



THE CONSORTIUM  
ACADEMY TRUST

# Educational Visits and Offsite Activities Policy

The Consortium Academy Trust (TCAT)  
An Exempt Charity Limited by Guarantee  
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*\*NB – This document can only be considered valid when viewed on The Consortium Academy Trust website. If the copy is printed or downloaded and saved elsewhere the Policy date should be cross referenced to ensure the current document is referenced. The linked policies can be viewed at [www.consortiumtrust.co.uk](http://www.consortiumtrust.co.uk)*

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## **1.0 Introduction**

The Consortium Academy Trust (the “Trust”) takes the health, safety and wellbeing of its staff and learners very seriously and is fully committed to providing its learners with exciting opportunities that build confidence, develop skills and promote academic excellence. Visits and activities outside the classroom help to bring the curriculum to life by providing opportunities for deeper subject learning, increasing learners’ self-confidence and helping them to develop their risk awareness thus helping them prepare for their future lives.

## **2.0 Aims of this policy**

- to enable academies to provide a programme of activities and visits that supports, extends and enriches the academy curriculum and encourages the development of life skills for learners
- to define procedures that safeguard the health, safety and welfare of our learners and staff on trips and offsite activities

## **3.0 Legal framework**

This policy was written with reference to relevant legislation and guidance, including but not limited to:

- The Health and Safety at Work etc. Act 1974
- Department for Education (DfE) (2018) ‘Health and safety on educational visits’
- Health and Safety Executive (HSE) (2011) ‘School trips and outdoor learning activities’
- DfE (2013) ‘Driving school minibuses’
- Working Time Regulations (1998)
- Outdoor Education Advisers Panel national guidance
- DfE (2018) ‘Charging for school activities’

## **4.0 Key roles and responsibilities**

### **4.1 The Trust Board is responsible for:**

- ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- handling complaints regarding this policy in line with the Trust’s Complaints Policy
- promoting good safeguarding practices to ensure the safety of learners when partaking in extra-curricular trips and activities
- subscribing to the East Riding of Yorkshire Council’s Educational Visits and Outdoor Learning Service SLA, through which a competent Outdoor Education Advisor is available to guide, advise and support the Trust, its academies, learners and staff

### **4.2 The Headteacher is responsible for:**

- the day-to-day implementation and management of this policy
- ensuring educational trips and visits make a positively impact on learners’ lives, teaching them new life skills and providing new experiences
- final approval for all academy educational visits and offsite activities
- liaising with the Chair of the Local Governing Board when necessary, regarding the organisation of extra-curricular trips, including settling any disputes
- appointing an Educational Visits Coordinator (EVC)

- ensuring the EVC has attended the relevant and appropriate training course for Educational Visits Coordinators; has relatable experience in running educational visits and is capable of overseeing the coordination of off-site education
- ensuring the EVC maintains their skills and knowledge by attending relevant training and CPD sessions
- being satisfied that all paperwork, including risk assessments, are complete, accurate and relevant to the event
- ensuring suitable safety measures are in place prior to each trip or activity
- ensuring functioning academy-provided mobile phones are available for Emergency Contact Person(s)
- liaising with, and overseeing the work of the EVC, ensuring a whole-academy approach is utilised when planning and coordinating educational visits and offsite activities
- ensuring adequate insurance arrangements are in place for each visit
- ensuring there are contingency plans in place in the event of a member of visit staff being absent on the day of the trip or activity
- Further information and guidance is available in the following link <https://oeapng.info/head-manager/>

#### **4.3 The Educational Visits Coordinator has overall responsibility for:**

- overseeing all issues and controls regarding educational visits and offsite activities
- liaising between all appropriate parties, including the Outdoor Education Adviser, during the planning and organising of educational visits and offsite activities
- working with the Outdoor Education Adviser to help staff assess and manage risks
- ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy
- checking paperwork, including risk assessments, are complete, accurate and relevant prior to educational visits and offsite activities taking place
- ensuring an adequate level of insurance is in place for each visit and that all external providers have sufficient public liability cover
- ensuring learner and staff safety
- Further information and guidance is available in the following link <https://oeapng.info/evc/>

#### **4.4 The designated Trip Leader is 'in loco parentis' and has a duty of care to all learners on the trip. They are also responsible for:**

- checking the schedule is free on the academy calendar prior to planning an educational visit
- in consultation with the Academy Business Manager, ensuring the financial viability of all proposed trips and off-site activities
- identifying the educational purpose of the extra-curricular trip or activity and presenting its risks and benefits to the Headteacher, Senior Leadership Team and where necessary, the Local Governing Board
- completing all essential documentation for the trip, including risk assessments, and submitting this, prior to the trip, to the EVC, Headteacher, and when necessary, the Outdoor Education Adviser in good time, as set out in the academy's guidance for educational trip and visits
- the designated Trip Leader has a specific responsibility to consider the unique and individual circumstances of each trip, and particular consideration must be given to ensure that Specific Visit Risk Assessments are carried out and control measures addressing the individual circumstances of the trip and the specific needs of the attending learners and staff are in place
- informing parents/carers of the proposed extra-curricular trip or activity

- distributing permission slips to parents/carers prior to the trip and chasing up any unreturned permission slips as and when necessary
- understanding and operating safeguarding measures throughout the planning, organisation and delivery of the educational visits and offsite activities.
- satisfying the EVC and Headteacher that adequate levels of insurance are in place for each visit and that all external providers have sufficient public liability cover
- delegating responsibilities to other staff members on the academy trip, and ensuring they understand their roles and responsibilities
- ensuring all adults on the trip are aware of their responsibilities and that the necessary DBS checks have been carried out on volunteers in line with the Trust's Child Protection and Safeguarding Policy
- Further information and guidance is available in the following link <https://oeapng.info/visit-leader/>

#### **4.5 The Emergency Contact Person is responsible for ensuring:**

- they are contactable for the duration of the visit or activity
- that the academy-provided mobile phone is used for the purpose of emergency contact
- the phone used as the point of contact is charged and has adequate mobile reception
- they have copies of all contact information for learners and staff on the visit, and all academy and Trust staff that may need to be contacted in the event of an incident
- they have access to all the relevant documents for the trip as per Evolve and the Local Authority Guidelines for Offsite/Out of Hours Educational Activities. <http://www.eriding.net/all-ages/educational-visits/visits-guidance/la-guidance-for-visit-leaders-and-managers/>

#### **4.6 Staff whilst on visits are responsible for:**

- adhering to this policy and applying its principles when participating in educational visits and offsite activities
- ensuring the safety of learners and colleagues is a priority throughout all educational visits and offsite activities
- ensuring they understand their delegated roles and responsibilities
- liaising with the designated leader ensuring the smooth running of the academy trip or activity

#### **4.7 Learners are responsible for:**

- following instructions from staff while on academy trips
- having pride in their academy and understanding that they are representing the academy whilst on an educational trip
- behaving in a manner which matches the ethos of the academy and follow the behaviour rules set out in the academy's Behaviour Policy

#### **5.0 Health and Safety**

**This is of primary importance on all trips and visits.**

- the individual academy's EVC is available to guide, advise and support colleagues with the planning of trips and activities
- using Evolve, the online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities, the member of staff leading a visit or

activity should obtain formal “outline approval” from the individual academy’s Headteacher as a first step

- the Headteacher of the organising academy must approve all trips and activities in advance. Staff who wish to run a trip must submit the appropriate forms for approval in good time to allow considered and thorough assessment by the Headteacher. Timescales for approval are set by individual academies, and specific information can be found in their own trip guidelines documents
- the EVC and Headteacher will check all relevant paperwork, including risk assessments and permissions prior to the trip. For routine visits and sports fixtures, these must be checked at the beginning of the academic year, prior to any visits taking place. These risk assessments and permissions must be checked in the event of any accident or incident
- staff planning residential visits, visits abroad and trips of a hazardous nature, should where appropriate, seek advice from the Outdoor Education Adviser and should plan in time to do this as per their academy’s own guidelines
- risk assessments must be completed for all visits and must include control measures for learners with medical care plans, special educational needs, behaviour and safeguarding concerns
- the academy should nominate at least two academy-based 24-hour Emergency Contact Persons (ECP) for all trips that include time outside the school day; one of which should be a member of the leadership team. The ECP must have access to all the relevant documents for the trip as per Evolve and the Local Authority Guidelines for Offsite/Out of Hours Educational Activities. <http://www.eriding.net/all-ages/educational-visits/visits-guidance/la-guidance-for-visit-leaders-and-managers/>
- for all trips that take place during school hours, the Trip Leaders and learners’ contact details must be left at Reception/in the School Office

**The Trip Leader must ensure that the following items are easily accessible by all attending staff for the duration of the visit:**

- an agreed emergency plan
- copies of the signed and approved risk assessments
- parental/carer emergency contacts
- care plans for any learners who have one
- details of how to contact the ECP
- a first aid kit, accident book and access to a First Aider
- an academy issued mobile phone
- information on where and how to access the above appears in each academy’s trip guidance documents for staff
- learners will be expected to conform to the academy’s Behaviour Policy when taking part in trips and visits. The academy Headteacher reserves the right to refuse participation on any trip by any learner whose behaviour would be a cause for concern and could endanger themselves or others
- where appropriate, learners will carry ID cards with details of how to contact the group leader in an emergency
- all incidents or accidents must be reported in line with the Trust’s Accident and Incident Reporting Policy

## **6.0 Serious Incidents Emergency Response**

Information and guidance on managing accidents and emergency responses on trips and visits is in the site-specific academy Serious Incident Policy and guidelines. Refer to Appendix A: Emergency Response Flowchart.

For all accidents and injuries while on a trip in the UK, the Trust's accident reporting process will begin.

In the case of all accidents and injuries while on a trip abroad:

- organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.

In the case of a significant injury or fatality

- the Trip Leader will contact the ECP, who will contact the Headteacher.
- the Headteacher will contact the Trust's Chief Executive Officer (CEO) and if necessary, the police. In the event of a fatality, the recommended guidance is for specially trained members of the police to initially contact the family
- the CEO will inform the Local Authority, the Crisis PR team where necessary, and mobilise support for the academy.
- learners will be asked not to contact friends or parents/carers until the family of the casualty has been informed
- for overseas visits, the Trust will contact The British Embassy/Consulate
- the Trust will notify the insurers

## **7.0 Staffing selection and supervision ratios**

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The choice of staff and the decision regarding supervision ratios is a matter of judgment for the Headteacher and SLT, after consultation with the EVC and Trip Leader and the Outdoor Education Advisor if necessary, and having taken into account the risk assessment and control measures. However, under normal circumstances at least 2 adults will be present.

There may be circumstances when volunteers, adult relatives or friends of staff attend a visit. In cases where the visit is a day or less in duration, a risk assessment should be used to determine if DBS clearance is a requirement, otherwise all adults must have an up to date and relevant DBS which must be seen, verified and logged by the academy office.

## **8.0 Safeguarding**

The Trust will ensure that all adults involved in the supervision of children during academy-related activities (including visits) are suitable people to work with children and pose no threat to the young people in their care. Normal safeguarding checks must be carried out in line with national guidelines and the Trust's Child Protection and Safeguarding Policy. Concerns about possible safeguarding issues or poor practice by a member of staff, volunteer or other adult must be reported to the Headteacher immediately.

## **9.0 First Aid**

In line with the Trust's Supporting Learners with Medical Conditions Policy, staff will ensure that young people on educational visits will at all times have ready access to a competent adult who has an appropriate level of first aid training and access to a first aid kit.

## **10.0 Vetting Providers**

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Trip Leader must take reasonable steps to check that any accommodation that is used, and all venues that the group plans to visit, are suitable, satisfactory, and acceptably safe.

When planning a visit, the Trip Leader (and other group leaders) will wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the booked accommodation and venues to be visited.

The EVC must check:

- insurance arrangements – service providers have adequate levels of cover for each trip
- service providers meet their legal requirements
- service providers have risk assessments and control measures in place
- staff competency levels are appropriate for service / activity undertaken
- service providers have Safeguarding policies in place
- service providers have appropriate and suitable accommodation for the group

### **11.0 Parental Consent**

Consent is a requirement for off- site activities during school hours.

Written parental/carer consent will be obtained for adventurous activities, residential trips, foreign trips and trips outside of school hours.

Separate parental/carer consent will be sought for all trips that require payment.

No learner will be included on an educational trip or visit without prior written consent of the appropriate parent or carer. For regular activities such as PE fixtures in the local area, blanket consent for the whole school career of each learner will be obtained from the parent/carer when the learner is first registered at the academy. For existing learners who represent the academy at away fixtures, PE staff will ensure that a “blanket” consent is obtained. For all other off-site activities, the Trip Leader will ensure that a consent form is included with the information sent to parents/carers, prior to each activity. Such consent must always be in writing, freely given and positive.

### **12.0 Trips abroad**

The Trip Leader will check validity of passports and visa requirements within three months of the initial notification of the trip, to minimise problems when the trip is due to take place.

Before the trip, staff and learners will be briefed on identifying suspicious behaviour and remaining vigilant whilst abroad.

Registers will be taken at the start and end of each day, as well as at appropriate times throughout the day, i.e. before, during, and after events to ensure the whereabouts of learners are known at all times.

Wherever possible, two members of staff attending the trip will have an intermediate understanding of the destination country’s language.

At the start of the trip, all learners and staff are provided with an emergency contact sheet, this includes the Trip Leader’s mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

### **13.0 Charging**

Information on charging for trips and visits is in the Trust’s Charging and Remissions Policy.

The academy will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of the school day, which is not:

- part of the national curriculum.
- part of a syllabus for an examination that the learner is being prepared for.
- part of religious education.

Money for trips will always be paid directly to the academy. Under no circumstances should educational visit trip money be processed through personal accounts.

All letters to parents/carers regarding educational visits will include a clause explaining what will happen in the event that the trip is cancelled or a learner cancels their place on the trip.

Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

#### **14.0 Training**

The Trust is committed to supporting its staff with relevant training for planning and leading educational visits. All such training will be supported from academy CPD budgets. In particular, the Trust will ensure that the following training opportunities with regard to educational visits are made available:

- training for the Headteacher/SLT as signposted by the LA's EVO
- training for the EVC (including update courses every 3 years)
- training for Visit Leaders and Group Leaders via contact with the OEA who will signpost appropriate courses e.g. leading a Ski Visit for First Time, First Aid etc.
- training for all NQTs as signposted by the OEA
- training for new staff as deemed appropriate by the EVC/Headteacher
- training for TAs/others as deemed appropriate by the EVC
- training for new Academy senior and middle leaders as deemed appropriate

#### **15.0 Monitoring**

To assess and monitor the quality and effectiveness of educational visits:

- where possible and subject to resources, the academy's EVC will accompany at least two visits per year to monitor real practice and to assist with the review of policies and procedures;
- the academy's EVC will use the LA monitoring form and provide written feedback to the visit leaders and management;
- records of monitoring visits will be produced and stored electronically.
- review the use and validity of the attached guidance and checklists and provide feedback to the policy owner on request.

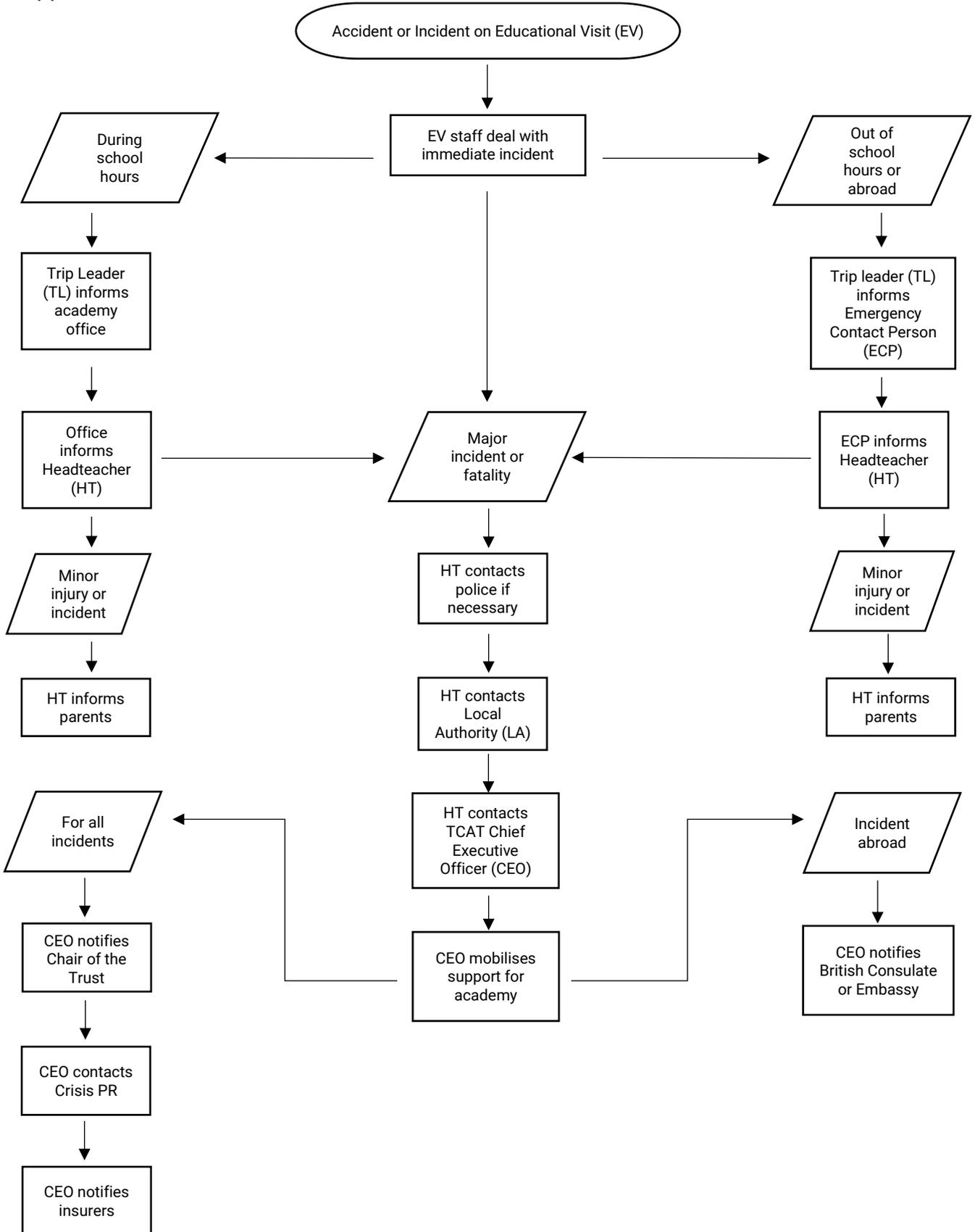
#### **16.0 Equal opportunities**

- the Trust promotes values of equality and does not discriminate against any individual or group of learners when organising a trip, unless their behaviour would compromise the safety of themselves, staff or other learners on the trip.
- extra-curricular trips and activities are organised, managed and conducted in accordance with the academy's Equal Opportunities Policy.

- due to the popularity of some extra-curricular trips and activities, the academy offers places on a first come, first served basis.
- preference should not be taken over one learner or a group of learners when planning academy trips and off-site activities.
- where possible, activities and visits all reasonable adjustments will be made to enable learners with SEND to take part.
- for academy trips that are necessary to assist learners in completing examinations and coursework, voluntary contributions can be requested and help may be provided where possible, for learners who cannot afford the cost.
- extra-curricular academy trips will be a reasonable cost for the visit in question. For non-compulsory trips a small amount of financial help may be available to some learners in cases severe hardship, but this will be dependent on the individual trip and what funds are available at any given time. Staff will endeavour to direct learners who cannot afford the fee to charities which may help with this, or assist and advise in learners' fund raising attempts.

# Emergency Response Flowchart

## Appendix A



## Appendix B: Transport

As part of the overall risk assessment process, the designated Trip Leader must take reasonable steps to check that any transport used during the visit is risk-assessed as suitable, satisfactory, and acceptably safe, and that any specific Trust, Local Authority, legal or insurance requirements are met. Leaders should refer to the risk assessment, and guidance available from the local authority, Evolve or the Trust that give detailed recommendations for all standard forms of transport.

Academies in the Trust will only hire coaches/buses from companies that provide seats all fitted with functioning seat belts. Service buses without seatbelts should not be used apart from short local routes and not on journeys involving high-speed roads.

Evolve has a list of coach and taxi operators who have completed a basic check of competence; Evolve>Resources>Guidance/Policies/Documents>

Headteachers, with assistance from academy EVC's, must ensure the safety of learners travelling by private car, and should:

- satisfy themselves if the driver is suitably qualified, experienced, competent and aware of their legal responsibilities to follow the rules of the road
- inform parents and obtain their written consent
- carry out their own due diligence to confirm valid insurance, licence, and vehicles are roadworthy (Current MOT), taxed and fitted with appropriate seatbelts etc.
- carry out suitable safeguarding (DBS) checks
- ensure that passengers use only full 3-point seatbelts

For visits that require the use of staff cars, drivers must:

- have business use cover on their motor vehicle insurance policy
- possess a current valid driving licence
- be satisfied that the vehicle they are using is in a safe, roadworthy condition with a current MOT certificate and currently taxed

However, the instances when parents use their cars to support visits is expected to be very rare and only in exceptional circumstances.

### Use of minibuses

The Trust follows National and Local Authority regulations and guidance. The following procedures must be followed when using a minibus on an educational visit:

- only authorised drivers with the relevant vehicle category on their own current, valid driving licence may drive a minibus for the purpose of an educational visit
- all authorised drivers must hold a current, valid MiDAS certificate
- individual academies hold current lists of authorised drivers
- authorised drivers must declare any motoring convictions and any health conditions or prescribed medication that may affect their ability to drive
- all authorised drivers must ensure that a Section 19 Permit (of the Transport Act 1985 – Public Service Vehicle Licence exemption) is displayed in the front window of the minibus

Drivers are legally responsible for the vehicle, and must ensure the vehicle is in a roadworthy condition before it is driven, and all vehicle checks are completed and recorded.

**The Driver should state the following to learners:**

- seatbelts must be worn at all times. This is a legal requirement. (It is the driver's absolute responsibility to enforce this)
- all passengers must remain seated whilst the vehicle is moving, and at all times as directed by the driver
- the vehicles entry and exit doors will be kept clear of luggage to give unrestricted access/egress at all times

**Other considerations:**

If at any time the learners distract the driver:

- the driver should stop the bus until the learners are settled
- drivers should not try to continue. Learners may also be distracting other drivers
- where possible drivers should park the bus with the side doors to the curb. Where this is not possible, learners should remain seated until members of staff are able to supervise them from the road
- drivers **MUST NOT** drive for longer than 2 hours without taking a break for at least 15 minutes
- in normal circumstances journeys in a mini bus should be staffed by the driver and at least one escort. On the occasions when this isn't possible, the journey should be risk assessed

## Appendix C: Consortium Arrangements

The Consortium arrangements in place for Sixth Form learners between Cottingham High School and Sixth Form College, Hessle High School and Sixth Form College and Wolfreton School and Sixth Form College means that some educational visits organised by a department in one academy may include some learners from other Consortium academies. The following procedures should be adopted in such circumstances:

- The host academy organising an educational visit should in the first instance, organise the visit according to current guidelines Educational Visits Policy.
- The designated Trip Leader from the host academy should seek approval in the normal manner from their own Headteacher/Headteacher designate/EVC. However, the EVOLVE form should also be submitted for approval to all relevant managers from the other academies involved, using the “joint visits” section of the EVOLVE form.

The designated Trip Leader should submit the EVOLVE form to all parties within the following timescales to allow academies to complete a diligent check prior to approval:

Category 1 and 2 (Day visits) – at least 3 weeks before departure

Category 3, 4 and ‘A’ (UK Residential/Overseas/High Risk) – at least 6 weeks before departure

The EVC at Consortium academies will not routinely request supporting documentation for every visit but category 3, 4 and ‘A’ visits should be subject to spot checks for audit purposes.

The Headteacher/Headteacher designate of the other relevant academy(s) will approve the visit providing they are satisfied with the planning and risk assessment arrangements.

Designated Trip Leaders should neither assume that visit approval from their own academy’s Headteacher/Headteacher designate assumes approval from other academies.

The responsibility for checking approval has been granted lies with the designated Trip Leader. The updated EVOLVE form should be revisited online to establish this.

For Consortium residential and visits that return after school, the designated Trip Leader must obtain an emergency out of hours contact number from each school.

The designated Trip Leader should include their contact details that can be used for the duration of the visit on the EVOLVE form.

**Extract taken from DfE Schools Coronavirus (Covid-19) Operational Guidance - updated 6 April 2021. All dates are subject to change – in line with Government guidance.**

### **Educational visits**

DfE recognises the significant benefits of educational visits for children’s educational development as well as their mental health and wellbeing and is taking steps to allow children to enjoy visits in line with the government’s roadmap. The [roadmap](#) is driven by data, not dates. The government will only move from one step to the next when it is safe to do so and based on 4 tests.

For that reason, all dates are indicative and subject to change. This advice has now been updated to reflect the Prime Minister’s announcement regarding step 2. Advice will continue to be updated in line with the roadmap.

### **Educational day visits**

In line with the roadmap, schools can resume educational day visits from 12 April.

Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the [health and safety guidance on educational visits](#) when considering visits.

### **Domestic residential educational visits**

In line with the roadmap, we advise against domestic residential educational visits until at least step 3, no earlier than 17 May.

The roadmap is driven by data not dates. The approach to domestic residential visits is dependent on the roadmap and is subject to change.

### **Existing bookings**

Should step 3 commence as planned, you may undertake domestic residential education visits, that are already booked, no earlier than 17 May.

Any domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.

### **New bookings**

Schools may begin planning for new domestic residential educational visits to take place. Should step 3 commence as planned, new visits will be possible from no earlier than 17 May.

Schools are advised not to enter into any new financial or contractual commitments at this stage. This advice will remain under review and updated at the earliest opportunity.

Any new domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.

The Government is working with Public Health England and the sector on what coronavirus (COVID-19) secure residential visits will look like at step 3, and further advice will be provided.

### **International visits**

The Global Travel Taskforce has been commissioned to set out how to facilitate a return to international travel as soon as possible while managing the risk from imported variants of concern. It is due to report on 12 April 2021. This advice will be updated following the publication of the report.

**Credit notes**

Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.

**Indemnity**

The gap created by the coronavirus (COVID-19) pandemic in the commercial insurance market relating to coronavirus (COVID-19) travel cancellation insurance is recognised.

The Government is working with Her Majesty's Treasury to explore the possibility of addressing that gap and putting in place a coronavirus (COVID-19) restricted indemnity that will:

- give schools cover against coronavirus (COVID-19) travel cancellations in the future
- allow schools to book new visits with confidence

More details will be provided as soon as they are available.