibus drivers

Schools will use the latest up to date guidance for the driving of minibuses, by accessing the OEAP National Guidance 4-5b Transport-Minibuses <http://oeapng.info/> and ensure that the driver(s) have undertaken a Minibus Driver Awareness Scheme course (MiDAS), or equivalent.

### 3.10 Volunteers

The engagement of any volunteer will involve an appropriate level of vetting and induction. They must be sufficiently competent and confident to carry out their responsibilities. The level of competence and the thoroughness of the engagement process will depend upon the role that the volunteer is assigned, and the degree to which they will be working independently or under supervision.

### 3.11 Insurance check

Schools will check that there is appropriate insurance in place (RPA) which covers all Educational Visits to be undertaken, including Foreign Travel (where applicable), special activities and volunteer leaders.

### 3.12 Provider Assurances

School will source accredited and competent providers wherever possible to enhance our provision and take full advantage of nationally accredited, provider assurance schemes available.  
Examples include:

- The Council for Learning Outside the Classroom Quality Badge
- AALS licensing
- Adventuremark
- Association of Heads of Outdoor Education Centres Gold Badge, and National Governing Body qualifications (applicable where the provision is a single, specialist activity).

### 3.13 External Providers

These are third parties, contracted to provide instruction or coaching for activities, residential accommodation, travel packages, or overseas expeditions. All external providers must have a clear contract with the establishment and be subject to robust checks. Duplicate risk assessments are not required by our competent support from organisations which hold the LOTC Quality Badge. <https://lotcqualitybadge.org.uk/>. However, a risk management plan should be completed to record any aspects of the visit for which the establishment is responsible. E.g. Transport to and from the venue, downtime, medical issues etc.

### 3.14 Data Protection

We will ensure that we have in place suitable systems to protect information held about staff and children/young people and that we comply with current data protection law. This will include how personal data for visits is shared and procedures for handling it.

Deputy visit leaders will have a duplicate copy of all pertinent trip documentation

## 4. The Value of School Trips

1.2 School visits enhance student interest and develop both the subject and the wider school curriculum. Most venues offer cross-curricular opportunities, and these should be encouraged. The social benefits attributable to school visits, particularly residential trips can be considerable and for certain students these opportunities may help to modify behaviour in the classroom and the school environment. For some students with disadvantaged social and economic backgrounds the opportunities afforded by educational visits can often be significant.

4.1 Excalibur uses the EVOLVE system for planning, managing and risk assessing trips. [www.hampshireoutdoors.com](http://www.hampshireoutdoors.com)

4.2 All Offsite activities must to processed through EVOLVE.

4.3 Educational visits can have a significant impact on the school day in terms of staff and student absences and this need to be balanced against the educational merits of the visit.

4.4 Consequently, all trip applications must follow a common procedure.

1.3 A Pre-application must be approved in principle by the EVC before a full application can be made.

4.5 For all schools, full applications for offsite activities are to be completed online through Evolve and receive approval from the EVC and Principal. Different approval levels apply to different category activities:

**Category 3 (A):** low risk, carried out often, local activities e.g. visiting the local village church. These do not require an Evolve Form; however, the school may choose to do so. A rigorous Risk Assessment must still be completed.

**Category 2 (B):** away from school for a long period of time, with transport such as a coach required, risks are higher but manageable. E.g. theatre trips.

**Category 1 (C):** High risk- residential, overseas, coastal, or river related, activity based, E.g. Geography field trips, ski trips, activity centres.

4.6 For high-risk activities, such as activity courses, overseas trips, fieldwork activities to Open Country (rivers, beaches, etc.) or residential trips, approval

will also be required from the Hampshire Outdoor Education & PE Service, with whom Excalibur has a SLA and the Excalibur EVC.

4.7 For all trip applications, the EVC will review the visit in terms of several criteria, including:

1. Educational value of the visit.
2. Impact on the school calendar (avoiding clashes)
3. Impact of the staff absences on the school and student education.
4. Safety aspects of the visit – can the risks be managed?
5. Cost of the trip.
6. Travel time involved compared to duration of educational experience.
7. Timing relative to the 'exam watershed'

## 5. Charging

5.1 Visits which are additional/supplementary and although desirable, are not central to the curriculum, can charge. Help may be available to support student payments through discretionary school grants, depending on individual school's arrangements for providing student financial support. Visits that are essential to the curriculum cannot be charged- although voluntary contributions to cover the cost of the activity can be requested.

5.2 Letters to parents must not mislead parents and create an impression that a school visit is essential and integral to an examination course. The new specifications in some subject areas where fieldwork is a compulsory part of the course assessment- such as A-level Geography are an exception to this. It can be pointed out that if there are insufficient voluntary contributions then it is likely the trip will not be able to go ahead.

## 6. Equality

(including; accessibility, behaviour, gender, inclusion, medical and social economics)

6.1 There is a statutory responsibility upon schools to ensure educational visits are as inclusive as possible. Excalibur EVCs should ensure that the trip organisers have taken appropriate steps to make the trip accessible to disadvantaged students and those whose circumstances may otherwise prevent their participation in the trip/activity. The Equality Duty Form will ensure this information is captured.

6.2 Students with additional needs who are taken on educational visits need to be reviewed in terms of the Risk Assessment and an appropriate management plan agreed. With more serious medical situations, parental approval/awareness regarding the management will be required. These additional management plans must be included in the RA. There may be an additional requirement to ensure that staff have specialist training to meet the medical needs of students, or have arrangements in place during the visit to ensure adequate provision.

- 6.3 Students with behavioural problems may need one to one supervision. If an appropriate level of supervision cannot be achieved for a particularly difficult student, and where their behaviour is not related to a specified medical or special need, then, in the context of the school behaviour code, it is possible that the student may not go on the visit. The EVC who approves participation of a student, who has a school history of un-cooperative behaviour, on a school visit, will need to be confident that there is enough management in place to prevent this student being a danger to themselves and other students. For outdoor activities, this is particularly important

## 7. Health & Safety

- 7.1 All school visits “offsite” will be risk assessed and signed off by a suitably qualified person. This person should have considerable experience of trips, be aware of the relevant legal requirements and have relevant EVC training. Party leaders should make full use of the generic risks and management information on the Excalibur Evolve web site.
- 7.2 All Risk Assessments must be written by the party leader and should be specifically related to the environment/venue being visited, the actual students going and the specific activities being undertaken. This should include accommodation supervision and any evening or downtime activities.
- 7.3 Party leaders should appreciate that their risk assessment will be scrutinised by the EVC and Hampshire Outdoor Education & PE Service and possibly by other third parties in the event of an accident/incident and their response to certain scenarios will be tested-particularly with visits that have a higher risk profile. The visit cannot proceed unless this process has been satisfactorily completed.

## 8. Emergency contact

- 8.1 For activities/trips within the school day, contact the school.
- 8.2 Visits outside of school hours will have two contact numbers. Please note the school's Reception number **cannot be used** for this. These 'duty officers' will have both the RA and trip details provided by the EVC. Providing a 24/7 emergency contact number at weekends and during holidays is difficult if only one member of staff is nominated and on longer residential visits several duty officers may be required.

- 8.3 The 'Duty Officer' may have to consider:

### **The nature of the emergency:**

Coach crash  
Medical – outbreak of food poisoning,  
School party in quarantine  
Student death  
Student hospitalised  
Parent death in the UK.

Student detained by police for theft, alcohol or drug related offence.  
Return journey prevented by ash cloud, company collapse or civil unrest

### Issues and questions

Q. Is the party leader able to continue and be an effective decision maker?  
The party leader may be killed, injured, ill in hospital or traumatised by the death of a student.

Q. Can the deputy leader cope with the situation?

Q. Does the school need to send additional support out to the location – is this realistic and who should be sent?

Q. Who is going to deal with the parents?

Q. Who is going to deal with the media?

Q. Should the trip continue or should the party return home – how can this be achieved?

Q. Do any agencies need to be informed such as embassies? Does the insurance company need a police report or early notification?

Q. Does the emergency require specialist support such as trauma counsellors or legal advice?

- 8.4 In all situations, Hampshire Outdoor Education & PE Service will provide support services.

## 9. Use of Staff Vehicles

- 9.1 We do not typically use staff vehicles to transport students for school visits.

## 10. Courses and educational visits recommended by the school

- 10.1 There is an expectation that a course or educational visit recommended by the school should be of good educational value and undertaken in a safe environment with an approved provider. This includes residential courses for more able students, outdoor pursuits and international travel companies.

- 10.2 The EVC responsible for approving the RAs of educational visits should be aware and give approval for external courses recommended by the school and delivered by a third party. Suitability of a new provider should be checked with Hampshire Outdoor Education & PE Service.

## 11. Parental contact

- 11.1 Students cannot participate on educational visits without written parental permission. A 'General Local Trips Agreement Form' provided at the beginning of the school year or even at the beginning of a student's time at a school should not be considered adequate for activities categorised Category 1. A parental signature on a reply slip, usually linked to the information letter, or ticked consent box on ParentPay is sufficient. With most

residential visits such as language exchanges then an information evening with opportunities for parental questions is considered good practice.

## 12. Local Visits

- 12.1 Local visits within walking distance of the school, which are undertaken in lesson time, do not normally require a formal visit application. The EVC/Principal needs to be aware of the visit and should be confident with the arrangements. A Risk Assessment should be carried out by the Party Leader and lodged with the EVC prior to departure. A list of students who are off site should be left with the school office in case of an evacuation emergency. Medical and parental contact details should be carried as good practice, especially if only one member of staff accompanies the group, or the visit will be in an area of poor mobile reception.

## 13. Emergency Procedures and Lockdown

- 13.1 Schools will have an emergency planning procedures in place in the event of a critical incident. Every visit leader, deputy visit leader and all other members of the staff team and will be familiar with emergency planning procedures and the reporting mechanism.
- 13.2 Relevant emergency contact telephone numbers will be carried by leaders at all times during an educational visit but should only be used in the case of a genuine emergency. Under no circumstances will these telephone numbers be given to young people or to their parents/carers.
- 13.3 Postcodes for all venues will be carried by leaders and the what3words app will be available on all school mobile phones carried by the visit staff team.
- 13.4 Where coach travel is to be used, we will brief coach drivers in advance about emergency/evacuation procedures for the trip. E.g. arranging a second pick up point.
- 13.5 Schools will facilitate a coach evacuation briefing at the start of each coach journey and ensure staff are spread throughout the vehicle for each journey.
- 13.6 Schools will brief staff and children/young people about the use of mobile phones on a trip and especially in the case of an emergency.
- 13.7 Schools will have a tested and robust lock down procedure for all Educational Visits. Lock down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils on the trip. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Pupils/Young People will be suitably briefed and involved in the lockdown process where appropriate. Our procedures will include:
- Identifying the likelihood of a security related incident occurring
  - assessing the level of impact, and

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- developing plans and procedures to manage and respond to any threats.

13.8 Refer to Government advice in School and College Security Guidance (November 2019)

<https://www.gov.uk/government/publications/school-and-college-security>

Principal .....

Academy .....

Date .....

## Appendix 1 Notification Process

All visits must be recorded on Evolve, by accessing their Notification Form via the Hampshire Outdoors account.

All visits will be recorded and approved by the schools EVC. The EVC will obtain approval from the Head Teacher/ Principal. It may be required (on an individual school basis) to ensure that the school governing body is made aware of visits taking place.

### COMPLETED FORMS WILL BE RETURNED AT A MINIMUM:

- **Twelve weeks prior to Action, Overseas & Residential Trips (Category “C” visits)**
- **Six weeks prior to any water-based trips, such as swimming lessons**
- **Two weeks prior for local activities such as; walking to the local church or farm etc.**

This enables the necessary checks to be carried out, any amendments made to the arrangements and approval given.

### Failure to notify and receive approval for an activity in Category ‘C’ could result in:

- contravening safety guidelines for ‘Off-site visits/School trips’
- lack of emergency support or back-up in the event of an incident occurring
- adverse publicity for the establishment organising the event
- cancellation of the Off-site visit/School trip, and

### “Category of activity”

When assessing the most appropriate **category** in which to place an activity, account must be taken of various factors including:

- the ages and abilities of the children or young people involved
- the environment and site of the activity
- the prevailing or forecasted weather conditions
- the experience and qualifications of visit leaders supervisory staff, and
- any special needs of children or young people.

**The lists of activities in the various categories below are by no means exhaustive and will be added to or interchanged as experience dictates.**

**Category ‘A’** comprises activities/events that present no significant risks beyond those that may be experienced in everyday living and moving around.

For example:

- visiting local libraries, museums, exhibitions, theatres, concerts
- attending musical/arts events, festivals – on same day events
- field study visits in environments presenting no technical hazards
- visits to local Swimming Pools where correct ratios of lifeguards are on duty supported by an appropriate number of school staff
- local farm visits
- zoological gardens, nature reserves and National Trust type properties, and

- access to off-site playing fields, sports facilities, 'away' fixtures, local walks, surveys, census gathering exercises. See DS Draft Sporting Fixtures Risk assessment found on the A-Z and also Safe Practice in PE and Sport guidance on Sports fixtures, festivals and tours

**Category 'B'** comprises activities and events that are considered during the **risk assessment** process to be of higher profile than those of Category 'A'.

For example:

- orienteering in local parks or woodlands
- walking, jogging, cycling (on or off-road), in non-remote countryside
- local low level camping trips where basic facilities are available on site\*\*
- field study work in non-remote upland or coastal areas
- team building/problem solving exercises, low level (up to a height of 1.25 m) rope courses and 'assault' course circuits
- visits to major cities in UK, visits to theme parks, and
- sponsored walks & large scale events where many people participate or watch.

**Category 'C'** comprises activities/events that are potentially of a high risk nature that require specially trained, experienced and qualified staff to lead. Many of these activities fall within the **4 generic groupings** currently covered by the Adventure Activities Licensing Authority [www.hse.gov.uk/aala/](http://www.hse.gov.uk/aala/), although this may change in due course. These groupings are: climbing, caving, trekking and water-based activities.

For example:

- climbing plus abseiling, ice climbing, gorge walking, ghyll scrambling and sea level traversing
- caving plus mine exploration, cave diving
- trekking plus mountaineering, fell running, pony trekking, off piste skiing, and
- water-based activities: canoeing, kayaking, sailing, windsurfing rafting, paddle surfing, dragon boating

A full list of activities covered by licensing can be found on the AALA web site [www.hse.gov.uk/aala/](http://www.hse.gov.uk/aala/)

### **Additional category C activities include:**

- remote or 'wild country' camping (Ten Tors, Duke of Edinburgh's Award expeditions)
- overseas visits & exchanges and overseas expeditions
- motor sports, quad biking, motorbike scrambling
- air-born activities (excluding commercial flights) i.e. gliding, hang/para gliding, parachuting
- hybrid activities combining elements of rock & water i.e. gorge/ghyll scrambling, canyoning, sea traversing, coasteering'
- archery
- combat activities i.e. self-defence, judo, fencing, boxing, wrestling, martial arts
- pistol & rifle shooting & paint balling, and

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- fishing: inland waters, coastal & sea venues.

Staff or managers should be certain of the educational benefits for their children and young people of such activities as paint balling, pistol/rifle shooting etc. when undertaking their risk assessment.

## Appendix 2 Equality Duty Form for School Trips

The **Equality Duty Form** ensures that schools:

1. **Comply with equality laws** such as the Equality Act 2010 (UK) by considering the needs of students and staff from diverse backgrounds, and protected characteristics (e.g. age, disability, gender reassignment, marriage or civil partners, pregnancy and maternity, race, religion or belief, sex & sexual orientation).
2. **Identify and address potential barriers** that could exclude or disadvantage any group of students or staff (eg. socio-economics).
3. **Provide fair access** to all educational trips, ensuring that all students and staff can participate equally, regardless of their personal circumstances or needs.

The form should be used to document the planning and decision-making process, demonstrating that the school has taken steps to ensure equality and inclusion in their trips program.

### Trip Details

Name of Trip:				
Date of Trip:				
Destination:				
Type of Trip (Tick as appropriate)	Adventure	Overseas	Residential	Other
Staff Involved:				

### Equality Considerations

For each of the following areas, assess the trip's accessibility and fairness to all participants:

	Yes	No
Is the trip accessible to all students, regardless of physical ability or mobility? <i>(if no, explain the adjustments being made to ensure accessibility)</i>		
Are there any students with specific needs (eg. Special educational needs, medical conditions, disabilities)?		

<p><i>If yes, please list the students and describe the accommodations or support needed (eg. Extra staff, wheelchair access, modified activities)</i></p>		
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**a. Accessibility**

	Yes	No
<p>Is the venue accessible for students with physical disabilities? (e.g., wheelchair access, lifts, ramps)</p>		
<p><i>(If not, specify reasonable adjustments)</i></p>		
<p>Does the trip include transportation that accommodates all students, including those with mobility issues?</p>		
<p><i>(If not, specify reasonable adjustments)</i></p>		
<p>Are there facilities (e.g., accessible toilets, seating) for students with additional needs?</p>		
<p><i>(If not, specify reasonable adjustments)</i></p>		

**b. Inclusion**

	Yes	No
<p>Have the cultural, linguistic, and religious needs of students been considered? (e.g., dietary requirements, cultural practices, language support)</p>		
<p><i>(provide details)</i></p>		
<p>Are there provisions for students who may need extra support (e.g., additional staff, individual assistants)?</p>		
<p><i>(provide details)</i></p>		
<p>Is the trip designed to be inclusive for students from all backgrounds (e.g., ethnic, socio-economic, and gender)?</p>		
<p><i>(provide assurance, if necessary)</i></p>		

**c. Gender Equality**

	Yes	No

Are people treated equally in terms of activities and opportunities during the trip? <i>(if no, please explain your reasoning)</i>		
Are there any barriers preventing participation due to gender? <i>(if no, please explain)</i>		

**d. Gender Identification/Reassignment**

	Yes	No
Will people's privacy be respected throughout this trip?		
Will students and staff have access to private or gender-neutral restrooms, if needed?		
Will students and staff have access to individual room assignment? <i>(if not, what consideration have been given?)</i> <i>e.g. Single person occupancy, option to choose roommate</i>		

**e. Socio-Economic Considerations**

	Yes	No
Have the costs of the trip been considered? Are financial assistance or subsidies available to ensure all students can participate?		
Is the trip affordable for all students, especially those from low-income families? <i>(if not, please explain your reasonable adjustments)</i>		

**4. Risk Assessment**

	Yes	No
Have potential risks that may disproportionately affect students from different equality groups been identified and mitigated? (e.g., risk of exclusion, bullying, or discrimination) <i>(if no, identify further reasonable adjustments)</i>		
Have any physical or mental health concerns been addressed? <i>(if yes, please explain)</i>		

### 5. Staff Training and Awareness

	Yes	No
Have staff members been briefed on the equality obligations for the trip?		
Have any necessary training or guidelines been provided to staff to ensure inclusivity?		

### 6. Feedback Mechanism

	Yes	No
How will feedback be gathered from students, parents, and staff to ensure the trip is fair, inclusive, and accessible for all participants? <i>(please identify actions)</i>		
Have students been informed about how to raise concerns regarding equality on the trip? <i>(please clarify)</i>		

### 7. Approval

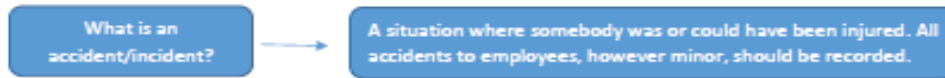
<b>Trip Leader's Name:</b>
<b>Date:</b>
<b>Reviewed by Head Teacher/Principal (or appropriate staff member):</b>
<b>Date:</b>

### 8. Additional Notes

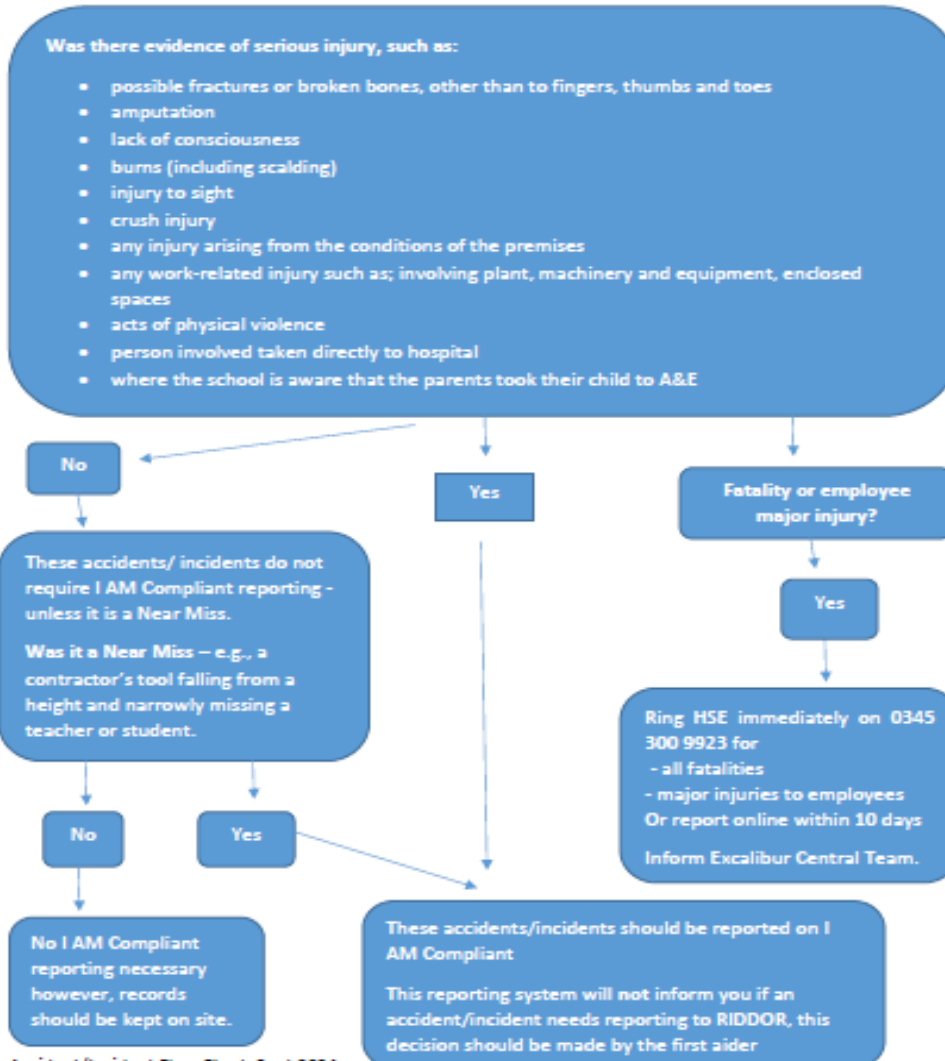
Any other relevant information or considerations regarding equality for this trip.

## Appendix 3 Accident Flow Chart

### Excalibur Academies Trust Accident & Incident Reporting



### Is an Accident or Incident Reportable?



Accident/Incident Flow Chart, Sept 2024

## Appendix 4 Educational Trip Issue Process for Duty Officer

I am on a trip and have an emergency

If the emergency services are required

<b>Immediately</b>	Contact the emergency services	999 / 112
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In any scenario

<b>Immediately (24x7)</b>	Call the Hampshire Outdoors Team : Daytime: Emergency Planning Team Helpline 24x7.	01962 876218 07623 960259
<b>Date &amp; time of call</b>		<b>Name of caller</b>
<b>Instructions given by Hampshire Outdoors</b>	<i>Record the reference number and instructions given by Hampshire Outdoors below &amp; overleaf.</i>	

<b>Urgently (24x7)</b>	Call Principal or Trust contact	Numbers overleaf
<b>Date &amp; time of call</b>		<b>Name of caller</b>
<b>Trust contact spoken to</b>	<i>Record the name of the Trust contact(s) that was spoken to below.</i>	
<b>Agreed actions</b>	<i>Record any actions agreed with the Trust contact below &amp; overleaf</i>	

Trust Contact Details for emergency use

**Do not** leave a voicemail, keep calling the list of contacts until you have spoken with either the Principal or the Trust contact.

Order	Name	Role	Number
1	John Salberg	School Principal	
2	Jason Tudor	Director of Secondary Education	
3	Claire Mirams	Director of Primary Education	
4	Nick Lewis	CEO	
5	Davina Nicholls	Head of Estates	
6	Alex Richardson	CFO	

Contact details are shared on the operational forms.

**I am on a trip and have a concern**

There is NOT an immediate emergency, or the emergency has been resolved.

A concern has been raised that does not require immediate resolution,

**but** could have a wider safeguarding, reputational or other impact during or after the trip

<b>Immediately (24x7)</b>	Call Hampshire Outdoors: Emergency Daytime: Emergency Planning Team Helpline 24x7.	01962 876218 07923 960259
<b>Date &amp; time of call</b>		<b>Name of caller</b>
<b>Instructions given by Hampshire Outdoors</b>	<i>Record the reference number and instructions given by Hampshire Outdoors below &amp; overleaf.</i>	

<b>Urgently (24x7)</b>	E-mail the Trip Concerns address copy in the School EVC copy in the Principal	<a href="mailto:tripconcerns@excalibur.org.uk">tripconcerns@excalibur.org.uk</a> school EVC contact email principal contact email
<b>Provide following information</b>	School, year group and cohort involved in the trip Nature of the concern As much information and context as possible	

<b>Urgently, between 7am and 11pm (7 days / wk)</b>	Call Principal	Principal contact number
<b>Date &amp; time of call</b>		<b>Name of caller</b>
<b>Contact spoken to</b>	<i>Record the name of the Trust contact(s) that was spoken to below.</i>	
<b>Agreed actions</b>	<i>Record any actions agreed with the Trust contact below &amp; overleaf</i>	

**Guidance for Principals and / or Trust Contacts**

On receiving an urgent trips call, complete the following information:

Name of caller		Date & time of call	
Location calling from		Phone number for return calls	

Further notification required?	Yes / No	If yes, who & contact details	
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**Concern details**

Nature of concern	
Is medical assistance required? Is everyone currently safe?	<i>If there is any doubt, refer them to the emergency services</i>
Context of concern	<i>In as much detail as possible, context surrounding the concern</i>


**Actions**

Has the EVC been advised? Are all trips documents available?	<i>EVC needs to be advised of the concern and all trips documents to be collated and made available</i>
Are there any urgent actions needed?	<i>Prompt the caller to check examples such as organising onward transport, contacting parents, notifying police, arranging delivery of medication etc.</i>
What actions need to be taken when the trip has completed?	<i>Capture as many actions as possible that would be needed after the trip so that these are not missed later.</i>

Take a photo of this form and e-mail to [tripconcerns@excalibur.org.uk](mailto:tripconcerns@excalibur.org.uk).  
If there is an immediate risk, make a call to the next Trust Contact in the list.

## Appendix 5 Emergency Procedures

### The Wren Emergency Procedures



**THE WREN**  
NURTURE · CHALLENGE · INSPIRE

**EMERGENCY PROCEDURES – SCHOOL VISITS**  
**Group Leader Emergency Actions**

**▶ Immediate Actions**

- Remain calm at all times
- Ensure the safety of the group
- Prevent further injury or danger
- Administer first aid where appropriate

**☎ Emergency Services**

Call 999 or 112 and provide:

- Nature of the emergency
- Your name
- Exact location
- Contact telephone number

**⚠ Safeguarding & Communication**

- Do not speak to the press or media
- Do not allow group members to contact family or friends until your Duty Officer has been contacted
- Never allow a young person to be seen or spoken to alone without an independent witness present

**☎ Contact Duty Officer**

Notify your Duty Officer immediately, giving:

- Clear details of the situation
- Exact location
- Actions taken so far

**→ If Duty Officer Cannot Be Reached**

Contact Hampshire County Council

- Daytime: 01962 876218
- 24 Hours: 07623 960259

If leaving a message, state clearly: "This is an emergency on a school visit."



Off-Site Emergency Procedures – GROUP LEADER (TEMPLATE)

Please edit with the numbers appropriate to you and add your own SLT numbers

Action to be taken by the group leader in the event of a serious accident/incident:

- 1) Stay calm - assess the situation.
- 2) Protect the group from further injury or danger.
- 3) Render first aid or other service as appropriate.
- 4) Call rescue services (112 / 999) and/or police if required:
  - state the nature of the emergency
  - give your name, address/location and telephone number, followed by:
    - the location of the incident
    - the nature of the incident
    - the names of the individuals involved / the condition of those involved and where they are located.
- 5) Phone your base or base contact person (as soon as possible) with:
  - clear information about the situation
  - your location
  - your actions to date
  - your telephone number
  - a request to the receiver to alert your senior managers and/or the Children's Services contact.
- 6) If it is not possible to reach your base/base contact person, telephone the emergency number:
 

<b>HCC:</b>	Daytime:	Outdoor Education, PE and DofE Service: 01962 876218
	24 hrs:	Emergency Planning Team: 07623 960259 (when asked to leave a message, tell the operator that the message is regarding an emergency on a school visit).
<b>PCC:</b>	Daytime:	City Contact Officer: 023 9284 1717
	24 hrs:	Contact your base contact or senior leader for assistance.
<b>SCC:</b>	24 hrs:	Children's Services out-of-hours service: 023 8083 3675
<b>WBC:</b>	24 hrs:	Emergency switchboard: 01635 551111 (hold for 'all other enquiries' option, and explain that you are calling regarding an emergency on a school visit).
<b>IOW:</b>	Daytime/Out of Hours:	01983 821105 (available 24/7) and ask for the Emergency Management Duty Officer to be paged.

**Hampshire Outdoors offers advice and guidance to any of the above during work hours on 01962 876218. In a serious emergency, if you cannot contact your own provider, you can use the HCC numbers above.**
- 7) It is probable that both the leaders and young people will be in a state of shock, therefore:
  - remove remainder of the group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media
  - if necessary, request the police to assist or ask for direct support from your base
  - calm and comfort the young people and arrange for their evacuation.
- 8) Do not make any statements to the press/media or allow anyone else to make statements other than expressions of sympathy.
- 9) Do not allow group members to text or telephone home or friends until contact has been made with your senior staff, the Press Office or Children's Services senior managers
- 10) Retain all equipment involved in an unaltered condition.
- 11) Do not allow anyone to see any group member without an independent witness being present. (No-one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.)  
Refer all press/media enquiries to the Media Centres: **HCC** 0370 7790000/ **PCC** 023 9268 8073/ **SCC** 023 8083 2000 / **WBC** 01635 519125 / **IOW** 01983 823793, or via the emergency contacts above.

My base contacts are:

Base contact (1) \_\_\_\_\_ Base contact (2) \_\_\_\_\_  
 Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

