Educational Trips and Visits Policy

Educational Visits Coordinator:	Lee Pajak

Governor Committee Responsible:	**Business Management**	**Staff Lead:**	**Headteacher**
Status	**Non-statutory**	**Review Cycle**	**Every 2 years**
Last Review	**7th May 2025**	**Next Review Date**	**May 2027**

Introduction

Trips, visits and learning off-site comprise an essential part of the school curriculum at Kingsway Primary School. Successful trips provide memorable learning experiences, and they enhance and enrich the education in ways that are not always possible in the classroom. Kingsway is committed to providing school visits as a positive tool to develop pupils' independence, investigative learning, and to build their experience of the local and wider world. These experiences contribute to the development of cultural capital and are carefully selected to build on the knowledge and understanding acquired through classroom-based learning.

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with this policy and any additional training and instruction which has been provided
- inform the employer of any potential risk

This policy has been produced to offer school staff advice and support in the planning and organising of all offsite activities in order to ensure the health and safety of pupils.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour and Positive relationships Policy
- Health and Safety Policy
- Charging and Remissions Policy

Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

‘Residential’ means any school trip which includes an overnight stay.

Activities of an ‘adventurous nature’ include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

Aims and Expectations

Most classes in the school will have one educational visit each term. These trips are planned to support and broaden the children’s understanding of the content being taught through the school’s planned curriculum. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this, there will be additional trips arranged throughout the year, such as sports, citizenship, and music trips. All activities are available to all children irrespective of needs, disability, ethnicity, gender or religion.

Roles and Responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on pupils’ lives, teaching them life skills and providing new experiences.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the LA as necessary.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.

- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.
- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety. All risk assessments are completed using E-visits.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the Child Protection and Safeguarding Policy.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

Planning and Preparation for a trip

The school has appointed an Educational Visits Coordinator (EVC) whose role is to coordinate the planning and management of these activities.

All off-site activities must obtain final approval by the Headteacher at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen. For example, a last-minute invitation to a significant event or rearranged sporting fixture.

Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable.

Exceptional permission to attend trips planned within the two-week period prior to the date of the trip is at the discretion of the Headteacher only.

All staff must aim to ensure trips and visits are planned for in a timely fashion, as outlined in Appendix 1 of this policy.

Risk Assessment Process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

i. Identify the hazards
ii. Decide who might be harmed and how
iii. Evaluate the risks and decide on precautions
iv. Record findings and implement them
v. Review assessment and update if necessary

A full risk assessment must be approved by the school's EVC, using Gloucestershire eVisits.

The Headteacher must then approve 'sign off' on the trip. In order to do this, the Trip Leader must provide a printed copy of the risk assessment and trip booking form (with any relevant attachments) to the Headteacher.

This process must be concluded at least four weeks prior to a trip.

The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. This includes details regarding children with social, emotional and complex needs, children who require 1:1 or have an EHCP, Looked After Children and other additional needs.

A copy of the risk assessment should be taken on the trip, and another copy provided to the EVC.

Parental consent

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are part of the school's curriculum or educational offer. However, parents will be told where their child will be and of any extra safety measures required.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours

Separate consent will be sought for trips which require payment. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

For all residential visits, parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions, and Inclusion, which applies to all visits.

Data Protection Impact Assessment (DPIA)

Appendix 5 sets out the school's duties and responsibilities under the UK General Data Protection Regulation to undertake a DPIA for Trips and Visits student information.

Staffing and ratios

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are based on the age of the children and the type of event. This is included in the risk assessment for the visit.

Below are the minimum adult to pupil ratios that our school is committed to implement:

- Reception classes - 1:8
- Years 1 – 2 - 1:10
- Years 3 – 4 - 1:12
- Years 5 – 6 - 1:15

- Adventurous activities -1:12 (Key Stage 2 only)
- Residential visits – 1:12 (Key Stage 2 only)
- Visits abroad - 1:10 (Key Stage 2 only)

If a child with a Statement of Special Educational Needs or an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

Additional consideration must be given to Looked After Children (LAC) and other children who are considered to be vulnerable (Child Protection plan or Child in Need plan) and the additional support or monitoring these children may require.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing.

Residential trips

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request.

Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form.

The school will ensure that adults of each gender accompany the children on residential visits. This will ideally include at least two male and at least two female members of staff on residential visits.

Equal Opportunities

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

Transport

The school uses coaches that are on the GCC approved list. Where children are transported in staff vehicles these have the necessary MOTs, insurance and risk assessments.

Insurance and licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Contributions towards trips, visits and experiences

When planning educational visits, the Trip Leader and class teachers will always consider the cost implications for parents and carers.

Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip may have to be cancelled.

Contributions should be made via ParentPay but can be made in cash (directly to the school office).

In the case of trips within London, class teachers may seek to use public transport (which is free for school children) unless there are good reasons not to.

For residential off-site visits, where the costs are likely to be higher, payment plans are available, to spread the cost. This service will be available to any parent or carer who requests it.

In certain cases, the school may be able to subsidise the cost of school trips. In these cases, parents need to discuss this with the Headteacher.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

The school has a policy on remission of charges indicating how much the school may be prepared to contribute.

Trip Safety

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Child Protection and Safeguarding Policy and other relevant policies will be implemented during all off-site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils, where possible
- Early Career Teachers (ECTs) to be accompanied by an experienced member of the teaching staff on their first visit and throughout ECT year one
- Supervising adults to include a member of staff with knowledge of basic First Aid, where possible
- For EYFS trips, at least one qualified paediatric first aider must accompany children
- Supervising adults must know of any special medical details relevant to all pupils present
- First aid kits and any individual medicines, e.g., asthma pumps must be taken on the trip
- Children are to be briefed about the importance of staying with their partner/group/adult helper and made aware of evacuation procedures
- Any adult who has not been DBS checked should not be left alone with children during any activity. All contact must be supervised by a qualified teacher
- Adults must never travel alone with a child in their own vehicle
- All staff and helpers must be fully briefed prior to leaving, in writing, with an itinerary, names of children in their group, expectations and responsibilities, and mobile numbers of members of staff and the school phone number
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside (adults road side where safely possible)
- Regular headcounts to be taken by visit leader and group leaders

Emergency Procedures

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. This will usually be the Headteacher, unless they are on the trip. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

The trip leader must always complete the Emergency Arrangements section of the Risk Assessment prior to any educational visit. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment,

while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

As per the school's Safeguarding Policy and guidance on Safer Working Practice, adults should never work unaccompanied with a child.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the Trip Leader can re-trace their steps to locate the child
- If a child has been left on the tube/ train, they are to get off at the next station and wait
- Speak only to adults in uniform, e.g., TfL staff, police etc. but under no circumstances go with them

The above information must be shared with all children and adults at the beginning of each trip.

The trip leader and, where appropriate, one other member of staff will search the immediate vicinity. Another member of staff (ideally the deputy trip lead or another qualified teacher) will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children. During this time, a safe base should be established for staff, volunteers and children to remain located together.

If the child is not found after 20 minutes, the Trip Leader will phone the school office to notify them and ascertain whether they have any information. The Headteacher will notify the parents.

The Trip Leader will contact the police after 30 minutes of the child going missing, or earlier if they consider the potential for harm to be substantial. Once the police arrive, all relevant information about the child will be given, so that the police can lead the search. The Trip Leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.

When the situation has been resolved, the Headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

Please refer to Appendix 3: Emergency Procedures for more information.

Review by the Local Authority

The school is supported in its arrangements for offsite visits by Safety, Health and Environment (SHE) at Gloucestershire County Council. Where necessary the school will seek advice from SHE.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to SHE prior to departure. SHE will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Any advice provided will be fully considered prior to the trip taking place.

Evaluating trips and visits

Following an educational trip and/or visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy every two years.

Other Relevant Policies and Documents

This policy complements and supports a range of other policies:

- Health and Safety Policy
- Safeguarding Policy
- Behaviour and Culture Policy
- Teaching and Learning Policy

Appendices

1) Trip booking process
2) Trip booking form
3) Emergency Procedures
4) Investigation of Serious Incidents
5) DPIA Trips and Visits student information

APPENDIX 1: TRIP BOOKING PROCESS

Each of the following steps must be completed during the planning, execution and review of trips.

Please note: this does not include regular sporting activities and fixtures.

Step	Timeframe	Action	Administration
1	At least 6 weeks before the date of the trip.	Discuss planned trip with year group staff and obtain verbal permission to proceed.	
2	At least 6 weeks before the date of the trip.	Submit a completed Trip Booking Form to the school office. This form must be signed by the Headteacher.	Trip Booking Form
3	At least 6 weeks before the date of the trip.	Headteacher and EVC will review suggested trip and will provide feedback. **Continue process if accepted.**	
4	At least 4 weeks before the date of the trip.	A letter is drafted, approved by the Headteacher and sent out to parents and carers via the school office. Teachers provide template. ParentPay item will go live at the same time as the letter is sent.	
5	At least 2 weeks before the date of the trip.	The trip leader plans the trip and completes a risk assessment using eVisits.	
6	At least 2 weeks before the date of the trip.	The EVC and Headteacher will review the risk assessment and relevant documents.	
7	Week of the trip.	The Trip Leader meets with all members of staff/ volunteers attending trip to share risk assessment, itinerary (including groups and planned routes), and emergency information.	Risk assessment and supporting documentation shared
8	Day of the trip.	Before departure on the day of the trip, ensure that all staff/ volunteers understand the plan of action, risk assessment and have the necessary emergency contact information. Complete register and share this and absence with the school office.	Risk assessment and supporting documentation shared Register completed and shared
9	After the trip (within a week)	Review trip for educational value, suitability and safety.	Annotated/ amended risk assessments on file

APPENDIX 2: KINGSWAY PRIMARY SCHOOL TRIPS AND VISITS BOOKING FORM

Trip location:			
Purpose of trip:			
Trip Leader:		**Deputy Trip Leader:**	
Year group:		**Proposed date:**	
PUPIL NUMBERS			
Number of pupils:		**EHCP pupils:**	
LAC pupils:		**CP/ CIN pupils:**	
U/FMS pupils:		**Lunches required:**	
Medical needs:			
TRAVEL REQUIREMENTS			
Anticipated arrival time:		**Planned return time:**	
Coach required?		**Toilet on coach?**	
STAFFING AND RATIOS			
Adults attending:		**Staffing ratio:**	
Adults (listed):			
EQUIPMENT REQUIRED OR OTHER SPECIAL CONSIDERATIONS			
PROPOSED TRIP COSTINGS			
Total cost of transport:			
Total cost of entry fee:			
Other costings:			
PTFA or fundraising:			
Proposed cost per pupil:			

Signed by Trip Leader: _____ Date: _____

Signed by Headteacher: _____ Date:_____

APPENDIX 3: EMERGENCY PROCEDURES

The trip leader/ deputy trip leader must contact the nominated member of the Leadership Group acting as base contact for the visit. A serious accident or incident is defined as:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
- circumstances in which a party member might be at serious risk
- serious illness
- any situation in which the press or media are involved

The nominated member of the leadership group is the Headteacher, unless otherwise agreed.

Care of The Group:

a) Ensure safety from further danger

b) Arrange search, rescue, medical care or hospitalisation as necessary

c) Ensure welfare of all concerned

Next Steps:

d) Inform emergency contact person as soon as possible. This will be a nominated member of the Leadership Group. Have the telephone number on you at all times (Kingsway Primary School – 01452 881800)

e) If you cannot make contact, telephone the Local Authority, explain that it is an emergency and ask to speak to a senior education officer (01452 425 000)

f) Information required: what has happened, to who, where, when, what has happened since. Telephone number where you can be contacted

g) In the case of fatality, notify the local police (999)

h) Retain all equipment involved in an unaltered fashion

Warnings and Advice

i) Do not let party members (staff and pupils) telephone home until after contact has been made with the school or Gloucestershire Local Authority

j) Never admit liability of any sort

k) Do not allow anyone to see any party member without an independent witness being present

l) No one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them

m) If someone tries to force a confrontation, do not say anything and call the police

n) Be as compassionate as possible with anyone involved

o) Keep a written record of all that happens

APPENDIX 4: INVESTIGATION OF SERIOUS INCIDENTS

When a serious incident has taken place on an educational visit in the UK or abroad, the school will undertake its own investigation. This is good practice. An investigation should also occur where no serious injury occurred but where the risk of injury was high.

The purpose of the investigation will be to:

Determine the causes of the incident.

a) Determine whether there are lessons to be learned.

b) Provide information to parents of injured pupils and bereaved parents.

c) Exchange information with statutory investigation bodies as required e.g. police, coroner, Health & Safety Executive.

a. Manage media enquiries.

b. Provide early information to the DfE (contact the Pupil Health & Safety Team on 020 7925 5536) who will consider the need for national dissemination of lessons learned.

d) The investigation should begin as soon as possible, while key witnesses have good recall of the facts. Care should be taken not to disrupt any parallel investigations by the police, HSE, coroner, etc.

e) There is usually no reason to wait for those parallel investigations to be complete before starting the investigation. However, before publishing any report, the school should check with the police, HSE, coroner etc. to ensure that publication will not jeopardise their investigations or any action that they may decide to take. When the investigation is complete, it is good practice to share lessons learned with all schools in the area, with other LAs and with the DfE.

f) Local legal advice (and sometimes insurer's advice) will often suggest the merits of restricting information where it may be used for legal action. This should not mean keeping bereaved parents uninformed even where the school may fear legal action.

g) It is good practice to identify an official who will act as the key point of contact for bereaved parents and parents of injured pupils. This official should be sensitive to the family's needs and should preferably have some counselling competence. He or she should inform the family of the progress of the investigation, answering their questions as helpfully as possible, and providing them with the facts.

h) Bereaved parents will need to know all the facts. In the long term, they will not be able to complete the grieving process if their questions remain unanswered. They will also need to know that any lessons learned will be applied. Denial of information is likely to compound and perpetuate their grief, and to increase the likelihood that they will resort to legal action.

REPORTING ACCIDENTS AND INCIDENTS

The school policy should be observed for reporting accidents. Incidents should be reported to the Headteacher as soon as possible, as part of regular feedback to ensure dissemination of good practice and the sharing of lessons learned from difficult situations. In the event of a serious accident or injury, all paperwork pertaining to the trip should be kept by the EVC until: all pupils who participated on the trip are 19 years of age, and a minimum of three years have passed. Details pertaining to other trips should be kept until the end of the subsequent academic year.

INSURANCE

The school uses its own insurance scheme for all trips and visits.

Submitting controller details	
Name of controller	Kingsway Primary School
Reason for DPIA	Student special category information removed from site
Name of DPO	Daniel Parker - GCC

Project description

Explain broadly what project aims to achieve and what type of processing it involves.

This DPIA will review the different types of personal data taken off-site for school trips and visits, assess the risks of the information being accessed by unauthorised persons or lost and suggest ways to reduce all processes to low or minimal risk.
This DPIA is relevant for any additional copies of information removed from site.

Processing

About the handling of the data -How will you collect, use, share, store and delete data?

Data will be copied directly from the school MIS. Additional requests for further information relating to health, safety & welfare may be also collected from parents, especially when activities include overnight, or other specific hazardous activities.
Storage of this information will be within the MIS with copies being made available via School reception and paper and / or hard copy file for the purpose of being accessible while on trip.
Sharing of the data will be restricted to staff members responsible for the welfare of the pupils, or those undertaking administrative duties relating to the activities.
It is not anticipated that this will be shared further unless for the purpose of vital interest in the event of an emergency, or unless care of the child is transferred to another professional for the purpose of the activity or visit.
All copies of the data removed from site will be returned by the party leader for secure destruction in school once the activity has been completed. In the event of a serious event on the trip, records may be kept in line with the retention schedule as part of any injury reporting records.

About the data – quantity of data, timeframe, and type. reference special category data.

Data will contain special category data, potentially relating to health, diet, and emergency contacts or doctors. In the event of a child having an identified serious illness / concern prior to the trip / visit. Information included in the event information pack may be substantial and contain significant details about any control measures and or medication needed. The information is expected to only be held outside of the school MIS for a duration that is not significantly longer than the trip itself.

About the data subjects – Expectations and control? Reference vulnerable groups and existing concerns over current processing?

Both data subjects and parents will have the expectation that any health and welfare information will be used and shared as appropriate in order to protect and care for the child. While similar information will be collected for all individuals, there is an expectation that the amount of data required for those with previously identified need will be greater, therefore this group have a higher level of vulnerability than others. Previously identified concerns include:
-over-sharing of information with others
- Loss of remote copies of information
- Copies of information being accessible by others not requiring information

Identify benefits of the processing?

Processing is essential to protect the vital interests of all individuals involved in the event or trip.

Consultation

How will you consult with relevant stakeholders: or why not appropriate?

Consultation is not necessary in this circumstance. EVC guidelines will be followed, along with any advice and guidance provided by other security experts including but not limited to the ICO, DFE and the Local Authority. The DPO will also provide guidance where appropriate.

Compliance consideration

Describe compliance and proportionality measures?
Processing will fall under the legal umbrella of public task and vital interest. Processing will fulfil the objectives set. There are no other mechanisms that can be used to ensure access to all information in the event of a technological failure. Some other actions may be taken to reduce the need to refer to copied data in files, but these will not apply in all circumstances. Therefore, this activity is essential. To ensure all copies of information are processed and destroyed effectively mechanism must exist to check producing data files and destruction.

Assess risks

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm L/M/H	Severity of harm L/M/H	Overall risk L/M/H
Risk includes thought to incorrect, loss, or omissions in information			
Dietary needs	M	H	H
Health records	H	H	H
SEND records	M	M	M
Contact information including	L	L	L
Doctor information	L	L	L

Measures to reduce risk

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5

Risk	Options to reduce or eliminate risk	Risk Eliminated, Reduced, Accepted.	Residual risk L/M/H	Measure approved Yes / No
Information required for the trip visit incomplete, inaccurate or containing omissions	Communication with parents for trips and visits to include collection of information for the purpose of safeguarding, welfare and health. Checks to ensure information correct on MIS	Reduced	Low	Yes
Trip file lost during activities	-Designated members of staff nominated for keeping files safe. -School process in communicated and followed by staff -Trip information files prepared by administration team and logged out and when returned for destruction -File integrity checked at agreed intervals during trip or during any moment of change of setting e.g. a move off a bus -Due diligence checks on all service suppliers	Reduced	Low	Yes

File accessed by those not authorised	File to be in the control / procession of the nominated persons at all times. If appropriate and possible e.g. in a hotel / hostel, under lock and key	Reduced	Low	Yes
Over sharing of information with trip providers	Clear protocols understood and training for staff, to ensure they maintain integrity of information unless for the purpose of vital interest Contract checks to take place with providers requesting information and an assessment made to the need for sharing In the event of a decision to not share, all staff on visit to be made aware of this decision	Reduced	Low	Yes

Sign off

Item	Name/position/date	Notes
Measures approved by:	Lee Pajak – Headteacher – 29.6.20	Note actions and responsibilities for compliance with DPIA
Residual risks approved by:	Lee Pajak – Educational Visits Coordinator – 29.6.20	Consult with ICO before going ahead if High risk remains
DPO advice provided:	SchoolPro TLC	
DPO advice: Ensure that all staff involved in running trips (or attending trips) are aware of the procedures around the handling of data when offsite.		
DPO advice accepted or overruled:	Accepted.	If overruled, give reasons
Comments:		
Consultation responses reviewed by:	Dan Cox – with staff 29.6.20	If decision making is not in line with consultation, give reasons
Comments:		
This DPIA will kept under review by:	Lee Pajak	Annual
Additional Notes:		