

QED Education Group Trip Guidance

(Revised 2025)

In QED's summer school programme, QED not only offers professional courses on campus but also organizes a variety of off-campus activities to experience rich British culture. This document is designed to provide guidance and advice to the children in our summer school programme to ensure that the visit runs as safely as possible.

This guidance should be read in consultation with:

QED Safeguarding Policy

QED Risk Assessment

QED First Aider Policy

QED Anti-bully Policy

QED Student Code of Conduct

1. Roles and Responsibilities

Visit Leadership Team (VLT): The staff team, including the Visit Leader and any Assistant Leaders, Activity Leaders and Helpers. The Visit Leadership team should ensure that all necessary actions have been completed before the trip begins including:

- adequate child protection procedures are in place;
- an appropriate risk assessment has been completed;
- every trip has a nominated Visit Leader;
- the visit leader has experience in supervising the age groups going on the trip and will organise the group effectively;
- Visit Leaders are allowed sufficient time to organise trips properly;
- the visit leader or another member of staff is suitably competent to instruct the activity,

- if applicable, and is familiar with the location/centre where the activity will take place;
- Any training needs have been assessed by a competent person and the needs of the staff and children have been considered;
- any support staff supervisors or adult volunteers on the trip are appropriate people to supervise children;
- the ratio of adult supervisors to pupils is appropriate: see Ratios;
- parents have signed consent forms, where necessary;
- arrangements have been made for the medical needs and special educational needs of all the children;
- The mode of travel is appropriate;
- Travel times out and back are known, including pick-up and drop-off points;
- adequate first aid provision is available and known to all adults on the trips;
- there is adequate insurance cover;
- the visit leader, accompanying staff supervisors and nominated QEC contact have a copy of the agreed emergency procedures;
- the visit leader, accompanying staff supervisors and nominated school contact have the names of all the adults and children travelling in the group, and the contact details of parents;
- there is a contingency plan (Plan B) for any delays,

Visit Leader: The person who has overall responsibility for managing the trip, including for the health and safety of the Participants and Visit Leadership Team and the supervision, welfare, learning, and development of the Participants.

- Obtain the VLT prior agreement before any off-site visit takes place;
- Follow QED safeguarding policies;
- Clearly define each group supervisor's role and ensure all tasks have been assigned;
- Ensure that all those attending or involved in the visit know who is in charge at any time and that all supervisors and external providers are clear about their responsibilities;
- Be able to control and lead children of the relevant age range;
- Be suitably competent to instruct children in an activity (and provide proof where necessary) and be familiar with the location/centre where the activity will take place;

- Be aware of child protection procedures, safer recruitment procedures and volunteer vetting procedures;
- Ensure that adequate first-aid provision will be available;
- Undertake and complete the planning and preparation of the trip including the briefing of group members and parents;
- Undertake and complete a comprehensive risk assessment
- Review regularly undertaken visits/activities and advise the VLT where adjustments may be necessary;
- Ensure that teachers and other supervisors are fully aware of what the proposed trip involves;
- Have enough information on the pupils proposed for the trip to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- Ensure the ratio of supervisors to pupils is appropriate for the needs of the group;
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- Ensure that group supervisors have details of the QED Summer Programme contact;
- Ensure that group supervisors and the QED Summer Programme contact have a copy of the emergency procedures;
- Ensure that the QED VLT and other supervisors have the details of children's special educational or medical needs which will be necessary for them to carry out their tasks effectively;

First Contact: Any person at the Establishment or Employer who might receive a message from the Visit Leadership Team or third party in the event of an Emergency, and who is therefore responsible for relaying the message to the Emergency Contact.

Helper: A person (normally an adult) who has an agreed role during a Visit, but who is not a Visit Leader, Assistant Leader, Activity Leader, or Participant. For example, a Helper might be an inexperienced member of staff; a Parent; an apprentice, student, or trainee; or a carer. Any child or young person acting as a Helper should be regarded as a Participant for the purposes of supervision, safeguarding, and parental consent.

- Follow the instructions of the Visit Leader and help with control and discipline;
- Consider stopping the trip or the activity, notifying the Visit Leader, if they think the risk to the health or safety of the children in their charge is unacceptable.
- Be aware and understand the content of the risk assessment

2. Planning and Documentation

The QED visit leadership team designs trips in accordance with the goals and educational objectives of the summer programme, develops implementation plans for the trips, conducts risk assessments, and ensures that the trips are executed safely and with high quality.

The travel plan must be submitted to QED for approval at least 3 months before the start of the summer programme. Additionally, all implementation details, such as itinerary, staffing, transportation, insurance, and safeguarding training, must be finalized at least 1 month before the summer programme begins.

QED will produce the following documents regarding the trips during the summer programme:.

- Rules and Regulations for students and VLT
- Risk Assessment Form
- Itinerary with contact numbers and addresses

Other factors which should form part of the planning stage include:

- The facilities/equipment the group will need to take on the trip;
- Staff training needs;
- The designation of someone to record the details of the trip and to carry accident forms etc;
- Transport arrangements;
- Information to the provider;
- Communication arrangements;
- Supervision ratios;
- Contingency measures for enforced change of plan or late return;
- Information to parents;

- Preparing children;
- Emergency arrangements;

3. Risk Assessment

A risk assessment must be completed by the Visit Leader well before the trip and should be approved by the VLT one month before the trip. A formal assessment of the risks that might be met on a trip should have the aim of preventing the risks or reducing them to the lowest practicable level. Children must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the trip must not take place or an alternative activity or Plan B should be considered, where appropriate.

The risk assessment should be based on the following considerations:

- the type of visit and/or activities being undertaken;
- the location, routes and modes of transport;
- the competence, experience, status (vetted and otherwise) and relevant qualifications of supervisory staff;
- the ratio of teachers and supervisory staff to children;
- the age of children;
- the special educational, dietary or medical needs of children;
- seasonal conditions, weather and timing;
- potential hazards and who might be affected by them;
- existing safety measures and what might need to be in place to reduce risks to an acceptable level;
- can the Visit Leader put the safety measures in place?
- The quality and suitability of available equipment;
- How to cope when a children becomes unable or unwilling to continue;
- The need to monitor the risks throughout the trip.
- what steps will be taken in an emergency?

The person carrying out the risk assessment should record it and give copies to all teachers/supervisors on the trip, with details of the measures they should take to avoid or

reduce the risks. The VLT should also be given a copy so that approval, as necessary, can be given with a clear understanding that effective planning has taken place.

4. First Aid

First aid should form part of the risk assessment. Before undertaking any off-site activities, the EVC or the Visit Leader should assess what level of first aid might be needed. On any kind of trip, there must be a staff member with training in basic first aid. For specific first-aid guidance, please refer to the *QED First Aid Policy*.

QED First aiders:

| Name | Position | Telephone No. | Email address |
|------------|-----------------------|---------------|-------------------------------------|
| Ni Li | AP& First Aider & DSL | 07564 529135 | nikki.li@qededucationgroup.co.uk |
| Ming Guan | First Aider | 07874 201206 | ming.guan@qededucationgroup.co.uk |
| Shiyue Bao | First Aider | 07422 585956 | shirley.bao@qededucationgroup.co.uk |
| Helin Zhou | First Aider | 07410581941 | holly.zhou@qededucationgroup.co.uk |

A traveling first aid box includes the following items:

- a leaflet giving general advice on first aid – HSE information is available
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

Other considerations when considering first-aid needs should include:

- The numbers in the group and the nature of the activity;
- The likely injuries and how effective first aid would be;
- The distance to the nearest hospital.

5. Staffing and Supervision

Safeguarding: QED safeguarding policies apply at all times during the trips. All QED staff and teachers should do the enhanced DBS check and attend relevant training courses, such as first

aid training, safeguarding training, DSL training, etc. Adult volunteers require a further enhanced DBS with a barred list check to be carried out before an appointment as a Trip helper.

Staffing Ratios: Based on the DfES guidance, QED staff ratios in normal circumstances for trips to local historical sites and museums and local walks, the ratio in normal circumstances would be:

- 1 adult for every 6 pupils (years 1 – 3), Foundation Stage 1 settings must have a higher ratio;

- 1 adult for every 10-15 pupils (years 4 –6);

- 1 adult for every 15 – 20 pupils (year 7+).

- Minimum 1:10 for visits to countries other than that of residence.

Behavioural management: Trip Leaders are responsible for briefing pupils on behavioural expectations for each trip and maintaining a high standard of behaviour. Parents and children are made aware of possible sanctions for unacceptable behaviour.

6. Insurance

QED has Employers' Liability Insurance and Public Liability Insurance. When evaluating external providers (such as vehicles, trip services, etc.), we will request a corresponding risk assessment and verify if they have obtained the appropriate insurance based on the assessment's findings. For students participating in the QED summer programme, we also recommend purchasing international travel insurance.

Knowledge Pool:

SCE Policy, Procedures and Guidance for Outdoor Education and School Off-site Visit

https://assets.publishing.service.gov.uk/media/5a7ddb8f40f0b65d8b4e3edd/SCE_Outdoor_Ed_Policy_Guidance_Procedures.pdf

OEAP National Guidance: <https://oeapng.info/>

Review

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: ...08/01/2025...

Signed:Ni Li.....

Date:08/01/2025.....

