



## Educational Visits Policy

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**This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to [policyquery@stpaulsschool.org.uk](mailto:policyquery@stpaulsschool.org.uk)**

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## SECTION A: General Guidance

### 1. Introduction

At St Paul's, we believe that pupils should experience the world beyond the classroom as an essential part of learning and personal development. Pupils can derive a good deal of educational benefit from taking part in visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills and longer visits in particular encourage greater independence.

This document is designed to provide guidance and advice to those who wish to take pupils on a school trip, in order to ensure that the visit runs as safely as possible.

Most school visits take place without incident and it is clear that teachers are already demonstrating a high level of safety awareness. But, following a number of tragic incidents involving schoolchildren in the last few years, there is a growing concern amongst school staff and parents about further ensuring the safety of pupils on school visits. The potential hazards to which this policy refers should not discourage teachers. No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to safety measures can reduce the number of accidents and lessen the seriousness of those that do happen nonetheless. The management of health and safety on visits is part of the School's overall policy on health and safety. This guidance cannot cover every eventuality, but it sets out principles, which should be applied with good judgement and professionalism by visit leaders and their assistants.

This policy complies with the Education (Independent School Standards) (England) Regulations 2014 and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance. This document should be read in conjunction with other school policies and procedures, for example: Health and Safety, Safeguarding and Child Protection, Behaviour, Rewards and Sanctions, Anti-Bullying and the Staff Code of Conduct.

Visit Leaders must be fully aware of the School's Safeguarding and Child Protection Policy and of the Staff Code of Conduct. Section 21 of the Code of Conduct considers issues that may arise on residential trip.

This policy is supplemented by guidance published by the Outdoor Education Advisers' Panel (OEAP) which is made up of expert practitioners from local authorities and is one of several organisations that offer training for those who assist with, lead or oversee educational visits in schools.

The [OEAP's website](#) also provides details of local authority outdoor education advisers.

### 2. Definitions

**'School day trips'** will be used to denote any occasion where pupils are taken off the school premises by a member of staff or other authorised adult, however briefly and locally.

**‘Residential Visit** will be used to describe visits which involve an overnight stay.

**‘Pupil’** will denote a current Pauline (including leavers up to the end of the school holiday immediately following their final term).

### 3. Legal Framework

The Management of Health and Safety at Work Regulations 1992, made under the 1974 Act, require employers to:

- Assess the risks of activities;
- Introduce measures to control those risks;
- Tell their employees about these measures.

In addition, under the Health and Safety legislation employees must:

- Take reasonable care of their own and others’ health and safety;
- Co-operate with their employers over safety matters;
- Carry out activities in accordance with training and instructions;
- Inform the employer of any serious risks.

These duties apply to all school visits. Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

Educational Visits can only take place in accordance with Government guidance (normally Foreign, Commonwealth and Development Office or Department of Education) and then only to destinations that are not contraindicated by the Government. In addition, the School reserves the right to carry out its own risk assessment process to determine whether a trip could safely be run.

### 4. Responsibilities

#### ***4.1 Highmaster/Head and EVC***

The welfare of the pupils attending trips is the responsibility of the High Master (SPS)/Head (SPJ). Currently, the job of overseeing the organisation of trips is delegated to the Educational Visits Coordinator (EVC), who ensures that all staff taking pupils on trips understand what is required of them. The EVC should ensure that visits comply with regulations and guidelines provided by the Governing Body and the school’s own health and safety policy. The EVC should ensure that all necessary actions have been completed before the visit begins including:

- adequate child protection procedures are in place;
- an appropriate risk assessment has been completed;
- every visit has a nominated Visit Leader;
- the visit leader has experience in supervising the age groups going on the visit and will

organise the group effectively;

- Visit Leaders are allowed sufficient time to organise visits 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 pupils have been considered;
- any support staff supervisors or adult volunteers on the visit are appropriate people to supervise children: see [Vetting suitability](#)
- 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 pupils
- The mode of travel is appropriate;
- Travel times out and back are known, including pick-up and drop-off points; and a list of this information is handed to the school office;
- adequate first aid provision is available and known to all adults on the trips;
- there is adequate insurance cover: see Insurance;
- the visit leader, accompanying staff supervisors and nominated school 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 pupils travelling in the group, and the contact details of parents and of the teachers' and other supervisors' next of kin;
- there is a contingency plan (Plan B) for any delays, including a late return home;
- A list of organisations for Educational visits is maintained and Director of Operations (for GDPR purposes) and Governor responsible for Educational Visits are informed when a new organisation is used for residential and overseas visits.
- The EVC has the address and phone number of the visit venue.

#### **4.2 Visit Leader/Visit Leader**

One member of staff, the Visit Leader, should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The Visit Leader should have been appointed or approved by the EVC and for new trips or trip leaders agreed with the Surmaster (SPS)/Head (SPJ). The Visit Leader should:

- Obtain the EVC prior agreement before any off-site visit takes place;
- Follow school regulations, guidelines and policies;
- Appoint a competent deputy;
- 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 pupils of the relevant age range;
- Be suitably competent to instruct pupils 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 visit including the briefing of group members and parents;
- Undertake and complete a comprehensive risk assessment: see **Risk assessment**;
- Review regularly undertaken visits/activities and advise the EVC where adjustments may be necessary;
- Ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- Have enough information on the pupils proposed for the visit 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: see **Ratios**;
- 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 school contact;
- Ensure that group supervisors and the school contact have a copy of the emergency procedures;
- Ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- Observe the guidance set out for teachers and other adults below.

#### ***4.3 Members of St Paul's Staff***

Must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:

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

#### ***4.4 Non-staff Adults (including volunteers)***

Non-staff adults on the visit should be clear about their roles and responsibilities during the visit. Non-staff adults acting as supervisors must:

- Do their best to ensure the health and safety of everyone in the group;
- Not be left in sole charge of pupils except where it has been previously agreed as part of

- the risk assessment;
- Follow the instructions of the Visit Leader and teacher supervisors and help with control and discipline;
- Speak to the Visit Leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit.

If volunteers on day-trips do not have an enhanced DBS check, this should be noted on the risk assessment for the trip and appropriate safeguards and supervision put in place. Risk assessments for visits involving non-teacher adult volunteers must be discussed and signed off by the EVC and the Head of HR, who can advise on appropriate safeguards and supervision. See also the [Volunteers Vetting Checks Guidance](#).

Trip organisers must be aware of and apply statutory safeguarding measures for visits where there are non-staff adults, including volunteers. In particular, visits which involve an overnight stay will require any non-teacher adult present on the trip to:

- be DBS checked;
- provide reference relating to their suitability for the role;
- be over 18 years of age;
- be trained in safeguarding, child protection and safe working before the visit;
- have been fully vetted following St Paul's School procedures or; subject to a risk assessment which details appropriate supervision of the volunteer, and which activities they may take part in.

#### **4.5 Parents**

Parents should be able to make an informed decision on whether their child should go on the visit. The Visit Leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions.

The Visit Leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct. Parents should also be asked to agree the arrangements for sending a pupil home early and who will meet the cost.

Special arrangements may be necessary for parents for whom English is a second language.

Parents will need to:

- Provide the Visit Leader with two emergency contact numbers
- Sign the consent form (see relevant intranet page) prior to departure of the trip;
- Give the Visit Leader information about their child's emotional, psychological and physical health which might be relevant to the visit (usually by means of the consent form).

#### **4.6 Responsibilities of Pupils**

The Visit Leader should make it clear to pupils that they must:

- Follow the Pupil Behaviour Code
- Not take unnecessary risks;
- Follow the instructions of the leader and other supervisors including those at the venue of the visit;
- Dress and behave sensibly and responsibly;
- If abroad be sensitive to local codes and customs;
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the Visit Leader or supervisor about it.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

## **5. Conditions for organising term time SPS School Day and Residential trips.**

Arrangements for taking pupils out of school for days or parts of days are that approval must be sought and received from the EVC at least two weeks in advance of the trip using the appropriate intranet form. This form provides the EVC and copies to Registration and allows staff to be informed by email who will be absent from their lessons. In consultation with relevant senior staff, the EVC will determine whether the educational or other experience gained must be judged to be worth the absence.

For boys in examination years (6ths, and U8ths), academic trips or other out of school in the last three weeks of the Spring Term and first half of Summer Term may be taken provided that the circumstances are "special". In this context, "special" means one or more of:

- Uniqueness - no alternative dates.
- Closely linked to the syllabus.
- Significantly better experience than could be offered in class.
- Could not be equally well delivered in school by an intermediary (e.g. teacher and/or limited no. of boys attend event then report back to wider student body).

When seeking permission to take boys out of school at this time, please include an explanation of how your bid fulfils these criteria. The EVC, in reaching a final judgement, will weigh up the merits of a claim against these criteria.

Members of staff have the right to object to the absence of individual boys, but this should be used sparingly, and only for very good reasons.

There is a written procedure for arranging visits which teachers must follow (see Section Band the page *Organising Day Trips or Organising Overnight Trips* linked from the Staff Handbook on the intranet). This includes procedures for seeking approval of certain types of visit for SPS trips.



## 6. Planning and Documentation

Whether the visit is to a local park, museum or swimming pool, or includes a residential stay in the UK or abroad, it is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. With the advice of the EVC, the Surmaster (SPS)/Head(SPJ) must satisfy themselves that the person planning the visit is competent to do so and has the necessary relevant experience.

Depending on its nature a school expedition may necessitate the production of some or all of the following:

- a. Information to parents.
- b. Rules and Regulations.
- c. Risk Assessment Form
- d. Clothing and equipment lists (if necessary).
- e. Consent forms - these must include contact details for the next of kin for the period of the expedition. They should also authorise the leader or their named deputy(ies) to give consent for medical treatment, including a general anaesthetic, on the advice of a qualified medical practitioner, in the event that it is not possible to contact the next of kin. Details of any special medical condition and of any medication being taken should also be requested on the form.
- f. Nominal roll of pupils attending
- g. Itinerary with contact numbers and addresses.

For residential trips a completed copy of the "Overnight Trip Information Form" must be completed via the intranet at least two weeks before departure. This informs the Surmaster, EVC, Director of Operations and Porters.

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

- The facilities/equipment the group will need to take on the visit;
- The facilities/equipment to be provided at the venue;
- Staff training needs;
- The designation of someone to record the details of the visit 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 pupils;
- Emergency arrangements;
- Arrangements for sending pupils home early.

Further information on these issues is provided in subsequent sections.

## **6.1 Risk Assessment**

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them to the lowest practicable level. Pupils must not be placed in situations which expose them to an unacceptable level of risk. If the risks cannot be contained then the visit must not take place or an alternative activity or Plan B should be considered, where appropriate.

Frequent visits to local venues such as swimming pools will necessarily not need a written risk assessment every time. A written generic assessment of the risks of such visits should be made at regular intervals, and careful monitoring should take place by the EVC.

For all other visits a risk assessment must be completed by the Visit Leader well before the visit, and should be approved by the EVC at least five working days before the visit. For residential trips a pro- forma risk assessment can be found in Appendix 2. The Sports Department review their off- site sports risk assessment annually, in consultation with the Director of Operations and Compliance Officer

A risk assessment for a visit need not be complex but it should be comprehensive. Specialised information for some visits may be necessary and the EVC should ensure that the person assessing the risks is competent to do so. Those running a trip for the first time will be given guidance from the EVC when conducting the risk assessment.

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 pupils;
- the age of pupils;
- the special educational, dietary or medical needs of pupils;
- 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;
- what mitigations can the Visit Leader put in place?
- The quality and suitability of available equipment;
- How to cope when a pupil becomes unable or unwilling to continue;
- The need to monitor the risks throughout the visit.
- what steps will be taken in an emergency?

The person carrying out the risk assessment should upload it with details of the measures

they should take to avoid or reduce the risks. So that approval, as necessary, by the EVC can be given with a clear understanding that effective planning has taken place.

If there is a generic risk assessment already in place for a specific trip or activity, the Visit Leader may (where appropriate) carry out a dynamic risk assessment by reviewing the generic risk assessment form and considering all the relevant factors, including the specific characteristics and needs of the pupils attending the visit before embarking on it.

Regardless of the type of the visit, the Visit Leader must be prepared to re-evaluate and / or reassess the risks whilst the visit is taking place taking account of any relevant changes in circumstances or factors such as fatigue or changes in the weather. If the risks become unacceptable the visit shall be terminated and/ or a Plan B activity carried out instead.

Before booking a visit the Visit Leader should obtain a written or documentary assurance that providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place (see Provider form in Appendix 5). Any travel agency must be ABTA bonded. Copies of company risk assessments for residential and overseas trips should be sent to the Trips Administrator as soon as possible after the trip has been booked.

Further information and guidance on risk management can be found in the [OEAP website](#).

## **6.2 Exploratory Visit**

An exploratory visit is recommended for any teacher who is to lead a group abroad or on a residential visit or who is to instruct or lead the group in an outdoor activity such as trekking in a location that is not familiar to them.

- In other cases the Visit Leader should undertake an exploratory visit, wherever that is possible, to: Ensure at first hand that the venue is suitable;
- Meet the aims and objectives of the school visit;
- Obtain names and addresses of other schools who have used the venue;
- Obtain advice from the manager;
- Assess potential areas and levels of risk;
- Ensure that the venue can cater for the needs of the staff and pupils in the group;
- Become familiar with the area before taking a group of young people there.

If an exploratory visit is not feasible then the Visit Leader will need to consider how to complete an adequate assessment of the risks. A minimum measure would be to obtain specific information by letter from the venue, from other schools who have recently visited it, and from local organisations such as tourist boards. In the case that a teacher is leading the trip and has a professional organisation or person, such as a Mountain Guide or Instructor to run the activity, then the teacher should satisfy themselves that the organisation or individual is competent and has sufficient knowledge of the area to run the activity safely.

Many schools will take new groups of pupils to the same location each year. As some factors

will change from year to year, it is prudent to re-assess the risks each time, even when the Visit Leader stays the same.

### **6.3 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 visit there must be a staff member with training in basic first-aid. This can be in house and should cover asthma, anaphylaxis/epipens. The Visit Leader must ensure that an adequate first-aid box is taken (obtainable from SPS/SPJ nurses). For adventurous activities, visits abroad or residential visits it is advisable for at least one of the group's teachers to be a fully-trained first-aider, and for residential trips at least one member of staff for residential trips (ideally the visit leader) should have completed appropriate CPD in holding and dispensing medication. All adults in the group should know how to contact the emergency services.

Visit leaders are also responsible for ensuring that pupils are carrying any emergency medication, such as an epipen or inhaler, in line with guidance provided by the health centre when creating the risk assessment.

The minimum first-aid provision for a residential visit is:

- A suitably stocked first-aid box including generic school issues epipen, where pupils on the trip require it;
- A person appointed to be in charge of first-aid arrangements.

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.

### **6.4 Adventure Activities and External Providers**

Where the main activity is an adventure activity or any activity which is facilitated by an external provider, the Visit Leader will have regard to the appropriate legislation and guidance available at that time. This should include, but is not restricted to OEAPNG and quality badges - LOtC, AALA, BS8848 and EPA and Adventuremark and National Governing Body Awards eg BCU, RYA, MountainTraining etc.

For the purposes of this policy an adventure activity includes, but is not restricted to, winter sports, rock climbing, hill walking, mountaineering, skiing or scuba diving, white-water rafting, caving, climbing, trekking, water sports or activities in or around water.

An activity may be considered to be adventurous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to, activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain or in or near water.

Anyone who leads an adventure activity will have attained an adequate standard of

competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies or association for the sport or activity concerned. Where no such body can be identified, the School will obtain external verification of the competence of the provider, including seeking references from other schools, where appropriate. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations.

The School will ensure that external providers (which means any person or organisation other than the School or a staff member who provides a service and or facilitates an activity under a contract during the off site visit) who are required to have a licence to provide Licensed Activities hold a current licence by checking [www.aals.org.uk](http://www.aals.org.uk). Visit leaders should note in particular that this will apply to any activity involving caving, climbing, trekking, skiing or water sports.

When using an outside organisation to provide an activity, the Visit Leader must check that they have appropriate safety standards and liability insurance. If an external provider is used, the Visit Leader should ensure that they are competent and should endeavour to use Quality Badge Scheme member or another accredited providers, wherever possible. The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the classroom Quality Badge to organisations who meet nationally recognised standards. More details can be found relating to the Quality Badge Scheme can be found at <http://www.lotc.org.uk>.

If an organisation does not hold the badge, a provider from is in Appendix 5 and should be completed to ensure that they are an appropriate organisation to use,:

- their insurance
- compliance with legal requirements
- health and safety and emergency policies
- risk assessments
- control measures, use of vehicles
- staff competence
- safeguarding
- accommodation
- sub-contracting arrangements
- appropriate licensing, where needed.

Where the Visit Leader assigns the technical instruction of the group to an external provider they should agree with the external provider their respective roles and ensure that everyone has a clear understanding of the roles and responsibilities of School staff and external providers.

The Visit Leader and teachers retain responsibility for the pastoral and emotional wellbeing of pupils during the activity at all times and should not hesitate to withdraw them from an activity they judge to be unsafe or causing distress.

Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity

The Visit Leader will take appropriate steps to ensure that external providers do not have substantial unsupervised access to pupils unless they have been vetted by the School in accordance with the School's Safer Recruitment policy and procedures.

Prior to commencement of any adventure activity the Visit Leader should be fully satisfied with arrangements for health and safety. In the event that he or she is not satisfied he or she will consider whether it is appropriate to abort the activity altogether or whether it is safe and/or appropriate to undertake a Plan B.

### **6.5      *Swimming and Water sports***

For trips involving swimming (in pools or in natural waters), the visit leader must refer and comply with the national guidance provided by the Outdoor Education Advisers' Panel (OEAP) at [www.oeapng.info](http://www.oeapng.info). When planning water sports, the visit leader should consider the need for instructors and/or lifeguards. Particular care must be taken when using hotel swimming pools and other water leisure activities which may not have a trained lifeguard. Swimming and Water sports must be listed as an activity to which parents give their consent.

### **6.6      *Field studies, farm and coastal visits***

For field studies, farm and coastal visits, the visit leader must refer and comply with the national guidance provided by the Outdoor Education Advisers' Panel (OEAP) at [www.oeapng.info](http://www.oeapng.info).

## **7. Financial Planning**

### **7.1 Overview**

The Visit Leader should ensure that parents have early written information about the costs of the visit, how much will come from school funds, and how much each parent will be charged or asked to contribute. Parents should be given enough time to prepare financially for the visit. It may be useful to break the costs down into subsections such as travel, hostel, meals etc.

Where possible, trips that make up part of the compulsory curriculum for all pupils should be paid for by school funds. Teachers should consult the EVC for advice.

Those wishing to run an inspection visit prior to a school trip for the purposes of risk assessment should obtain permission in advance from the EVC.

The Visit Leader should liaise with the Trips Administrator and Finance dept for advice over how the finances are run.

The Visit Leader should set out how much pocket money the pupils are advised to take, and where necessary ensure it is looked after.

## **7.2 Trip Costs**

Visit Leaders should explore a range of factors when making a booking for a residential trip, to ensure that costs are both reasonable and manageable. They should consider the following;

- location;
- transport;
- accommodation;
- meals;
- size of group and supervision ratios;
- extras such as entrance fees, caps, wrist bands (if applicable);
- a contingency element to cover incidental payments and staff expenses;
- the quality of support to schools available from the travel company or trip provider.

A breakdown of costs for all trips should be communicated to the Finance Department upon receipt of the budget code.

It is customary to include a contingency element within trip budgets, typically 10 % of the total trip cost, to cover incidental payments and reasonable staff expenses. For SPJ trips Guidance on what this might include can be found in the School Trips section of the SPJ Staff Handbook on the intranet. Incidental payments and staff expenses should be agreed in advance with the Visit Leader.

## **7.3 Funding for trips (SPJ)**

For SPJ Day visits and short overnight trips planned as part of the compulsory curriculum are usually not charged to parents. Longer trips may require trips to be part-funded by the School and part-funded by parents.

Parents should be given enough time to prepare financially for the visit. The visit leader should ensure that parents are notified well in advance, in writing, about any costs associated with a visit and provision is made to facilitate staged payments.

## **7.4 Bursary Funding for trips**

Bursary funding is applied to any trip that forms part of the compulsory curriculum. Bursary funding for extra-curricular trips will be awarded only if the trip is educational and beneficial to studies. For trips of this nature, Visit Leaders should liaise with the EVC and the Head as soon as plans are made, in order to establish if a trip qualifies for bursary funding. If it does qualify, the following statement should be included in the letter sent to parents advertising the trip:

“Parents whose sons benefit from bursarial support should contact the Bursary Accountant to discuss what assistance might be available, quoting the trip name in all correspondence.”

The level of bursary support provided will be in line with the pupil's approved bursary for the academic year in which the trip takes place. In order for appropriate decisions to be made with regard to bursary support, Visit Leaders must provide the Head and the Finance Department with a clear rationale for the trip and an outline of the activities to be undertaken.

### **7.5 Insurance**

Whenever pupils are taken off the school premises, it is essential that the school's insurance of members of staff covering any possible situation which might be held to be negligent is operative.

Whenever expeditions abroad are concerned medical cancellation and baggage insurance should cover every participant. Advice may be sought from EVC and Director of Finance on the suitability of any such insurance proposal. Where any special risks are involved parents should be informed and the insurance situation should always be investigated at an early stage.

All trips information to parents must include a disclaimer that states that "The school reserves the right to undertake a risk assessment and to cancel a school trip in the light of that assessment, and in these circumstances the school will not be responsible for the costs. The school will make all reasonable efforts to recover any insurable losses. We recommend that parents take out their own travel insurance to cover this eventuality.

## **8. Staffing and Supervision**

### **8.1 Child Protection**

The School's [Child Protection and Safeguarding Policy](#) will apply at all times during off site visits. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the visit must be dealt with immediately, in accordance with the policy and procedures, by contacting:

In the case of risk of harm to a child: the Designated Safeguarding Lead (DSL), or in their absence, a Deputy DSL;

In the case of an allegation or suspicion relating to the behaviour of a member of staff directly, to the High Master or Chair of Governors.

Current contact details for the holders of these posts are published on the *Overnight trips information form* and in the Emergency Action Plan (appendix 2).

### **8.2 Staffing Ratios**

There must be an adequate ratio of adults to supervise pupils throughout any Educational Visit. This ratio should derive from the risk assessment undertaken and the risk factors identified. Some of the factors to take into consideration include:



- Age and ability of group;
- Pupils with special educational or medical needs;
- Nature of activities;
- Experience of adults in off-site supervision;
- Duration and nature of the journey;
- Type of any accommodation;
- Competence of staff, both general and on specific activities;
- Requirements of the organisation/location to be visited;
- Competence and behaviour of pupils;
- First aid cover.

Ratios are starting points for consideration, rather than being definitive, as they may only be appropriate where the activity is relatively straightforward and the group has no special requirements. The DfES publication HASPEV (1998) suggested the following 'starting points':

- school years 1-3, 1:6
- school years 4-6, 1:10
- school years 7 onwards, 1:15

Without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits. In particular having at least two staff members on trips should be the normal practice for SPS and SPJ trips.

Based on these starting points for a straightforward SPS visit in normal circumstances the guideline is two staff for the first 20 pupils plus one additional leader for every further 10 or part thereof. The ratio should become closer the more complex or hazardous the activity.

For SPS day trips within an hour's travel of school, it may be acceptable, in exceptional circumstances, to risk assess for a single staff member to take a trip for up to 10 pupils or for minor variance from the guideline above.

Where a party member is also a parent of a pupil on the visit that parent shall not usually count in the ratio for the group as a whole and it is good practice that a staff member should not be the Visit Leader of a group containing their child.

In case of doubt as to appropriate staffing ratios, visit leaders must consult the EVC.

### ***8.3 Vetting Suitability***

Normally the leaders will be members of School staff; the involvement of other adults who are not members of staff must always be negotiated with the EVC and parents must be informed.

Where a high adult: pupil ratio is required, it should be possible to staff it exclusively from staff at SPS/SPJ staff (including the use of the School's Teaching Assistants). If this is not possible, parents/volunteers may be used to supplement the supervision ratio with agreement from the Surmaster (SPS) or Head (SPJ).

Any visit leader or assistant leader who is not a member of staff must undergo appropriate vetting checks. The visit leader must ensure that the [Volunteers Vetting Policy](#) and guidance is followed. See also 'Adult Volunteers', above.

#### ***8.4 Supervisors' Responsibilities***

Teachers have a duty of care as professionals to ensure 'effective supervision' of pupils in their care. Supervision can be Direct, Indirect or Remote. In practice, these three types of supervision form a continuum ranging from, for example, physically holding the hand of a child to a group of competent young people checking in with supervisors perhaps once a day during their self-managed expedition or exchange visit. The three types described here are illustrative of the range:

**Direct Supervision** occurs when the group remains within sight and contact of a leader.

**Indirect Supervision** (supervision within clear boundaries) occurs when a group is given the freedom to explore an environment or engage in an activity away from direct supervision but within clearly identified and agreed boundaries, for example:

- Small group or individual work within a gallery, museum, cultural or historic site or city;
- Time between more structured activities during a residential visit.

**Remote Supervision** occurs when a group works at such a distance that direct supervision would take some time to be re-established (e.g.: during a remotely supervised adventure walk; young people travelling independently to a venue; an orienteering activity; a Duke of Edinburgh Award expedition).

The aim of visits for older pupils may be to encourage independence and investigative skills, and some of the time, on visits such as trips abroad and fieldwork, they may be remotely supervised. If remote supervision is planned for younger pupils the visit leader should carefully consider what the additional risks would be for this age group when completing the risk assessment for the trip. The visit leader should establish during the planning stage of the visit whether the pupils are competent in remote supervision. The visit leader remains responsible for pupils even when not in direct contact with them.

Parental consent should be sought, before the visit, when any form of remote supervision will take place.

Reasonable duty of care is owed from the time that the party assembles until it disperses at the end of the expedition. All adult supervisors, including teachers and parent/volunteer helpers, must understand their roles and responsibilities at all times. It may be helpful to put this in writing. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs. Visit leaders retain responsibility for the group at all times.

A party should assemble and disperse at times and places notified to the parents in advance. No pupils should be allowed to join or leave the party enroute, unless his parents

have given written permission. Where dispersal is not from the school premises, it should be specified in advance what the procedure will be if a pupil is not met at the dispersal point.

The duty of care places a clear obligation on the Visit leader to make it clear to the pupils where they are allowed to go at times when they are not directly supervised, what they may do and by when they must be back. The level of freedom allowed must always be a matter of judgement for the leader, but in addition they should be seen to be taking some steps to ensure that bounds are not being ignored.

At all times there must be a duty member of staff at a location where the pupils know where to find them in case of emergency. The duty staff member should be provided with a school mobile, and this number shared with pupils. Staff members should not share their personal numbers with pupils. There is also a clear duty to ensure that all pupils are in their beds at the appointed time at the end of the day, and present for breakfast each morning.

### ***8.5 Head Counts and missing pupil procedures***

Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. All supervisors should carry a list of all pupils and adults involved in the visit at all times. It may be helpful (especially if the visit is to a densely populated area) to dress the boys in the same clothing (uniform, tracksuit etc) to make the pupils easily identifiable. Pupils should not wear name badges. School cards are available which display the name of the school and its emergency contact number. The Visit Leader should establish rendezvous points and tell pupils what to do if they become separated from the group.

The following procedures apply if a pupil goes missing on a school trip or visit.

The member of staff in charge will:

- Attempt to contact the pupil (if numbers are known)
- Speak to pupils to ascertain when the pupil was last seen and where and what knowledge they have of the missing pupil's last known whereabouts
- Organise for accompanying staff/volunteers to search the immediate vicinity and/or the group's recent locations.

If the pupil cannot be located within fifteen minutes of them being reported missing, the Visit Leader (or their deputy) will contact the DSL (or, if they cannot be contacted, a Deputy DSL, or the Educational Visits' Coordinator) to inform them that a pupil is missing. At this point, both members of staff will conduct a full risk assessment of the situation and formulate a plan to locate the pupil. Following this telephone call, the DSL will ensure the missing pupil's parents are contacted and kept informed of the situation. If deemed necessary, the Visit Leader, will contact the police and provide the information listed in Missing Pupils policy. The member of staff in charge and DSL will continue to liaise at regular intervals until the pupil can be found.

### ***8.6 Rules, Regulations and Discipline***

Although a trip is by definition remote from the school site all of the rules laid down in the

Behaviour, Rewards and Sanctions policy apply.

A party is always much easier to manage if firm expectations are laid down in advance. In the case of a school expedition, the leader is required to set out the rules in writing and to circulate them to the parents via the consent form. The consent form can then require agreement from the parent to the rules and regulations set out, and this is helpful in the management of any serious misconduct.

In all contexts it should be borne in mind that the legal requirements which apply to pupils on Residential Visits abroad are the more stringent of the laws of the country visited and the laws of England & Wales. It is also helpful to be aware that rules made by the Visit Leader or the School can be admissible in law, and they are easier to substantiate if they are in writing.

As part of the trip approval process Visit Leaders are authorised by the Highmaster/SPJ Head to conduct searches of pupils belongings. If a visit leader believes a search is require then best practice is that they first consult with the DSL, or DHP if the DSL is not available.

Visit Leaders should have a meeting of the pupils and staff in school before the trip departs to make clear the behavioural expectations on the trip.

### ***8.7 Smoking and Drugs***

Drug taking, vaping and smoking by boys is forbidden on all occasions, including during School trips. All buildings are non-smoking areas in line with current legislation.

### ***8.8 Alcohol (Pupils)***

No buying or consumption of alcohol is permitted by either pupil or staff on any form of school trip as stated in the SPS Alcohol policy.

It is essential to remember that in organising Residential Visits, we accept responsibility for the boys and must take all reasonable precautions. Alcohol is the substance most likely to be abused on visits, with potentially significant and serious consequences. Supervision arrangements, particularly for any indirectly or remotely supervised time, must take account of the likelihood of this occurring. Visit Leaders must:

- Notify parents that although alcohol may be accessible during the trip, it should not be consumed by any pupils attending the trip (including pupils over 18).
- Take steps to ensure pupils do not arrive at the trip under the influence of alcohol (pre-loading), and that pupils do not bring their own alcohol to the event (e.g. in a hip flask, or concealed in a coat pocket).
- Where part of the trip includes being hosted, by an organisation not affiliated to the school, for a reception, dinner or equivalent, permission must be requested from the Deputy Head Pastoral, as owner of the Alcohol Policy. If granted a risk assessment must be agreed with the DSL and EVC. Trips where the sole purpose is attending a reception or dinner are unlikely to be approved. The Visit Leader must liaise with the event organiser to ensure:
  - that the availability of alcohol is appropriately controlled and, for example, bottles

of wine are not left on the table for pupils to help themselves.

- that non-alcoholic beverages are available and offered on a separate bar whenever pupils are present.
- there are a suitable number of qualified first aiders present throughout the event. The precise number of first aiders will depend on the number of attendees and should be considered as part of the event risk assessment.

Should any member of staff be suspicious that a pupil has been consuming alcohol, or is intoxicated, or at risk of harm from alcohol consumption, they must follow the School's safeguarding procedures: in an emergency call 999 and request an ambulance; take all appropriate action to safeguard the pupil and any other pupils deemed at risk; inform the pupil's parents and the Designated Safeguarding Lead (DSL) as soon as it is safe to do so. The incident must also be reported to the Deputy Head Pastoral and EVC, and an incident report must be filled in in the Incident Reporting Log.

Failure to adhere to the School rules relating to smoking, drugs and the consumption of alcohol is a disciplinary matter.

### **8.9 Alcohol (Staff)**

The responsibility for supervision is continuous, 24 hours a day. This does not mean that young people need necessarily to be constantly watched, but rather that leaders should achieve a sensible balance of supervision methods (Direct, Indirect and where appropriate Remote). As alcohol affects judgement and decision-making ability, participants should always be supervised by alcohol-free leaders. This includes overnight, during a residential trip. Therefore, members of staff involved in a school trip must abstain from alcohol for the duration of the trip. In the case of day trips all members of staff at the event must abstain from alcohol on the day of the event, until the completion of the event when pupils have departed and professional responsibilities have been discharged.

### **8.10 Events in Staff Homes or Accommodation**

A member of staff should not entertain a boy or boys in their own accommodation, except as part of an organised school function or trip, for which permission should be sought in advance from the EVC and Surmaster.

## **9. Bullying**

The school has a zero tolerance policy for bullying. Visit Leaders should be aware that a trip environment, where pupils are living together as well as spending all their time together, can lend itself to increasing social tensions. This can manifest itself in a number of forms, including bullying.

Bullying can include physical, emotional, verbal, sexual harassment, cyber-bullying and social (Ostracism). If bullying is suspected staff should investigate immediately and if bullying action is found to have taken place then this should be reported to the EVC, DSL and the relevant Undermaster(SPS)/Deputy Head Pastoral (SPJ). The pupils involved in this behaviour

should be given appropriate warnings and sanctions and their parents informed. The pupil that has been subject to the bullying behaviour should be appropriately safeguarded for the remainder of the trip and his parents should also be notified.

Full details of the school's procedures can be found in the Anti-Bullying Policy on the intranet.

## **10. Preparing Pupils**

### **10.1 General**

Pupils who are involved in a visit's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to pupils is an important part of preparing for a school visit. Visit Leaders should brief pupils and ensure that they clearly understand what is expected of them and what the visit will entail. Pupils should also be told about any potential dangers and how they should act to ensure their own safety and that of others.

Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major cause of incidents. Pupils must understand that the School's Behaviour Rewards and Sanctions policy applies on trips and that misbehaviour will lead to sanctions, which may include being sent home or bans from future trips.

### **10.2 Participation**

The Visit Leader should ensure that the pupils are capable of undertaking the proposed activity. Pupils should be encouraged to take on challenges during adventurous activities but should not be coerced into activities of which they have a genuine fear.

Pupils whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, should be withdrawn from the activity. On residential visits the Visit Leader should consider whether such pupils should be sent home early. Parents and pupils should be told in advance of the visit about the procedures for dealing with misbehaviour, how a pupil will be returned home safely and who will meet the cost.

### **10.3 Inclusion**

The School will make every effort and make all reasonable adjustments to ensure that all pupils are able to take a full and active part in off site visits and that they are accessible to all, irrespective of disability, special educational or medical needs, ethnic origin, religion, gender, sexual orientation etc.

The School will only consider preventing a pupil from attending an offsite visit as a last resort and will only do so following consultation between the School, the pupil and the parent(s) and only then if the refusal is a proportionate means of achieving a legitimate aim, for example because of an unacceptable risk to the health and safety of the pupil concerned or others on the visit.

The School will work with parent(s) and pupil(s) in order to agree a way forward in respect of the proposed off-site visit and retain a written record of the steps taken and the final decision.

#### **10.4 Information to Pupils**

The Visit Leader should decide how information is provided, but must ensure that the pupils understand key safety information. For some pupils on overnight visits it will be their first experience away from home on their own and in the close company of other pupils. Pupils should understand:

- The aims and objectives of the visit/activity;
- The background information about the place to be visited;
- Basic foreign words where appropriate;
- Relevant foreign culture and customs;
- How to avoid specific dangers and why they should follow rules;
- Why safety precautions are in place;
- Why special safety precautions are in place for anyone with disabilities;
- What standard of behaviour is expected from pupils;
- Appropriate and inappropriate personal and social conduct including sexual activity;
- Who is responsible for the group;
- What not to bring back either within the UK or from abroad such as drugs, knives etc;
- What to do if approached by anyone from outside the group;
- Rendezvous procedures;
- What to do if separated from the group;
- Emergency procedures.

For residential visits all group members should carry the address and telephone number of the accommodation in case an individual becomes separated. This applies to exchange visits when pupils will also need to know about any ground rules agreed between the Visit Leader and host family.

Where visits involve multiple activities with differing requirements each activity will need to be assessed and separate information provided. Pupils should be aware of who is responsible in any instances where the Visit Leader has delegated responsibility to another member of staff or instructor.

If at any time there is a change in the planned schedule new activities should be assessed and pupils provided with the appropriate information.

#### **10.5 Preparing Pupils for Indirect and Remote Supervision**

During any time that Indirect or remote supervision takes place the Visit Leader must ensure that pupils are aware of the ground rules and are adequately equipped to be on their own in a group. The size of each group should also be considered, with a minimum of three as a good rule of thumb. As a minimum, pupils should have the following:

- Telephone numbers and emergency contacts (a school mobile number) if lost;
- Money;

- Maps and plans and any other information for them to act effectively;
- A knowledge of how to summon help;
- A knowledge of out of bounds areas or activities;
- A method of identification and a rendezvous point.

It is important that pupils are told **not to go off on their own**, are given clear instructions about permitted indirect and remote supervised activities and understand and accept the ground rules. See Remote Supervision at paragraph 8.4 above.

### **10.6 Information to Pupils on Transport**

Pupils using transport on a visit should be made aware of basic safety rules including:

- Arrive on time and wait for the transport in a safe place;
- Do not rush towards the transport when it arrives;
- Wear your seatbelt and stay seated whilst travelling on transport;
- Never tamper with any of the vehicle's equipment or driving controls;
- Bags must not block aisles or cause obstructions;
- Never attempt to get on or off the moving transport;
- Never lean out of or throw things from the window of the transport;
- Never get off a vehicle held up by traffic lights or in traffic;
- Never run about or pass someone on steps or stairs while transport is moving;
- Never kneel or stand on seats;
- Never distract or disturb the driver or impede the driver's vision;
- Stay clear of doors after boarding or leaving the transport;
- After leaving the vehicle, always wait for it to move off before crossing the road;
- If you have to cross roads to get to the transport in the UK always use the Green Cross Code;
- If you feel unwell tell a teacher or supervisor.

The Visit Leader should ensure that pupils know what to do if they miss the scheduled departure time.

### **10.7 Pupils with Medical Needs**

Additional safety measures to those already in place in the school may be necessary to support pupils with medical needs during visits. Consideration should be given to arrangements for the safe storage and administration of medication and ensuring sufficient supplies are available for residential visits. For residential visits parents will be asked to detail medical needs of pupils, including controlled medicines, as part of the admin required of them for the visit. All controlled medicines must be stored under a double lock system, for example in a locked box in the Visit Leader's hotel room

All teachers supervising visits should be aware of a pupil's medical needs and any medical emergency procedures. Summary sheets held by all teachers, containing details of each pupil's needs and any other relevant information provided by parents, is one way of achieving this. If appropriate, a volunteer teacher should be trained in administering



medication, if they have not already been so trained, and should take responsibility in a medical emergency. If the pupil's safety cannot be guaranteed, it may be appropriate to ask the parent or a care assistant to accompany a particular pupil.

The Visit Leader should discuss the pupil's individual needs with the Medical center and in cases with significant medical needs it may be necessary to discuss with parents. In addition, for Residential trips, all parents should be required to supply:

- Details of medical conditions;
- Emergency contact numbers;
- The child's GP's name, address and phone number;
- Written details of any medication required (including instructions on dosage/times) and parental permission to administer;
- Parental permission if the pupil needs to administer their own medication or agreement for a volunteer teacher to administer;
- Information on any allergies/phobias;
- Information on any special dietary requirements;
- Information on any toileting difficulties, special equipment or aids to daily living;
- Special transport needs for pupils who require help with mobility.

Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport and at residential centres, etc, if appropriate.

If ramps are not going to be available in certain places, the organiser may wish to arrange to take portable ramps with them. The Visit Leader should at an early stage assess whether manual handling skills will be needed and, if so, whether training should be sought.

All teachers supervising the visit should be given the opportunity to talk through any concerns they may have about their ability to support the child. Extra help should be requested if necessary, e.g. a care assistant.

If teachers are concerned about whether they can provide for a pupil's safety or the safety of other pupils on a trip because of a medical condition, they should seek general medical advice from the School Health Service or further information from the pupil's parents.

The Visit Leader should confirm with the Trips Administrator that the School's insurance policy covers staff and pupils with pre-existing medical needs.

### **10.8 Pupils with Special Educational Needs**

Schools will already be familiar with the nature of a pupil's special educational needs. Any limitations or problems the pupil may have should be taken into account at the planning stage and when carrying out the risk assessment. Off-site visits may pose additional difficulties for a pupil with SEN and the behaviour of some pupils may prove challenging. The following factors should be taken into consideration:

- is the pupil capable of taking part in and benefiting from the activity?

- can the activity be adapted to enable the pupil to participate at a suitable level?
- will additional/different resources be necessary?

## 11. Information to Parents

### 11.1 *Parental Consent*

Before pupils join the School, parents are required to sign and return a general consent form which covers sports fixtures and activities such as chess and debating matches, and educational visits that do not involve extra cost to parents, overnight stays or an unusual level of risk. Specific written consent is not therefore not needed for most Day trips.

Specific, written parental consent is required for any trip that involves:

- any extra cost to parents;
- overnight stays;
- activities with a higher than normal element of risk (e.g. swimming, canoeing, climbing);
- activities that take place outside of normal school hours(not sports fixtures).

If in doubt as to whether specific parental consent is required, the Visit Leader should consult with the EVC.

If parents withhold consent absolutely the pupil should not be taken on the visit but the curricular aims of the visit should be delivered to the pupil in some other way wherever possible. If the parents give a conditional consent the Surmaster (SPS)/Head (SPJ) and the EVC will need to consider whether the pupil may be taken on the visit or not.

Where consent is required a parental consent form must be completed for each pupil in the group. Besides conveying the parents' consent it could also form the basis for obtaining details required. If a tour operator is used it may be sensible to ask them what information to obtain. General issues, in particular for residential trips, to consider include:

- Any allergies/phobias the pupil may have;
- Any medication the pupil is taking (if so what the dosage is and who is to administer it);
- Whether the pupil administers their own medication;
- Any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any other recent illnesses suffered by the pupil;
- The name, address and phone number of the pupil's GP;
- Any special/medical dietary requirements;
- Whether the pupil suffers from travel sickness;
- Information on any toileting difficulties;
- Whether the pupil has any night time tendencies such as sleepwalking (for residential visits);
- The pupil's ability to swim in the pool or sea and their level of safety awareness. Please note this does not replace the need for full a risk assessment of any swimming activities during a trip.
- Any other information which the parent thinks should be known;

- The parental home and daytime phone numbers and addresses;
- An alternative contact, with their phone number and address.

For SPJ, parents and pupils must sign the St Paul's Juniors Code of Conduct & Parental Consent Form and the Personal Information & Medical Consent Form, both of which are published in the School Trips area of the intranet. For SPS a pro forma consent form is found in Appendix 1 and is available on the intranet.

### **11.2 Medical Consent**

This should form part of the parental consent form. Parents should be asked to agree to the pupil's receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, the Surmaster (SPS)/ Head (SPJ) may decide to withdraw the child from the visit – given the additional responsibility this would entail for the Visit Leader. The school has its own list of medical remedies for which the parents must sign to be administered.

Doctors can be expected to carry out necessary emergency treatment without parental consent but it is possible that a surgeon in another country might be reluctant to operate on a pupil unless assured that the Visit Leader had parental authorisation to agree to such treatment. For overseas trips, signed copies of the medical consent form must be taken on the trip by the Visit Leader, this is especially important for trips to the USA. It is sensible to include a translation of the medical consent, as signed by the parent, in the relevant foreign language.

### **11.3 Other Consent**

Staff should only transport pupils in a private vehicle in exceptional circumstances, such as a medical emergency. If it is unavoidable, staff should always seek approval from the DSL and/or the Educational Visits Coordinator (EVC) and obtain parental consent before doing so. For journeys in hired cars, and (in exceptional circumstances) a car belonging to a member of staff, the School has 'Occasional Business Use' insurance, which covers the use of such vehicles on behalf of the employer

### **11.4 Information for Parents - Day Trips**

For day trips, the following should be sent to parents:

- dates and location of the visit;
- the objectives of the visit and planned activities;
- cost (if applicable)
- names of the visit leader, other staff and other accompanying adults;
- times and locations for departure and return; mode(s) of travel;
- any times when remote supervision may take place and how this will be managed;
- arrangements for pupils who require medication (eg inhalers and epipens);
- clothing and equipment to be taken;
- pocket money.
- disclaimer regarding costs associated with trip cancellation in response to a risk

assessment.

### **11.5 Information for Parents – Residential Trips**

Before residential visits, or when the pupils are to travel abroad or engage in adventure activities, parents should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents who cannot attend or who have difficulty with communication in English. Parents need to be aware that the teachers and other adult supervisors on the visit will be exercising the same care that a prudent parent would. The following information on matters that might affect pupil health and safety should be given to parents:

- Dates of the visit;
- Visit's objectives;
- Times of departure and return: parents must have agreed to meet their child on return;  
The location where the pupils will be collected and returned;
- Mode(s) of travel including the name of any travel company;
- The size of the group and the level of supervision including any times when remote supervision may take place;
- Details of accommodation with security and supervisory arrangements on site;
- Details of provision for special educational or medical needs;
- Procedures for pupils who become ill;
- Details of any vaccinations or medication required for the visit;
- Names of leader, of other staff and of other accompanying adults;
- Qualifications, experience and vetted status (ie DBS completed, etc) of leaders and assistant leaders;
- Details of the activities planned and of how the assessed risks will be managed;
- Standards of behaviour expected and general group discipline including prohibited items. This information may take the form of a code of conduct which parents should sign;
- What pupils should not take on the visit or bring back;
- Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover;
- Passport and visa requirements, in particular Schengen visas. All passports must have at least 6 months to expiry from the date of trip return and be less than 5 years since issued;
- Clothing and equipment to be taken;
- Money to be taken;
- The information to be given by parents and what they will be asked to consent to;
- On exchange visits, the details of the host families. For example, whether they have hosted any of the school's pupils before
- A reminder to parents to inform the Visit Leader on any medical conditions or changes to medical conditions.

### **11.6    *Contact with Parents During the Visit***

The Visit Leader should ensure that parents can contact their child via the school contact and the Visit Leader (two school mobile numbers) in the event of a home emergency, and that they have a number to ring for information in the event of an incident during the visit or a late arrival home. Parents should therefore:

- Know the destination details;
- Be aware of the emergency contact arrangements at home (particularly important during holiday periods when the school may be closed) and at all the venues the group will visit;

A School post group for parents may be set up. See the EVC/SPJ School office for advice, if needed.

### **11.7    *Late return to school***

The Visit Leader should contact the School as soon as they become aware of the likelihood of a late return to school. They should give an indication of the expected time delay so that parents and bus companies can be contacted to make alternative arrangements for travel home from school.

### **11.8    *Early return to school***

The visits leader should inform the parents that they will be expected to fund the early return of a pupil if the pupil's conduct gives cause for concern on a visit.

## **12. Transport**

### **12.1    *General***

The Visit Leader must give careful thought to planning transport. The main factors to consider include:

- Passenger safety;
- The competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid license;
- Number of driving hours required for the journey and length of the driver's day (including non-driving hours);
- Capacity and experience of driver to maintain concentration - whether more than one driver is needed to avoid driver fatigue;
- Type of journey: will the visit take place locally or will it include long distance driving ie motorways?
- Traffic conditions;
- Contingency funds and arrangements in case of breakdown/emergency;
- Appropriate insurance cover;
- Weather;
- Journey time and distance;

- Stopping points on long journeys for toilet and refreshments;
- Supervision.
- If any of the group uses a wheelchair, the visit leader should ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps.

If a hired car or Minibus are used the Driving for Work Policy must be followed.

It is the expectation from staff that parents will make the Visit Leader aware if their child is not using the transport provided either to or from a school trip.

Where private or hired transport is used to transport a party to a port or airport, liability in the event that the sailing or flight is missed as a result of delay or breakdown should be investigated in advance.

## **12.2 Safety on Transport**

The EVC should be satisfied that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of a visit.

It is the responsibility of the Visit leader, with the help and advice of the EVC, to satisfy themselves as to the safety and suitability of the transport provided by the school.

The driver is responsible for the vehicle during the visit.

All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years inclusive must be fitted with a seat belt on all forward-facing seats for each child. The seat restraints must comply with legal requirements. For trips abroad if the provision of seatbelts in coaches or mini buses cannot be guaranteed, parents should be informed and indicate their consent via the trip consent form.

## **12.3 Supervision on Transport**

The level of supervision necessary should be considered as part of the risk assessment for the journey. The Visit Leader is responsible for the party at all times including maintaining good discipline.

The driver should not normally be responsible for supervision. Driver supervision may be sufficient if a small number of older children are being taken on a short journey. All group members should be made aware of the position of the emergency door and first aid and anti-fire equipment on transport. The Visit Leader should also be aware of alternative routes or means of travel in the event of delay or cancellation.

Factors that the Visit Leader should consider when planning supervision on transport include:

- Level of supervision that will be necessary on double decker buses/coaches - one supervisor on each deck should be appropriate in normal circumstances;

- Safety when crossing roads as part of the journey- the Visit Leader should ensure that pupils know how to observe the safety rules set out in the Highway Code and the Green Cross Code. Pedestrian crossings and traffic lights or footbridges should be used to cross roads, whenever possible;
- Safety on buses, trains, ferries and boats – the Visit Leader should make clear to pupils how much or little freedom they have to ‘roam’. Misbehaviour is a main cause of accidents to children on such means of transport. Appropriate supervision and discipline should be maintained at all times. Pupils should also be made aware of what to do in an emergency and where emergency procedures are displayed;
- Booking transport - the Visit Leader should arrange for seats to be reserved well in advance to ensure that the party can travel together;
- Safety of pupils whilst waiting at pick-up and drop-off points and when getting on or off transport, particularly when using UK vehicles abroad. Pupils should be made aware of safety rules and expected standards of behaviour. See Transport and pupils;
- Safety while on stops or rests during the journey - Visit Leaders should plan with the driver sufficient stops at suitable areas to ensure the safety of all group members, including the driver. Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods;
- Safety of the group in the event of an accident or breakdown - the group should remain under the direct supervision of the Visit Leader or other teachers wherever possible;
- Head counts, by the Visit Leader or another delegated teacher or supervisor, should always be carried out when the group is getting off or onto transport;
- Responsibility for checking that seat belts are fastened;
- Consider whether a visible and easily recognisable article of clothing should be worn in common by pupils;
- Pupils should be made aware that they are not allowed access to the driving area at any time;
- Group members should be made aware that travel sickness tablets should only be administered to a pupil with authorisation from the parents.

#### **12.4 Hiring Coaches and Buses**

The Visit Leader is responsible for ensuring that coaches and buses are hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. Schools using operators to transport pupils should ensure that the operators have the appropriate public service vehicle (PSV) operators’ license. When booking transport, the Visit Leader should ensure that seat belts are available for pupils. Whilst seat belts must be fitted on coaches which carry groups of children, they are not legally required on buses. Buses where seat belts are not fitted are not normally appropriate for visits involving long journeys.

#### **12.5 Private Cars**

While the school’s insurance covers the use of teacher’s cars for transporting pupils this should only occur in exceptional circumstances, with parental consent and with agreement

from the EVC/DSL. If pupils have to travel in the car belonging to a parent of another pupil, consent must be obtained in advance from all parents. This should only occur in exceptional circumstances, eg where the school minibus has broken down.

### **13. Further Guidance on Residential Trips**

The School will ensure that all off-site accommodation provided for use by pupils on visits is satisfactory and, where possible, has been assessed by the School before use. Where this is not possible, for example: for exchange visits in private households and / or on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, such as seeking references from other schools.

In particular, the Visit Leader will ensure that accommodation (including accommodation for field trips, activities and exercises and camping accommodation) provides:

- Sufficient and suitable bed and bedding for each pupil (or the camping equivalent)
- Rooming in accordance with the gender of the pupils attending the trip or joint trip and with reference to the relevant school policies including the Trans-policy;
- Sufficient access to toilet and washing facilities appropriate to the nature of the activity;
- Regular provision of sufficient and appropriate food and drink, stored and prepared under sufficiently hygienic conditions to minimise risk of disease;
- The ability to contact medical services, and provision for return to School or home, in case of accident or illness;
- Satisfactory and contactable adult supervision who are competent to supervise activities involved and with back up staffing to deal with emergencies;
- Sufficient clothing or equipment which is suitable for the activities to be undertaken, and sufficient to ensure adequate protection;
- Adjustment of activities for any special needs of individual pupils (e.g. disability, asthma, enuresis, dietary needs, allergies);
- Safe storage and provision for administration of any pupils' medication.
- The School rules will apply at all times on all overnight visits and trips abroad.

Pupils staying in off-site accommodation on visits will be supervised at all reasonable times by supervisors or by legally appointed chaperones or external contractors who have been approved by the School to accommodate and supervise them on its behalf.

The Visit Leader will ensure that pupils have details of the School's designated point of contact, who will be contactable at all times.

School staff will have daily contact with pupils and regularly discuss any concerns that pupils may have in relation to their accommodation or care.



## **14. Residential Trips Abroad**

In addition to all other relevant guidance provided within this policy, a number of additional factors need to be considered when planning trips abroad.

### **14.1 *Visas, passports and nationality***

The visit leader should ensure that all members of the group have valid passports and visas (if appropriate) in the early stages of planning the trip. A group passport may suffice in certain circumstances.

Scanned copies of the group's passports should be taken for emergency use. Otherwise there can be problems if someone other than the designated leader has to accompany an injured pupil back to the UK. These should be kept securely by the Visit Leader.

If the group includes pupils whose national or immigration status or entitlement to a British passport is in doubt, parents should make early enquiries of the Home Office's Immigration and Nationality Directorate concerning the requirements of the immigration rules and the right of re-entry before a pupil is signed up for a trip. Pupils must have the correct documentation to reside in the UK, without it, they may not be able to return to the UK after the trip.

Pupils who are not nationals of any EU member state may need a visa to travel from the UK to another member state.

Pupils other than EU nationals may require a separate passport and may need to use separate passport control channels from the rest of the group.

### **14.2 *Vaccinations***

The visit leader should check vaccination requirements and inform parents. It is important to check whether the country to be visited requires proof of vaccination. MASTA provides up to date vaccination advice ([www.masta-travel-health.com](http://www.masta-travel-health.com)).

### **14.3 *Foreign legislation***

The visit leader needs to check relevant legislation, particularly on health and safety - e.g. fire regulations.

### **14.4 *Care orders, wards of court and Looked after Children***

If a child is subject to a care order, foster parents will need to ensure that the Social Services Department consents to any proposed trip. If a pupil is a ward of court, the Head should seek advice from the court in relation to school journeys and activities abroad well in advance. If the Child is a Looked after Child, the relevant Local Authority should be informed in advance of the trip.

### **14.5 *Emergency Medical Facilities***

Some of these are available through reciprocal health care arrangements in European

Community (EC) countries to EU Nationals. An GHIC card is recommended for all trips to an EU country. It is advisable to take a contingency fund as sometimes treatment must be paid for in advance and money has to be claimed back later.

#### **14.6 Information retained at the School**

Full details of the visit should be retained at school while the visit is in progress. This should include:

- The itinerary and contact telephone number/address of the group;
- A list of group members and their details;
- Contact names, addresses, telephone numbers of the parents and next of kin;
- Copies of parental consent forms;
- Copies of travel documents, insurance documents, medical papers;
- A copy of the contract with the centre/hotel etc, if appropriate; and emergency contact numbers.

It is the Surmaster's (SPS)/ Head's (SPJ) and EVC's responsibility to ensure this information is available at all times.

#### **14.7 During the visit**

It is advisable for pupils to carry relevant contact details in the relevant foreign language for use if they get lost. Group members should carry an appropriate amount of foreign currency when remotely supervised e.g. money for a telephone call (or a phone card).

#### **14.8 Emergencies**

The visit leader must ensure that all members of the group know what action to take if there is a problem.

The visit leader and supervisors should know where the nearest British Embassy or Consulate is located and the telephone number. Depending on the age of the pupils, it may be appropriate to ensure that they have this information to hand.

Visit leaders need to be aware that some diseases are more prevalent in some countries than in others and should know what action to take should a member of the group become infected.

Many of the health problems of pupils on longer visits are caused by lack of food, of liquid or of sleep. The visit leader should take this into account at the planning stage and take measures to prevent these risks. If appropriate, parents should be asked to provide suitably factored sun protection creams and sun hats/glasses. Group members should be advised about the dangers of over-exertion in the heat and of dehydration, which can cause headache, dizziness and nausea. In warm climates it is important to keep fluid levels high, take extra salt and wear loose, lightweight clothing.

#### **14.9 SPJ 'At Home' contact**

For SPJ trips an 'at home' contact from the SLT must be appointed for trips abroad. They must have access to all next of kin and contact information for parents of pupils accompanying the trip and a complete trip information pack. For the SPS the EVC is the first point of contact. It is advisable to have a teacher/contact at home with a valid passport who could go to the area being visited to provide support to the group in the event of an emergency.

#### **14.10 Travel by air**

Taking a school group on an aircraft requires careful planning and preparation. The airline/travel agent will be able to advise on particular requirements. If the group includes any members with disabilities, it is advisable to check that the airline has a wheelchair service and lifting facility etc, if appropriate. The visit leader should resist any attempt by the airline to split the group between different aircraft. It is advisable to limit time on the public side of security.

### **15. Exchange visits (including Hosting via families)**

#### **15.1 St Paul's Juniors**

St Paul's Juniors does not organise exchange visits that involve stays with host families, either at home or abroad.

#### **15.2 Hosting of St Paul's School Senior Pupils**

For St Paul's school seniors visit organisers may wish to arrange sports, language or cultural exchanges which involve the School's pupils being hosted elsewhere around the UK or overseas. In such cases, it may not be possible to obtain DBS or equivalent checks on host families. However, in all cases, trip organisers should work with partner schools to ensure that appropriate assurances are obtained before a visit. In particular, trip organisers must ask the school providing the host families for details of what assessments have been made of the suitability of families and accommodation. The host school's response must be discussed with the EVC, documented and appended to the overnight trips risk assessment form before submission to the EVC. For the avoidance of doubt, the host school's response does not necessarily need to include that DBS checks or equivalent have been carried out, though it is best practice and policy of the School to seek and receive confirmation that satisfactory checks of this kind have been completed for each host family before confirming a visit. See the [Host Family Vetting checks Policy](#) on HR homepage for further details.

Visit Leaders making their own arrangements should consult with the EVC in order to determine the procedures in the relevant country for vetting the suitability of external providers, host families and others, including criminal background checks insofar as these are available and keep a record of checks which are made. See [Host Family Vetting checks Policy](#) on HR homepage.

If the host School, placing agency or external provider does not have appropriate measures

in place for carrying out checks to ensure the health, safety and welfare of pupils, then the trip should not take place unless the Visit Leader is able to obtain further assurances and gain agreement for the trip to go ahead from the Surmaster.

### **15.3 *Hosting of Non-SPS Pupils by SPS Families***

Families of pupils at SPS/SPJ may be asked to accommodate visiting children as part of hosting visiting sports, language or cultural exchanges. Where the family is paid, the arrangement to accommodate a child is not made by the child's family, or the school has the power to terminate the arrangement, this will almost always constitute 'regulated activity'. In such cases, the trip organiser must work with the HR department to carry out appropriate checks and risk assessments regarding host parents' suitability to host, including DBS and barred list checks. These may potentially be on all over 16s in the household. See the document [Host Families: vetting checks policy](#) and contact HR for further details. Staff members should liaise with the hosting organisation and also confirm with pupils that the arrangements are as expected.

## **16. Emergency Response and Crisis Management**

In the event of an accident or crisis the leader's duty is to attend to the pupil(s) concerned, while ensuring that the remainder of the party is safeguarded. The procedure in Appendix 2 Emergency Action Plan (EAP) must be followed. Visit leaders must ensure they consult the EAP beforehand and that each member of staff is aware of the EAP..

If the whole party is involved in any serious incident or delay, then the School must be advised as soon as possible. The leader may at the same time request the School to pass on information to the parents.

Where a pupil meets with an accident or is taken ill, his parents should be informed directly. If the pupil is then himself fit to speak to his parents this can reduce their anxiety. The school should also be informed of any accident or emergency.

Leaders of day trips and school expeditions should consider that it is desirable for members of staff involved to have had first aid training.

After a serious incident it is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or members of staff in the School have been affected. In some cases reactions do not surface immediately. It may be helpful to contact local community support services and to seek professional advice on how to help individuals and the School as a whole cope with the effects of a tragedy.

## **17. Post Trip Feedback and Safeguarding De-Brief**

After all boys have safely dispersed at the end of a trip it is good practice for the Visit Leader to send a brief email or text to the EVC to communicate this information.

The School's policy on Safeguarding and Child Protection applies on all trips. A review of each residential trip will be undertaken as soon as reasonably practicable after the trip returns. Interviews with the Visit Leader and an electronic survey for one other will be conducted by the DSL/Deputy DSL and EVC as soon after each trip as reasonably practical. The questions are given in Appendix 3. All other staff on the trip will be given an opportunity to comment. Feedback records will be stored by the EVC and Pastoral Deputy Head (SPJ). Relevant points will be communicated to staff leading subsequent visits and where necessary, the Educational Visits policy will be updated.

The pupils will be surveyed using a separate questionnaire via Google Docs or equivalent. These questions are given in Appendix 3.

Completed interviews and questionnaires will be collated, and analysed by the member of the DSL team (SPJ) and EVC (SPS), with any concerns being recorded via the established LLC system (for staff) or the Pastoral Manager system (for pupils). A summary of these reports and follow up will be included in the DSL report to the GB safeguarding sub-committee on a termly basis and also to the Health and Safety Committee.

## **18. Joint Trips**

For joint trips, led by SPS staff, all of the policies above apply to pupils from both schools. Staff should be aware that other school's Educational Visits Policies may have differences to the St Paul's policies. Where these differences are material these should be discussed, if necessary risk and the final arrangements agree by both school's EVCs before the trip departs.

For joint trips not led by SPS staff, the Visit Leader from the other school should share that school's Educational Visits Policy with the St Paul's EVC and any differences from the St Paul's policy resolved with the same process as above.

Where trips are multi-gender extra care must be given to management of accommodation arrangements, in particular:

- Boys and girls to have separate rooms, and boys and girls not allowed to be in each other's rooms.
- Unless they are a shared facility boys and girls to have separate washrooms. If they are shared clear timings of when the facilities can be used by each group.
- It is best practise to have at least one female and one male staff member on a mixed residential trip. While staff should work in pairs, wherever possible the staff member carrying out the room check itself should be of the same sex as the pupils in the room. Where this cannot be achieved the Visit Leader should take ensure that extra care is be taken around room checks.
- Feedback on joint trips will be collected from the SPS pupils on the trip and anything relevant shared with the other school.

## SECTION B: Procedures for SPS Day Trips and SPS Overnight Trips

### 1. Day Trips Procedure

- 1.1 Please view the conditions before requesting permission for boys to be out of school.
- 1.2 Contact the Deputy Head Co-Curricular at least one week in advance of the trip to request permission. This is done via the intranet form “Day Trip Application form”, which contains this information:
- The date of the trip;
  - Names of pupils and staff involved;
  - School periods to be missed.

- 1.3 Parental consent has been sought centrally for all day trips that:
- Do not involve an adventurous activity
  - Do not involve a cost to parents
  - Do not involve the provision of alcohol.

In such cases, it is appropriate to inform parents of the trip details, via an annual fixture list or letter home.

For all other trips staff must request parents' consent: download and amend template of [Parental information and consent form](#).

- 1.4 In all cases communications parents explaining arrangements, should be done via School post and the Trip's Administrator.
- 1.5 For day trips staff should review the overarching risk assessment and confirm that their activity is covered by that risk assessment. For activities which are not covered staff should submit a [Day Trip Risk Assessment form](#) via the [Day Trip Application form](#) at least two weeks in advance of the trip.
- 1.6 Check your arrangements against the relevant sections of the [Educational Visits Policy](#) including:
- Staff:pupil ratios;
  - Vetting, briefing and supervision of any non-teacher adults on the trip (where applicable)
  - Conditions of driving pupils outside school (where applicable);
  - Risk management for pupils with medical conditions, special dietary requirements or who are the subject of welfare concerns;
  - Access to contact details for parents
  - Taking a copy of the School's [Emergency Action Plan](#) on the trip.

## 2. Overnight Trips Procedure

The procedures for taking trips which include overnight stays are as follows:

2.1 As far in advance as possible and at least one term in advance of the term in which the trip is envisaged to take place, consult the Official Trips List in the Handbook, where a list of annually run trips can be found, and;

- For all trips staff should complete the intranet [Overnight trip application form](#)
- For a new trip, wherever possible select dates that do not clash with other trips pitched at the same year group(s).
- In addition, pitching an expensive trip (> £2000) to a group of boys for whom another expensive trip has recently been offered should be avoided wherever possible. Where a clash or clashes are unavoidable, list these on the application form

The EVC will reply to the completed form promptly and either;

- Arrange a meeting to discuss the proposed trip, the risk assessment process and any aspects of the proposed activities.
- Permit the trip to go ahead, subject to the provisions of the trips and other school policies, provided any clashes are unavoidable and the effects on those trips already on the list are not perceived as overly deleterious.

If a well-established trip is not going ahead in a given year, please flag this to the Trips Administrator and the trip will be removed from the list.

2.2 On receiving permission from the EVC, a budget and trip letter should be agreed with the Trips' Administrator, who will advertise the trip promptly to parents and pupils and obtain parents' consent using the [Parental information and consent form](#) and inclusions, as appropriate, see below:

A statement should be placed in all advertising material and letters for curriculum trips or sports tours as follows:

- The School tries to support boys who benefit from bursarial support in attending school trips. Parents whose sons benefit from bursarial support should contact the Finance Office to discuss what assistance might be available, quoting [insert name of the trip] in all correspondence.

In the case of a clash, a clause must be placed in all advertising material and letters as follows:

- This trip is open only to those boys not already committed to [insert name(s) of clashing trip(s)].

For all pre-season sports tours/training camps, a statement must be placed in all advertising material and letters as follows:

- Selection for the squad is not contingent on attendance on the trip/tour and boys will be given every opportunity to be considered for selection during the course of the season.

- 2.3 In the event that a boy is already committed to a different trip and his presence on the newly proposed trip is required to assure the high quality of an ensemble/team/cast for a high profile event, the matter should be referred in the first instance to the boy's tutor, who will discuss the clash with the boy and his parents and the boy will make the final decision, which Visit Leaders will respect without prejudice. The tutor should consult with the Visit Leaders of both trips and, where appropriate, the Deputy Head Co-Curricular, in advising the boy. In the event of a switch, the boy's parents must bear any financial burden resulting from the switch.
- 2.4 Review and comply with the [Educational Visits Policy](#), including:
- Staff: pupil ratios
  - Vetting checks on volunteers, agency staff, and host families;
  - [Driving for Work Policy](#) and the [Emergency Action Plan](#), where applicable.
- 2.5 Liaising, as required, with:
- Trips' Administrator for bookings
  - Finance Office re methods of payment;
  - HR regarding checks of any volunteers; agency staff; host families;
  - Director of Finance regarding insurance;
  - Medical Room regarding any special requirements for individuals;
- 2.6 First letter to parents, sent via the Trips Administrator, giving notification of the proposed trip and provisional
- dates
  - travel arrangements
  - accommodation arrangements
  - teaching staff involved (see over for regulations on staffing)
  - cost
  - vaccinations or medication required (where appropriate)
- 2.8 Include an acceptance slip and ask for payment made payable to 'St Paul's School'. The Trips Administrator will collect and collate parental permissions and liaise with Finance re payments;
- 2.9 Second and subsequent letters to parents, sent by the Trips Administrator
- Confirming all details in 2.3 above
  - Giving precise arrangements for meeting and dispersal
  - Contact telephone numbers at all stages of the trip
  - Details of insurance
  - passports and GHIC forms
  - clothing
  - pocket money
  - Rules, regulations and behaviour expected
  - All activities to be undertaken
  - Details of any occasions when pupils will be unsupervised



- 2.10 Hold a meeting for parents to give more information – this is strongly advised, but not mandatory. However staff should flag to the EVC if a meeting is not to be held.
- 2.11 At least 10 days before departure complete the intranet [Overnight Trips Information form](#). This will send copies of the risk assessment and trip information to:
- Deputy Head Co-Curricular
  - Surmaster's PA
  - Director of Operations.
  - Porters

Where the trip is running for the first time or where it is the first time that a new Leader is overseeing the trip, the Risk Assessment must be discussed with the EVC before submission.

- 2.12 A pre-trip meeting will be held with the EVC to review the trip plans and risk assessments. Notes from this meeting will be shared with Trip Leader prior to departure.

## **SECTION C: Procedures for SPJ Overnight Trips**

### **Planning and Preparation**

As previously stated, it is good practice to make an exploratory visit to a new location. If this is not possible, the visit leader should gather as much information as possible on the area to be visited and available facilities, as appropriate, from:

- the provider;
- the internet, books and magazines.
- other schools who have used the facilities/been to the area; The Foreign & Commonwealth Office's Travel Advice Unit;
- national travel offices in the UK; Embassies/consulates;

The EVC will ensure that visit leaders are aware of feedback from previous trips that may need to be taken into account at the planning stage. The School's Trips Administrator, Trudy Travers, is available to assist the visit leader with aspects of trip administration.

Staff : pupil ratios must take into account the guidance provided in this document. A member of SLT must be present when a residential trip involves a whole year group. The visit leader, in consultation with the EVC, must ensure that there are sufficient staff who have experience of supervising residential (or overseas) visits. For overseas visits, the Visit Leader should not be allocated a group, so that they are free to deal with emergencies and on-going administration.

### **Supervision and Safety**

Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting. All staff must be fully aware of section 21 of the Code of Conduct which deals with issues that may arise on residential trips.

- careful consideration must be given to sleeping arrangements. Parents must be informed of these prior to the start of the trip. Staff should be accommodated in separate rooms to pupils, with access to separate washing and toilet facilities. The group should ideally have adjoining rooms with teachers' quarters next to the pupils': the leader should obtain a floor plan of the rooms reserved for the group's use in advance; The immediate accommodation area should be exclusively for the group's use; ensure there is appropriate and safe heating and ventilation;
- ensure that the whole group are aware of the layout of the accommodation, its fire precautions and exits, its regulations and routine, and that everyone can identify key personnel;
- security arrangements: where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors;

- locks on doors should work in the group's rooms but appropriate access should be available to teachers at all times;
- there should be drying facilities for visits involving outdoor activities;
- there should be adequate space for storing clothes luggage, equipment etc, and for the safe keeping of valuables;
- adequate lighting: it is advisable to bring a torch, especially on trips involving camping;
- there should be provision for pupils with special needs and those who fall sick;
- balconies should be stable, windows secure and electrical connections safe;
- where possible pupils should not be lodged in ground floor rooms;
- the fire alarm must be audible throughout the accommodation;
- there should be recreational accommodation/facilities for the group;
- the residential venue should be able to meet any particular cultural or religious needs of the group;
- there should be an appropriate number of teaching staff supervisors on standby duty during the night;
- in hotel settings, arrangements must be made to clear mini-bars or to have them locked for the duration of the visit. Rooms should also be checked for additional features such as games and a decision should be made by the Visit Leader as to whether these should be removed.

Support staff should not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;

- Support staff should not be involved in night-time supervision or in dealing directly with pupil discipline. Disciplinary issues should be referred to the trip leader or to another experienced member of the teaching staff who is accompanying the trip;
- duty rotas should be clear and in writing.

### **Preparing pupils**

The visit leader should decide how information is provided, but must ensure that the pupils understand key points noted in section 5.3. For some pupils on residential visits it will be their first experience away from home on their own and in the close company of other pupils. When travelling abroad additional information relating to culture, language, personal safety and communication may be required:

- language, particularly common phrases;
- culture, including body language, rules and regulations of behaviour, dress codes, local customs, attitudes to gender etc;

- dangers of drugs and alcohol;
- food and drink: In some countries it is safer to drink bottled water, and care needs to be taken with raw vegetables, salads and unpeeled fruit, raw shellfish, undercooked meat or fish
- money: how to carry money and valuables discreetly;
- what not to bring back either in the UK or from abroad;
- all group members should carry the address and telephone number of the accommodation in case an individual becomes separated.

### **Pre-Departure information for Parents**

Parents need to be kept informed of trip arrangements at appropriate stages during the pre-departure period. School Post will provide a platform for much of the essential information. For residential trips, it is advisable to hold a pre-departure briefing for parents. It is essential that an information meeting is held for residential trips abroad so that parents are given the opportunity to meet the teachers and others who will be taking the pupils on the trip and have an opportunity to ask questions.

Pre-departure information should include the following:

- a detailed itinerary;
- contact information for the Visit Leader and school contact;
- arrangements for departure and return;
- staff accompanying the trip;
- travel arrangements;
- medical arrangements;
- accommodation, with security and supervision arrangements;
- expectations for pupil conduct;
- a reminder to provide current emergency contact information to the Visit Leader;
- before the trip departs;
- a reminder of the School's policy on handheld devices, including mobile phones;
- Insurance;
- clothing and equipment to be taken;
- pocket money.

## **Paperwork**

The visit leader should ensure that they obtain and take:

- travel tickets, passports and visas. It is also advisable to carry a separate list of the numbers of any travel documents/passports, and photocopies of all the group's documents in a sealed waterproof bag;
- a copy of the contract with the centre/hotel etc, if appropriate;
- medical papers, EHIC cards (for trips to Europe) and significant medical histories;
- parental consent forms and permission for Visit Leader to authorise emergency treatment on parental behalf;
- the phone numbers and addresses, at home and in school, of the Head and of the school contact;
- the names of parents and the addresses and telephone numbers at which they can be contacted (home and workplace);
- copies of a list of group members and their details;
- details of insurance arrangements and the company's telephone number;
- the name, address and telephone number of the group's accommodation;
- the location of local hospital/medical services;

## **Final information pack (SPJ)**

Full details of the visit should be collated within a final information pack and retained at school while the visit is in progress. This should include:

- a detailed itinerary;
- contact telephone numbers for the Visit Leader and accompanying staff;
- a list of group members and their details;
- at least two contact names, with addresses and telephone numbers of the parents/carers and next of kin for all pupils;
- contact names, with addresses and telephone numbers of the next of kin for all accompanying staff
- copies of parental consent forms;
- copies of travel documents, insurance documents, medical papers;
- risk assessment, including any specific risk assessments produced by the travel company

or venue;

- a copy of the contract with the centre/hotel etc, if appropriate;

It is the Head/ EVC's responsibility to ensure this information is available at all times. Copies should be placed by the Visit Leader with the School Office, Porters' Lodge, EVC and Head. This is particularly important if the visit takes place when the School is closed.

Hard copies should be securely stored at all times. Those used by staff on the trip should be collected in and shredded as soon as the trip has been completed. Sensitive information such as medical and contact details and passport copies should only be carried by the visit leader and if overseas, the deputy visit leader.

### **Feedback**

The Visit Leader and other staff accompanying the trip are asked to contact the EVC with feedback on the trip so that areas of concern such as health and safety, travel, location or venue, finance, staffing and logistics can be addressed and lessons learned. The EVC will collate feedback and communicate key points to Visit Leaders for consideration when planning future trips.

## Appendix 1 Parents Information and Consent form

<<Trip Name>><<Trip dates>>

Name of pupil:	Tutor:	Form:
Does he have any conditions requiring medical treatment?		YES / NO
If <b>YES</b> , please give brief details including any medication required (continue on a separate page, if required):		
Does he suffer from Asthma?		YES / NO
If <b>YES</b> , please give brief details and list medication (carried at all times? reserve medication to give to expedition staff?)		
Is he allergic to any medication?		YES / NO
If <b>YES</b> , please <b>specify</b> :		
Does he suffer from any other allergy or medical condition?		YES / NO
If <b>YES</b> , please specify and fully list necessary precautions/treatments (continue on a separate page, if required)		
Does he have any special dietary requirements?		YES / NO
If <b>YES</b> , please specify:		
I am happy for staff to issue my son Paracetamol or Ibuprofen for self-administration if the need arises.		YES / NO
Name, address and telephone number of son's GP:		
I give permission for photographs that include my son to be used to by the school for archival and promotional purposes		YES / NO

## CONTACT INFORMATION

Please name two people who can be contacted during the trip.

Primary Contact Name:
Contact address:
Relationship to the boy:
<b>Telephone numbers</b> – please list in order of priority for contact
1.
2.
3.
Alternative Contact Name:
Contact address:
Relationship to the boy:
<b>Telephone numbers</b> – please list in order of priority for contact
1.
2.
3.



## APPENDIX 2

### DECLARATION OF PARENTAL AND PUPIL CONSENT

- I have read the information relating to (*insert name of trip*) and I should like my son to take part. I confirmed that he is fit enough to participate in the activities mentioned.
  - I have notified the school of any ailment, allergic condition or diet that requires the attention of the organisers. I will ensure that if my child needs medical equipment (Ventolin, Epipen, etc) he carries a supply of it with him and the organiser is informed.
  - Rules on smoking and drinking:
    - a. I understand that smoking is not allowed at any time.
    - b. I understand that no alcohol is permitted at any time on the trip
  - In the event of a gross breach of discipline on the part of my child, I understand that I shall be informed and that they may be sent home and/or banned from future participation in trips. I agree to reimburse the school for any extra expense resulting from such action.
- 
- I agree to the billing details as specified in the accompanying information letter, and I agree to abide by the School's trips policy, available on the School's website.
  - I authorise members of staff of St Paul's School to give consent for medical treatment for my child / ward in the event that I cannot be contacted and urgency dictates that emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion is considered necessary by the medical authorities present.
  - I confirm that my child's passport has at least 6 months to expiry from the return date of the trip.
  - I understand that my child will be required to conform to both school rules and legal requirements for the country visited.

Signed:	Date:
Name (capitals):	Father / Mother / Guardian (please delete as appropriate)

I (pupil) have read and understood this agreement and agree to respect and abide by its terms

Signed:	Date:
Name (capitals):	

## **Appendix 3 Pupil and Staff Feedback**

### **Interviews with staff**

Interviews with two staff (Visit Leader and one other) took place with the DSL or Deputy DSL as soon after the trip as reasonably practical.

### **Questionnaires for pupils**

A separate questionnaire using Google forms was issued by the DSL to all pupils immediately following each trip.

### **Questions to be asked of SPS Staff after a trip via interview with the DSL and EVC**

#### **Interview conducted by:**

#### **Interviewee:**

#### **Date:**

1. Were you concerned about any behaviours of any adults during the trip (including school staff, contractors, coach drivers, hotel staff etc)? If so, who, and what were your concerns?
2. Were you concerned about any behaviours of any pupils during the trip? If so, please provide details.
3. Were you concerned about any aspects of risk management/assessment during the trip? If so, what were your concerns?
4. Were there any unusual incidents during the trip?
5. Were there any events that involved the provision or consumption of alcohol involving either staff or pupils or both during the trip? If so, how was this managed?
6. At any time did you feel the pupils or colleagues were unsafe? If so, please provide details.
7. Were any pupils ill or injured during the trip? If so, how was this managed?
  - a. Any overnight monitoring of a pupil implemented? If so, by whom, why and how was this arranged?
  - b. Any visits to hospital? If so, which pupils, why and what treatment and/or advice was received?
  - c. Any first aid/medication issued? If so, by whom, to whom and what was the medication?
8. Were there any changes to the original itinerary during the trip? If so, why?
9. What were the sleeping arrangements during the trip? Did these change at any time during the trip?
10. Did any of the pupils express unhappiness or dissatisfaction at any time during the trip?
11. Do you have any concerns about any pupils or staff who went on the trip? If so, which pupil(s) or staff and what are the concerns?

## **Questions to be asked of Pupils after a trip**

**Name of participant:**

**Trip location:**

1. Did you enjoy the trip? (Yes/No) If not, why not?
2. Would you recommend to other pupils to go on this trip in the future? (Yes/No) If not, why not?
3. Were you concerned about any behaviours of any adults during the trip (including school staff, contractors, coach drivers, hotel staff etc)? If so, what were your concerns?
4. Were you concerned about any behaviours of any fellow pupils during the trip? If so, please provide details.
5. Were there any events organised by staff or host families that involved the provision or consumption of alcohol involving either staff or pupils or both during the trip? If so, please describe the event.
6. At any time did you feel you were unsafe? If so, please provide details.
7. Were there any unusual incidents during the trip?
8. Were you ill or injured at any time during the trip? If so,
  - a. How were you helped to get treatment
  - b. Do you have any concerns about how treatment or monitoring of your condition was arranged?
9. What were the sleeping arrangements during the trip? Did these change at any time during the trip?
10. Did you express any unhappiness or dissatisfaction during the trip to the staff? If so, how was this responded to?
11. Do you have any concerns about any pupils or staff who went on the trip? If so, which pupil(s) or staff and what are the concerns?

### **FOLLOW UP**

Completed interviews and questionnaires were collated and analysed by the member of the DSL team responsible for the interview, with any concerns being neutrally notified and recorded via the established NN system (for staff) or the Pastoral Manager system (for pupils).

A summary of any concerns and follow up would be included in the DSL report to the Ed Exec and also to the GB safeguarding sub-committee on a termly basis.

## Appendix 4 SPJ Forms and Safeguarding reference

The following forms, templates and advice notes are located on the 'School Trips' page of the SPJ intranet:

- Trip application form
- School trips finance procedure
- Guidance on staff expenses
- Residential trip checklist
- Day trip checklist
- Risk assessment form
- Generic travel risk assessment (intended as a guide only)
- Government Health and Safety Advice
- Prescribed medical form
- Code of Conduct for residential trips
- Detailed itinerary form
- Generic trip consent letter (sent to new entrants to the school)
- Off-site sports risk assessment

### Safeguarding reporting: quick reference (SPJ)

**IN AN EMERGENCY, DIAL 999** – request ambulance, police, fire, as necessary.

If you suspect a child is at risk of harm:

- Immediately alert Nick Arnold (the DSL) on **the SPJ single point of access number 0208 746 5353** (option 2, followed by option1)
- Of if he is unavailable, any of the Deputy DSLs: (option 2, followed by option 2) or (option 2, followed by option 3) or (option 2, followed by option 4)

**OR** if you cannot contact the DSL (or the Deputy DSL) and you suspect that the child is at immediate risk:

- Alert the London Borough of Richmond's Children's Social Care by calling **020 8891 7370** or out of hours on **07774 332 675**

If you have a concern, suspicion or allegation about the behaviour of a **member of SPJ staff**:

You must report it to the Head on the SPJ single point of access number **0208 746 5353** (option 1, followed by option 1), or, in their absence (or if the concern is about the Head) to the High Master 0208 746 5353 (option 1, followed by option 2).

If the High Master is unavailable (or the concern is about them), then you should report it to the Chairman of Governors, Richard Cassell (option 1, followed by option 3) or if he is unavailable the Vice Chairman of Governors, Tim Haynes (option 1, followed by option 4).

A concern about the Head should be referred to the High Master without informing the Head.

A concern about the High Master should be referred to the Chairman of Governors without informing the High Master.

A concern about the Chairman of Governors should be reported to the LADO on **020 8891 7370**, without informing the High Master or the Chairman of Governors.

Refer to the [Safeguarding and Child Protection Policy](#) in the staff handbook on the intranet for further guidance.

## Appendix 5 Provider Form

# PROVIDER FORM

Providers that do not hold an LOtC Quality Badge are required to complete and return this form in advance of the school making a commitment.

Staff member in charge.....

Date(s) of visit.....

Name of provider.....

The provider or tour operator providing services to the school is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

### SECTION A - ALL VISITS

#### Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.

☐

2. Accident and emergency procedures are maintained and records are available for inspection.

☐

#### Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

☐

#### Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.

☐

5. There are adequate and regular opportunities for liaison between school staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to school staff.

☐

6. The provider has never been dismissed from any employment or had a contract ended

☐

#### Insurance

7. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

☐

#### Accommodation (if provided)

8. UK accommodation is covered by a current Fire Risk Assessment available for inspection.

☐

9. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.

☐

10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.

☐

11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

☐

## SECTION B - ADVENTURE ACTIVITIES AND OUTDOOR FIELD STUDIES

12. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit  
☐ YES ☐ OUT OF SCOPE

13. If YES, AALA Licence number R .....

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

### Activity management

14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.
16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.
17. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.
18. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.
19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
20. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

## SECTION C - TOUR OPERATORS

Where a tour operator delivers services to school using other providers eg. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

22. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.

23. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.

24. ATOL, ABTA or other bonding body name and numbers.....

## SECTION D - OVERSEAS EXPEDITIONS

25. The provider complies with 'Guidance for Overseas Expeditions, Edition 3' (GOE3). If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation, eg with National Governing Bodies, tourist boards, etc.

**DECLARATION**

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed.....

Date.....

Name (print).....

Position in organisation.....

Full name and address of company, firm, person or corporation:

.....  
.....  
.....

Tel..... Fax..... E.mail.....