



Educational Visits Policy

Rationale

Pupils should be safe in school and when undertaking off site school activities. The risk management to keep them safe should be proportionate to the nature of the activities. Teachers accompanying pupils on school visits have ultimate responsibility for their safety. Such teachers are said to be acting "in loco parentis" and in such circumstances are held to the same standard of care as would apply to a "reasonable parent". Thus, a teacher's response to any given incident must be within the "range of reasonable responses" which would be applied by a parent

Links to other policies

Health and Safety Policy

Accessibility Policy

Safeguarding Policy

Risk Management Policy

Risk Assessment Policy

Objectives

For teachers to be able to take pupils on exciting school trips that broaden their horizons.

To ensure that all members of staff on a school trip understand their responsibilities.

To ensure the process for planning a trip is clearly articulated and that pre-planning and detailed preparation are the foundations on which a successful trip is built.

To ensure that there is access to school trips for all pupils at some point in their time at EHS.

Success Criteria

The trip is planned well, delivered, enjoyed and reviewed effectively.

Everyone on the trip is kept safe and risks are assessed.

All pupils are able to access and enjoy trips at EHS.

Methodology

1. Implementation

In order to achieve our objectives we implement a number of steps in the trip process. The following points, if understood and executed well, should ensure a successful educational visit.

Approval for Visits

At the earliest opportunity and before any proposals are made to parents or students the projected visit should be discussed with the Education Visits Co-ordinator (EVC) who will require details of educational objectives, pupil group, likely date, duration, venue, staffing ratio and costs. If the visit is a new one it must be discussed with the EVC before any formal planning is undertaken. Approval from Director of Academic Enrichment and then Head for the trip to take place is via the Evolve process. The Head's approval in principle is necessary before any detailed/financial planning/spending takes place. Once approved detailed costings should be provided to the Bursary. The proforma to support for initial approval is included to assist staff can be found in Appendix A.

Risk Assessments

A careful risk assessment should be carried out by the group leader well in advance of the visit, with the aim of preventing the risks or reducing them. Copies of the Risk Assessment (RA) should be lodged with the EVC via uploading this to the evolve programme (updated RA should be uploaded at least one week before the visit is scheduled to take place) and issued to all teachers/supervisors on the visit. First Aid should form part of the RA, and an adequate first aid box should be taken on every visit (for Duke of Edinburgh expeditions, this is the girls' responsibility). These boxes must be signed in and out with Nurse. Sample risk assessments can be found on the school system in the Health and Safety tile. Refer to Appendix B. Assistance can be offered to aid writing risk assessments. All attending staff members should be prepared to administer the necessary first aid.

Training

All teaching staff are offered CPD training by the EVC on trips and Evolve, this also forms part of the NQT induction year and new staff training.

Supervision: Ratios and Responsibilities

The following staff: pupil ratios should be arranged:

1:10 for visits abroad (and 1:8 is preferred if possible)

1:10 for hazardous/residential activities

1:15 for other activities

In the sixth form, there may be some degree of variation on these guidelines, especially in non-hazardous activities, although good practice would be to maintain these ratios.

The Group leader has specific responsibilities, please refer to Appendix C. On some day visits, it may be acceptable and/or appropriate to take additional adult helpers such as parents, but these should normally be in addition to the basic staff: pupil ratios.

For visits with pupils under 16 there **must be** a female member of staff present.

Staff in attendance on the trip are decided by the party leader. A guide to which staff should attend is offered in Appendix D.

All adult supervisors must understand their roles and responsibilities at all times: they are "in loco parentis". Prior to a trip attending staff should be briefed on arrangements, responsibilities and medical needs to the pupils attending. Staff escorting groups must be aware of their role as exemplars.

Remote supervision

The aim of visits for older pupils may be to encourage independence and investigate skills, and some of the time on visits such as visits abroad and fieldwork may be unsupervised. The group leader should establish during the planning stage of the visit whether the pupils are

competent in remote supervision and should ensure that parents have agreed to this part of the visit. The group leader remains responsible for pupils even when not in direct contact with them. Please see appendix K.

Information to Parents

Information should generally be provided for parents in good time and as appropriate for the activity. For adventurous or residential activities and visits abroad, parents should be encouraged to attend an Information Evening. A booklet containing further details may also be provided and questions can be taken. Detailed information should be given to parents in writing in advance of the trip refer to Appendix E for list of details. There should be a clear understanding between the teacher organising the visit and the girls' parents about the standards of behaviour expected during the visit. Parents should also be asked to agree the arrangement for sending a pupil home early and who will meet the cost.

Information to attending pupils

Information should generally be provided for pupils in good time and as appropriate for the activity. Please see Appendix L

Parental Consent Forms and Medical Records

For each trip a pupil is invited to attend there will be a consent form to complete by parents/guardians. Annually parents are asked to complete one medical information form for all trips. The responsibility to update school on changes lies with parents/guardians. Where the number of pupils wanting to participate on a trip exceeds the number of places available, pupils will be allocated places on a 'first-come, first-served' policy, and a strict waiting list will be kept. It will be noted which pupils 'missed out' on a place and priority will be given to these pupils for the next trip they might like to attend.

The group leader should ensure that details of medical needs copies are taken/available to access on the visit, and that access to these details is also possible to these details by the EVC. It may be necessary to obtain specific parental permission for a pupil to be carried in a vehicle other than a coach, minibus, and train etc. -i.e. the private car of a teacher, other adult (such as a parent) fellow pupil or taxi. The Finance Director should be consulted to see whether the insurance policy covers this. It is advisable that parents or other adults driving pupils are not put in a position where they are alone with a pupil.

Medical forms will be issued by our Nursing Teams- See Appendix F.

On any trip involving pupils with inhalers, epipens and other emergency medications a member of staff should carry a spare and the pupil should have her own. If there is no spare emergency medication then the pupil will be prohibited from going on the trip.

Transport

The group leader must ensure the safety of the girls on stops or rests during the journey. In the event of a breakdown or accident, the girls must remain under the supervision of a teacher whenever possible. The driver of a vehicle such as a minibus should not normally also be in charge of the supervision of pupils. A number of points should be made clear to all students whilst on transport methods. See appendix G.

Finance

Organisers should discuss arrangements with the Finance Director. Where deposits are payable it should be made clear to parents under what circumstances deposits are or are not refundable. Care must always be taken to ensure that the visit does not make an unplanned loss by arranging that any payment or deposit should also cover the excess which may apply through travel insurance cover. Communications with parents must always make clear what the parents' financial commitment is at any stage.

Charges for day trips should be processed through the pupils' fee account. Residential visits should be paid for in advance of the trip. Ultimate discretion falls to the Headmistress on trip payment arrangements. A sample of the information to discuss with the Bursary can be found in Appendix H.

Travel Insurance

Comprehensive Travel Cover Insurance is provided by the School for all persons involved in School trips. Organisers should obtain details from the Finance Director. See also Parental Consent Forms and Medical Records section.

The Law

Where liability is established on the part of a teacher, the school will be held vicariously liable for that person's negligence provided the teacher was acting in the course of his or her employment at the time.

Special Educational Needs and Disability Act

All schools are required to make "reasonable adjustments" in order not to treat disabled pupils less favourably. Individual risk assessments may be required for these students. Care plans also form the risk assessment.

Water based and Hazardous Activities

For any school visit that involves swimming or water based movement the group leader must ensure that a lifeguard is present at all times. If one is not provided and there is no one on the trip who is qualified, swimming may not take place. Parents should be informed in advance that swimming may be offered. Staff should be aware NRATSC qualifications are specific to the training venue/depth of venue.

If any school visit involves hazardous activities such as canoeing, kayaking, sailing, skiing, white water rafting or bungee jumping, then in addition to this being included on the risk assessment, a separate risk assessment is required from the centre providing the activity and separate insurance may be required and should be considered. This will need to include the qualifications of the supervisors at the site and how long they have held these qualifications. Venues/companies should be approved ABTA and LOTC (Learning outside the classroom) governing bodies. Evolve planning can offer support with this. These activities must be discussed with the school EVC and parents must be aware and pupils must consent to the activity

Residential Visits and Trips Abroad

Further details are required when organising a residential visit and/ or a trip abroad. Please refer to appendix I.

Passports

Passport and visas must be checked before the trip by the trip leader. Parents should be asked to check expiration and validity dates well in advance of the trip. The group leader should receive a copy of existing passport at least 6 months in advance of the trip.

Vaccination Records

It may be necessary to check vaccination status based on entry requirements to the place/country of visit.

Home Contact

The group leader must ensure that he/she is at all times able to make contact with a senior member of the school staff remaining at home. Both the group leader, the Headmistress and the EVC must have access to full contact addresses and telephone numbers of parents of the

participants and all details that have been provided to parents and/or accompanying staff members, including the itinerary.

Emergency Procedures

If an accident happens, the priorities are to:

- assess the situation,
- safeguard the uninjured members of the group,
- attend to the casualty,
- Inform the emergency services and everyone who needs to know of the incident.

The group leader would normally take charge in an emergency and would need to ensure that emergency procedures are in place. The pre-arranged home contact person (the Headmistress or EVC) should have all the necessary information about the visit and his/her main responsibility is to link the group with the school and the parents. If all staff are injured, then the most senior girls are to take charge.

Please refer to appendix J for further details of what to do in the In the event of an emergency.

2. Monitoring

The planning points are monitored and run predominantly through the Evolve planning system and monitored by The Director of Co-Curriculum, Headmistress and Head of Prep.

Residential Trips should follow the long term plan of the school and fall appropriately in the calendar and planned well in advance to ensure fairness in terms of opportunity, payment instalments and subjects.

Evaluation and Review

Evolve offers a trip evaluation at the end of each event and further meetings can be organised with the Director of Co-Curriculum.

This policy is reviewed every two years, or earlier, if necessary or appropriate.

Signed by Headmistress:

CA Mauro

Approved by the Governing Body:

Approved by
The Governing Body

Date:

24/9/24

Review Date: Summer 2026

Appendix A: School Visit: Group Leader's Checklist

Destination:

Date:

Year Group (s):(Attach list of names if it is not the whole year group)

Group Leader: Mobile No:

Time leaving school: Time returning to school:

For All Visits:

Have you:

Checked your arrangements against the guidelines in the Health and Safety Policy and Procedures (Section Seven)?

Discussed outline details with the EVC?

Submitted the Request for Visit form via Evolve and had permission from the Headmistress to organise the trip?

Informed colleagues of the date of the trip and provided a list of girls involved?

Sent the letter to parents to the Headmistress for approval prior to issuing it, ensuring that it requests details of any updated medical needs?

Completed a comprehensive Risk Assessment and given copies to the EVC and all accompanying staff at least one week before visit?

Gone over the Risk Assessment with accompanying staff and pupils one week before visit?

Made contingency plans for a change of arrangements during the visit?

Given parents all relevant details for the activities involved in the visit?

Had permission from each girl's parents/guardians for their daughter to go on the visit, along with emergency contact numbers and any updated medical needs? (NB: They cannot go without written permission).

Arranged for an appropriate number of staff to go on the visit with you?

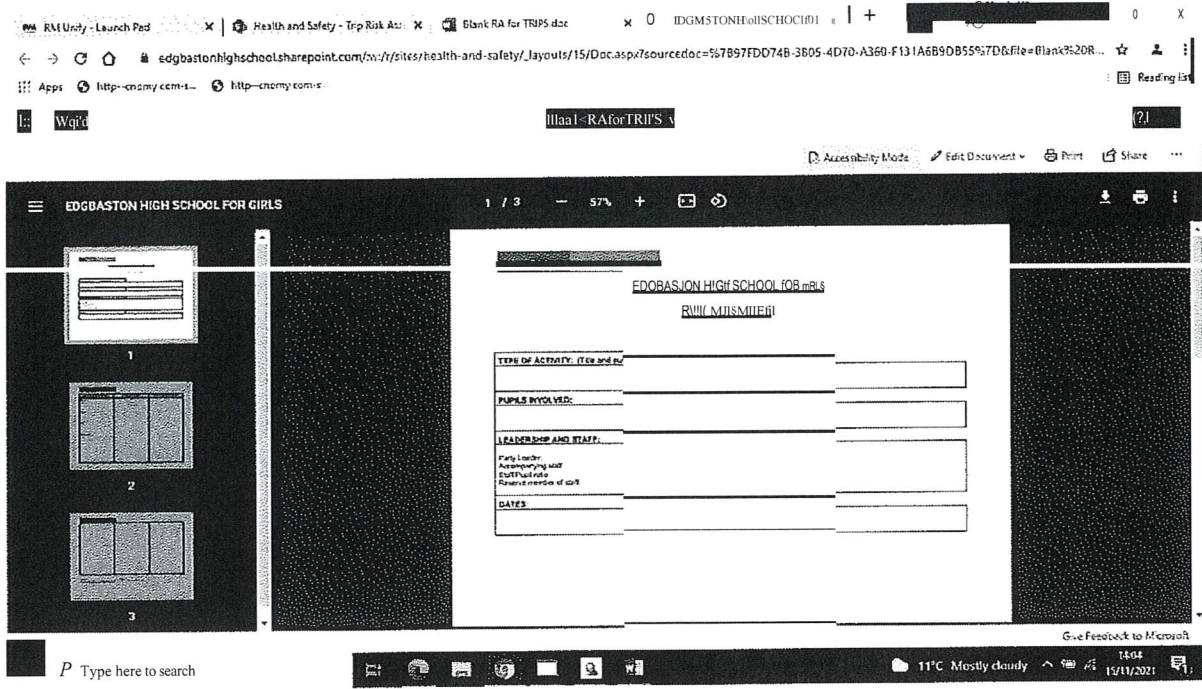
Completed the cover request forms for all accompanying staff and submitted them to Mr N Southall **at least a week** before the visit?

Briefed accompanying staff on duties, domestic arrangements, activities, etc?

In hand	Completed (date)

In hand	Completed (date)
Prepared itinerary, work-sheets, necessary equipment?	
Booked appropriate transport and given details of the transport arrangements to the EVC?	
Informed the kitchen of the days when the girls will miss lunch?	
Informed the caretaker if your car is to be left at school out of school hours?	
Arranged to take a school mobile telephone on the visit?	
Given details to the Reception: names of girls and staff on visit, details of transport and expected times of departure and return, contact numbers?	
Confirmed all bookings, preferably in writing?	
Told the girls about appropriate clothing and equipment for the visit?	
Made clear to the girls the standard of behaviour that you expect and explained what they may and may not do?	
Collected medical and accident forms to take with you? (from Nurse)	
Organised a first aid box? (from Nurse)	
Given the EVC all details: name, address and contact number of your destination; names of girls and staff involved; mobile telephone contact number; transport details and estimated times?	
And, for Residential or Hazardous Activities or Visits Abroad: Have you, in addition to the above:	
Had from parents updated details of dietary requirements and emergency telephone numbers, in addition to up-to-date medical information?	
Checked with the Bursary the insurance arrangements for all members of the party, including staff?	
Given the EVC and Headmistress a list of all members of the party, with emergency contact numbers of each person?	

Appendix B: Sample Electronic Risk Assessment



Appendix C: Educational Visits Group Leader Responsibilities

Trip Leader: A member of staff may not lead a trip unless they have assisted on a similar trip undertaken at EHS. The EVC will be responsible for checking that this is the case and ensuring that opportunities are made available for staff to gain the necessary experience and that professional development is available.

- Obtain the Headmistress's prior agreement and the EVC before any off-site visit takes place using the Evolve system.
- Be suitably competent to instruct pupils in the activity or to ensure that competent instruction is given and be familiar with the location/centre where the activity will take place.
- Appoint a deputy and clearly define each additional supervisor's role, ensuring that all necessary tasks have been assigned.
- Ensure that adequate first aid provision.
- 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 and obtain one from the centre/site being visited whenever possible ensure that the ratio of supervisors to pupils is appropriate for the needs of the group.
- Stop 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/be aware of the emergency procedures.
- Ensure that all accompanying staff have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- Message EVC at the end of the visit or activity to indicate a safe return and on arrangement changes.
- It must be clearly understood by staff that, although teamwork is essential, the group leader has total responsibility and authority for the organisation and supervision of the trip.

Home Contact: the group leader must ensure that he/she is at all times able to make contact with a senior member of the school staff remaining in England. Both the group leader, the Headmistress and the EVC must have full contact addresses and telephone numbers of parents of the participants.

Appendix D: Accompanying Staff Allocation

For Curriculum visits Members of the department concerned take priority, other staff requested to volunteer via email and/or Staff Briefing.

Co-Curricular Activities e.g. D of E must be organised by someone with experience of such a trip, certain staff may be asked to accompany depending upon the skills required - volunteers as above.

Year Group Trips – Form tutors to have first option on these trips.

Residential Trips e.g. Skiing. Choices to be made from list based on:

-
- Experience required
- Contribution made to other school trips

Relatives, Partners and Children: Partners and other relatives may accompany trips abroad but they may not be included in the staff/pupil ratio. DBS requirements apply. Children of staff may accompany a trip if they are in the charge of an adult not included in the pupil to staff ratio, at the discretion of the trip organiser.

Male Staff: Under our Equal Opportunities Policy male staff are welcome on school trips but may have to be given a different set of responsibilities to female staff. These may include admin prior and during the trip.

Appendix E: Details to Parents

- Date(s) of the visit, with the address of the venue, details of departure and return (time, location etc.) and cost.
- Type of transport to be used and the name of the travel company used, if relevant.
- Details of the accommodation and security on site.
- Names of the staff accompanying the group and details of any times when the girls will not be directly supervised.
- Details of planned activities.
- Point of contact for those pupils who may have specific medical needs.
- Details of what the girls should and should not take with them on the visit, including clothing and equipment.

Appendix F: Medical Information Requested from Parents/Guardians

The Nursing Team will provide medical forms on request, including the following:

- details of any medical condition, allergies, dietary needs or tendency to be travel sick;
- details of any medication required (including instructions on dosages and times) and who is to administer it;
- medical consent: parents should have agreed to the pupil's receiving emergency treatment (including anaesthetic or blood transfusion) if considered necessary by the medical authorities.

Appendix G: Transports Safety Points

For any school visit, the students should:

- know at what time and from where their transport will depart and return;
- be able to wait in a safe place to board the transport and be supervised whilst getting on and off it. This is particularly important when using UK vehicles abroad;
- be counted when they get on or off transport;
- remain seated on coaches and use the seat belts provided;
- have a clear understanding of how much freedom they have to "roam" on trains or ferries
- ensure that their bags do not block aisles or emergency exits;
- what to do if they miss the scheduled departure time.

Appendix H: Bursary Details

Name of Trip:

Date:

Organiser (staff):

Analysis of Disbursement		
	Name of Supplier	£
		.
Travel()		
Accommodation		
Expenses (Other)		
Entrance Fee/Activities		
Total Cost		

Number of Girls:

Approx. cost per girl:

No of Staff Involved:

Appendix I: Planning Specifics for Residential Trips and Trips Abroad

Residential Visits

Further points should be discussed with the provider if you are organising a residential visit and a trip abroad.

- The group (should where possible) have adjoining rooms with girls' and teachers' rooms next door to each other.
- There must be separate male and female sleeping/bathroom facilities for pupils and adults. Adults must not share bathrooms with pupils wherever possible.
- The immediate accommodation area should be exclusively for the group's use.
- There should be appropriate and safe heating and ventilation.
- The whole group must be aware of the layout of the accommodation, its fire precautions and exits and its regulations and routines. If fire instructions are in a foreign language, do the girls understand them?
- Security arrangements should be strict enough to prevent unauthorised visitors.
- Fire regulations should meet local standards; on arriving at the accommodation, it is advisable to carry out a fire practice.
- Has the party leader the necessary skills/expertise and done adequate research in advance of the area to be visited and accommodation available? A visit should be made where possible.
- Staffing: certain types of trip may require at least one member of staff who speaks the language of the country to be visited.
- Costs: costings should take account of the need for adequate numbers of staff to accompany the party. In some cases the cost of the additional members of staff may be spread amongst the girls taking part. In others, the possibility of cancelling the trip if the numbers wishing to take part do not justify the staff expenses must be considered from the beginning.
- No party going overseas should be accompanied by fewer than two adults, one of whom must be a woman.
- Details of the tour company: all school trips abroad must be made in conjunction with a tour operator who is a member of ABTA and, preferably, also a member of SAGTA. No school trip abroad may be undertaken with the school acting as main organiser.
- Girls: as soon as a list of girls wishing to take part is compiled it must be submitted to the Headmistress for approval before girls are finally accepted.
- The party leader must advise parents in writing to update us of any medical condition that may require treatment on the journey or while abroad and ensure that adequate medication is carried. At least one member of staff should be responsible for all those requiring medication and should also carry a first aid kit, simple medical supplies and Medicare box. Nurse will provide this. The party leader should require parents to sign a form giving him/her authority to give consent for medical treatment in an emergency.
- In any case of serious accident or injury the School should be informed as soon as possible.
- Members of staff in charge of parties going abroad during the school holidays should ensure that they have access to the names and contact addresses and telephone numbers of every girl's parents.
- Arrangements should also be made before departure for contacting the EVC and Headmistress in any emergency.
- In the event of an accident staff accompanying the group may find themselves faced with the attentions of the press so it is important that all staff familiarise themselves with the guidelines for dealing with the press.
- It may be advisable for longer trips, within Europe, that pupils retain the Global Health Insurance Card from March 2022 named (GHIC) which entitles them to 'free' health care in the EEA.

- If groups of girls are given permission to go off without staff escort for a limited period they must always know where and what time to reassemble and where a member of staff can be found at any time and the school phone number on which staff can be contacted.
- Girls should never be permitted to go a bout on their own but only in groups of four or more, and girls should be clearly informed of the vital importance of safe and sensible behaviour at all times.
- Great care should be taken to plan thoroughly any free time girls may have while abroad particularly in the evenings.
- Fire precautions: on arrival at the hotel/centre the group leader must make him/herself aware of the arrangements for the evacuation of the premises in the event of a fire and ensure that every member of the party knows the location of the fire exits. It may be advisable to hold a fire practice.
- The usual school rules concerning smoking and alcohol apply on all school trips and this must be made clear in writing to parents.
- When staying in hotels overseas no girl may visit the bedroom of anyone other than members of the school party and even such visits will need to be controlled to ensure that other hotel guests are not disturbed.
- In no circumstances should pupils climb, ski or swim without permission and supervision.
- The precise time and place at which the trip will end and, with it, the leader's responsibility for participants must be made clear to parents. Any pupils who are to leave the group early (e.g. at the ferry terminal on the return journey) must produce written consent from parents.
- Staff accompanying trips overseas should deal promptly and effectively with an infringement of these basic rules and any others they themselves impose but any such infringements should be reported to the Headmistress on the party's return. In many cases no further action or punishment will be appropriate, but this is the best way of ensuring that there is:
 - a. a degree of consistency in punishing those who disobey the rules, and
 - b. the name of any girl who has proved herself a liability on an overseas visit is recorded and her participation in any future trips kept under review;
 - c. serious instances of misbehaviour will result in the pupil being sent home at her parents' expense.

Appendix J: In the Event of an Emergency:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all of the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that all relevant members of the group are aware of the incident and that they are all following emergency procedures.
- A teacher should go to hospital with the casualties and the rest of the group should be adequately supervised.
- Notify the police, if necessary.
- Notify the British Embassy/Consulate if emergency occurs abroad.
- Inform the school contact and pass on the nature, date and time of the incident, location of incident, names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom).
- Notify the tour operator (school contact may do this).
- Ascertain telephone numbers for future calls.
- Write down accurately as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Take any photographs you think will be relevant.
- Keep a written account of all events, times and contacts after the incident.
- Complete an accident report form.
- **Media:** no-one in the group should speak to the media or make any contact with social network sites. Names of those involved should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area.
- No-one in the group should discuss legal liability with other parties.

Appendix K: Remote Supervision

On occasions when the girls are working or sightseeing under remote supervision, they should be in groups of at least four, so that, in the event of an accident, one girl can stay with the accident victim and the other two can get help. When the girls are not under direct supervision, they should have:

- telephone numbers and emergency contacts, if they get lost, as well as the address and telephone number of their accommodation, if it is a residential visit;
- advice on what to do in an emergency;
- money (not applicable for Duke of Edinburgh expeditions);
- plans, maps, information etc. to enable them to act effectively;
- a clear understanding of what activities/areas are out of bounds;
- identity cards(in the appropriate language, if abroad) and details of a pre-arranged meeting point.

Appendix L: Information to Pupils

- The aims and objectives of the visit or activity.
- They must have emergency medication with them and that there must be an up to date spare set in the medical room. The pupil must be aware that without these she will be unable to take part in the trip.
- A point of contact for the pupil if they have any concerns about their dietary or other medical needs.
- The standards of behaviour expected of them, including that then must:
 - not take unnecessary risks;
 - follow the instruction of the leader and other staff, 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 group leader or other staff member about it.
- Who is responsible for the group at any given time.
- Items that they are not allowed to possess in the UK or abroad (e.g. drugs, alcohol, knives).
- What to do if approached by a stranger.
- All arrangements for meeting, travelling, activities, meals etc.
- What to do if they become separated from the group.
- What they will need to wear for the trip.
- Kit list.

