

Educational Visits and Transportation

Introduction

- All settings have occasions when visits take place offsite.
- Adults should always take care when supervising pupils/students on visits & outings, particularly where the setting is less formal than the usual workplace.
- Adults are in a 'position of trust' and their behaviour should remain professional at all times.
- Transportation of all kinds should be considered, and risk assessed along with any staff or volunteers who transport a pupil in their vehicle.
- Any organisation or individual who provides transport has a legal 'Duty of Care'.

Risk Assessment

Prior to booking any visit, consider issues for your staff and volunteers, including:

- Their suitability and competence
- Have they received appropriate & up to date safeguarding children training?
- Do they understand 'abuse of trust' issues?
- Do they have up to date DBS checks?
- Have you completed the appropriate risk assessments?

All risk assessment should consider.

- Transport issues
- First aid & medication arrangements
- Safeguarding issues relating to a student on the visit, e.g., health, disability, access, support.
- If site security & surveillance is appropriate
- Staff to child ratios
- Intimate care & personal hygiene issues
- Fire practice, health & safety issues
- Other needs of students e.g., gender identity, religious issues, acute travel sickness
- The suitability of sleeping arrangements for overnight stays e.g., separate rooms for boys and girls and the location of staff bedrooms to ensure adequate supervision.

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Visit leaders should use the Generic Risk Assessments (in EVOLVE) when planning to undertake adventure activities.

Any safeguarding issues occurring during a visit must be reported to the Designated Safeguarding Lead or Deputy immediately.

Early Years Foundation Stage

Safeguarding and welfare requirements, is essential guidance for staff working with pupils under 5 years old for:

- Staff, qualifications, training, support and skills
- Staff to child ratios
- Health, accidents & injury, behaviour
- Risk assessment and outings
- Special education needs
- Information and recording

Transporting under 5's (additionally):

- Staff **must** inform the manager about any medication they take & get medical advice to ensure their ability to care for children is not affected.
- At least one staff member accompanying a pupil must hold a current paediatric first aid certificate.
- Risk assessments **must** consider adult-child ratios & steps to identify, remove, minimise, manage risk

For all visits:

- Check the EVOLVE guidance and approval information (see below)
- Wherever possible (and especially for complex and higher risk visits), undertake a pre-visit to gauge the suitability of the venue before making any arrangements.
- If the venue or visit has an element of adventure, or the provider is delivering the activity, additional assurances should be sought from the owner or manager.
- The owners/managers of establishments used for visits from educational settings are responsible for ensuring that:
 - They comply with health & safety regulations.
 - The setting & equipment is fit for purpose.
 - Their staff are trained in safeguarding and have relevant and appropriate [DBS checks](#)
- The Educational Visits Coordinator must be informed & must obtain permission from:
 - The Governing Body (or equivalent) in principle, including assurance about risk assessments.
 - The Head Teacher for approval for each visit to go ahead.

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Permission is required from a person with parental responsibility before any child or young person can take part in an educational visit.

Arrangements for pupils under 18 to be cared for/accommodated by a **host family** that is paid and to whom they are not related, could amount to [‘private fostering’](#) and/or regulated activity.

Transportation

Before the journey a member of the senior management team & the Designated Safeguarding Lead/ Deputy (DSL/D) must consider:

- The journey is necessary and appropriate.
- Adult & pupil suitability for journey
- Vehicle is suitable for the intended use.
- Safeguards to reduce any risks identified.

No adult should transport a pupil without:

- Safeguarding and behaviour management training
- Recruitment checks for ‘regulated activity’
- Checking any doubts/concerns with their manager
- The agreement of a senior manager

Education settings must:

- Declare in writing to their insurers that staff & volunteers carry pupils in cars or setting transport.
- Check:
 - Staff driving licenses & suitability.
 - Vehicle is compliant e.g., insurance, MOT, road-worthy & suitable.
- Keep copy of above with insurance documents
- Complete and update annual vehicle checks.

Setting must ensure journey has:

- A risk assessment and a behaviour management or health/care plan is completed for each pupil & shared with driver and escort **prior** to the journey.
- Pupils should travel with **2** appropriate adults to ensure sufficient support in e.g., a medical or other emergency, car accident.
- No pupil should travel with only a driver unless in an emergency or if all other options have been considered, and the benefit outweighs the risk.
- Age-appropriate seating & restraints in place & driver & escort are fully aware of how they operate.
- Journey is planned & written plan is copied & left with a senior manager at the setting.
- Contingency plan e.g., for adverse weather, breakdown, accident, and other situations

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Drivers & escorts must ensure that they:

- Carry up-to-date documents on the journey:
 - Accurate list of all pupils & adults on journey
 - Emergency contact details for pupils on journey
 - Any pupil health/care/behaviour plans
- Do not take people/do anything **not** journey related.
- Are fit & able to drive/escort at the time of journey.
- Check vehicle safety and suitability.
- Age-appropriate seating & seatbelts are used.
- Ensure setting management have agreed to the journey & have copies of all documentation.
- Have let setting know their expected time of return.
- Report in when the journey has ended.
- Do not smoke in the vehicle or while pupils are present.

If you have any concerns about the transportation of a pupil you MUST discuss them with a senior manager and the DSL/D at your setting.

Useful web links/resources:

- [HSE: A Guide to Workplace Transport Safety](#)
- [Sheffield Educational Visits resources & online approval system \(EVOLVE\) \(log on required\)](#)
- [Health & Safety: advice for schools, Updated April 2022](#)
- [Keeping Children Safe in Education 2023](#)
- [Driver Safety -Advice, RoSPA](#)
- [DVLA – Health Conditions and Driving](#)
- [Occupational Safety Advice RoSPA](#)
- [Smoking in Vehicles, DoHSC 2015](#)
- [HSE: Driving for Work](#)