

Educational Visits Policy



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Overview

The school aims to augment and enhance the academic, personal and cultural development of its pupils through a programme of day and residential educational visits. The visits are arranged by the academic staff, scheduled in the calendar and overseen in terms of administration and safety by the Educational Visits Coordinator (EVC). The policy covers UK and international day and residential educational visits. The policy should be read alongside the GDST Guidance for Health & Safety, Educational Visits and School Trips.

In accordance with GDST guidance, trips are divided into categories:

- Lower risk curriculum work in the vicinity of the school, e.g.: local shopping survey; day trips e.g. to museums and art galleries; lower risk off-site enrichment activities; and 'Away' sports events not involving an overnight stay.
- Residential visits in the UK or abroad.
- Higher risk activities, which may take place during enrichment activities, on day trips or residential trips, in the UK or abroad.

It is the policy of the GDST and South Hampstead High School to ensure, as far as is reasonably practicable, the health and safety of all pupils, staff and other persons who participate in educational visits organised by the school. The GDST and South Hampstead High School are committed to complying with the requirements contained in the Health and Safety of Educational Visits, currently available [here](#). South Hampstead also complies with the GDST guidance and Policy on Educational Visits. In accordance with GDST policy staff use the 'Evolve' software as an administrative tool for planning, approving and managing all Educational Visits.

Staff planning trips should liaise with the EVC Coordinator and EVC Administrator. Risk assessments and other necessary documentation are accessed through [Evolve](#), and can also be found in the Educational Visits folder in the S: drive under School Processes. Planning should be undertaken according to the guidance on Educational Visits provided in the Staff Handbook and in the folder.

Legal Responsibility

1. The **Council of the Trust** is ultimately responsible for the health and safety at work of all staff and pupils. The Council's day-to-day responsibility is delegated to the Heads.
2. The **Head** is responsible for staff, pupils and any accompanying adults, e.g. parents, on every school visit. At South Hampstead, the Head delegates all day-to-day tasks identified in this document to the **Educational Visits Coordinators (EVCs)**; in the Senior School this is the Deputy Head (Co-curriculum, Community, Careers); in the Junior School the Deputy Head (Pastoral)

The Deputy Head (CCC) is responsible for ensuring the school has a comprehensive, up to date Educational Visits Policy and Procedure which reflects the GDST Educational Visits policy / procedures, and their own local circumstances.

The EVC is responsible for ensuring that all staff involved in educational visits are competent for the roles allocated to them, and that there is a robust system in place for approving leaders and approving plans for activities and visits.

The EVC is responsible for approving all day trips, and advises the Head on the approval of residential and foreign trips, ensuring that all appropriate safeguards are in place. There should be a written record that they have been approved.

3. The **Trip Leader** is responsible for the planning, preparation, organisation and co-ordination of the trip, completing risk assessments for all aspects of the trip, and for taking day-to-day decisions once the trip is in progress. The Trip Leader must:

- be a member of staff employed by the Trust. Whilst Trip Leaders are normally a member of teaching staff, non-teaching staff may also lead trips
- ideally have prior experience of being an Assistant Trip Leader on similar visits before leading a school party.
- have adequate training, experience and be competent for the type of trip and activities being undertaken (more information ed. visit staff training, experience and competence [here](#))
- have been approved as Trip Leader by the EVC

They:

- Have a common law duty to act as a “reasonably careful parent”;
- Are responsible for the safety and wellbeing of staff and all pupils in their care throughout the entire trip;
- Must take all reasonable steps to safeguard the health and safety of staff and pupils;
- Must maintain good order and discipline at all times.

4. The **accompanying staff** are in loco parentis (i.e. responsible for taking immediate and appropriate decisions) of the pupils in their charge at any given time.

They also:

- Are responsible for the safety and wellbeing of all pupils in their care throughout the entire trip;
- Must take all reasonable steps to safeguard the health and safety of pupils;
- Must maintain good order and discipline at all times.

5. Even if **other adults** (e.g. parents) accompany the trip, the staff remain responsible in law for the pupils. It is, therefore, essential that adults are properly briefed on their role.

Staffing

- **Trip Leaders** must have prior experience of being an assistant leader on similar visits before leading a school trip. The Trip Leader must always be a member of staff employed by the Trust. Whilst the Trip Leader would normally be a member of teaching staff, non-teaching staff may lead trips providing they have adequate experience, are competent for the type of trip being undertaken and have been approved by the EVC.
- **All members of staff, instructors and adult volunteers** that accompany school trips must suitably **qualified, competent, fit and well enough** to do so, and it is the responsibility to ensure this is the case. Competence means an appropriate combination of personal qualities, knowledge, skills and experience e.g. organised, practical, positive, calm, experienced at the activities involved in the trip and managing age range of pupils, a good

communicator, risk aware, willing and able to take responsibility and make decisions, aware of the potential problems that might arise during the trip and possible solutions, etc.

- **Accompanying adults with medical conditions/allergies** should ensure the Trip Leader is aware of any such conditions before they go on the trip in case they need specific assistance in an emergency. The Trip Leader should give their own information to another adult in the party. This could be in the form of a written medical declaration. If the Trip Leader or accompanying adults suffer from any allergies or medical conditions, these must be included in the trip's risk assessment.
- **Skiing / Snowboarding:** it is recommended that staff organising school ski trips attend a 1-day 'Ski Course Organiser' training course delivered by a Snowsport England coach. This course covers the issues to take into consideration when organising a ski trip, e.g. your choice of tour operator, choice of destination resort, organisation of money, people and ski and snowboard equipment. NB This course is occasionally included in the GDST CTSD programme. It is required that all members of the skiing party, including pupils, staff and any other adults accompanying the party, wear helmets when they are skiing/snowboarding. In many ski resorts it is compulsory for children of 14 years or less to wear helmets when skiing.

Training and Experience

The responsibilities placed on Trip Leaders cannot be underestimated. Staff benefit enormously from attendance on GDST training courses and what they learn will be reinforced if they are able to cascade this down to other Trip Leaders and accompanying staff.

Residential trip leaders are required to attend the GDST Trip Leader's training, delivered through a live, online course.

All staff accompanying residential trips are required to undertake training about on allergy awareness and prevention.

Residential trip leaders should complete the IHASCO **Anaphylaxis & Allergy** Training (both available on the CPD HUB).

Training can also take the form of reading and mentoring. It is important that Heads develop the experience of potential Trip Leaders. Records of previous trips, with follow up reports on the successes and problems, can be useful training and source material for planning.

It is recommended that, when possible, at least one member of staff accompanying an overseas trip be reasonably fluent in the appropriate language, in case of any problems. The level of need for this will depend on the destination and the nature of the activities to be undertaken; in many cases, English will be widely spoken and fluency in the local language will be desirable rather than essential. This is for the Trip Leader to assess as part of the planning process.

Supervision Ratios

The recommended Adult: Pupil ratios for lower risk activities are:

- 1:20 (Day trips with Senior pupils under 18)
- 1:10 (Residential trips with Senior pupils under 18)
- 1:10 (Junior pupils in Years 4-6)
- 1:6 (Junior pupils in Years 1-3)

- A higher ratio may be used for pupils under 5
- The EVC, in conjunction with the Head, may use discretion for pupils in Years 12-13

NB: Transport for London require ratios of 1:15 when TFL is being used for free school trips, but this is neither a GDST nor a legal requirement.

When travelling by coach or minibus, a minimum of two staff members should be present onboard each vehicle. In exceptional circumstances, groups of 10 students or fewer may be accompanied on a coach by one member of staff, with the driver serving as the second responsible adult; such occasions should be discussed and agreed with the EVC in advance of departure, and included within the risk assessment.

Each trip will be accompanied and organised by a Trip Leader who takes responsibility for ensuring that all aspects of the trip are planned, communicated and organised as outlined in this policy. All trips will be staffed according to the ratios outlined above, although some venues (and TFL) may require higher staff numbers. Only at the discretion of the EVC may trips be allowed to be supervised by just one member of staff.

Further guidance on ratios:

- Where the **adult: pupil ratio** requires more than one adult, at least 2 of these should be members of staff. Parents or other adult volunteer helpers may make up any necessary numbers in addition to these. However, unless the EVC agrees otherwise, the majority of adults should be staff. If parents or other adult helpers accompany the trip, they must be aware who the Trip Leader is and be briefed in advance on their responsibilities.
- For their own protection, **male members of staff** should normally be accompanied by a female member of staff. **Mixed gender groups** should have at least one male and one female member of staff.
- When determining the final ratio of adults to pupils, consideration should be given to any activity that requires the group to break up into sub groups, ensuring that proper supervision can still be in place for each of the sub-groups.
- **Remote supervision** may be appropriate for certain activities or elements of a visit; the Trip Leader should ensure that pupils understand the ground rules and that parents have agreed to this part of the visit.
- For guidance on supervision ratios at **away matches and off-site sport fixtures** see separate guidance on Sports Fixtures.
- **Children and parents on same trip:** Parent volunteers can accompany a school trip if their own children are on the trip, however, it is recommended that parents do not supervise groups that include their own children due to the potential conflicts of interest that might arise, particularly in an emergency, where a parent may feel the need to safeguard their own child ahead of other pupils on the trip.
- Staff should **not** be counted as one of the supervising members of staff on a trip if their own child is a member of the group. This is because of the potential conflicts of interest that might arise, particularly in an emergency, which may have consequences for supervision levels. If a member of staff accompanies a trip which their own child is participating in, they should not be included in the supervisory adult: pupil ratios.

If the only way for a particular trip to go ahead is for one of the supervising members of staff's own child to attend, the potential risks must be considered in detail by the EVC before approval for them to accompany the trip is given. A risk assessment should be undertaken which includes:

- Age, gender of child compared to the group - young children may need close supervision, and may not be able to participate in all group activities;
- Activities group will be undertaking - children who are not part of the group may not have appropriate, or the same level of experience of various activities as the group members
- Effect on supervisory ratios if member of staff needs to leave group due to an incident involving their child, e.g. hospitalisation due to illness or serious injury
- Other possible conflicts of interest

The EVC must be sure that whatever the eventualities, there will always be a sufficient number of appropriate adults accompanying the trip, wherever in the world the trip takes place. In addition, other members of staff accompanying the trip, and the parents of pupils on trip must be informed that the member of staff's own child will also be on the trip.

Safeguarding

All SHHS staff who have contact with the pupils during the trip have been recruited according to the school's Safeguarding Policy. Where outside agencies are engaged to work with pupils on trips (e.g. on Year 7 PGL trips; Adventure Lifesigns expeditions), the following documentation from those agencies is required in advance of formalising a booking with them:

- The outside agency's Safeguarding Policy
- The outside agency's policy relating to allegations against their staff
- The outside agency's Code of Conduct

It is the responsibility of the Trip Leader to obtain this documentation at the earliest opportunity and upload it onto Evolve, so that it can be scrutinised and approved by the EVC. The documentation should satisfy the EVC that the agency has suitable safeguarding procedures in place, i.e. that they align with the school's own policies.

On rare occasions when a non-DBS checked adult accompanies the trip (e.g. parent volunteers), they will never be left alone with the South Hampstead pupils.

Foreign Exchange Visits

As there is no direct equivalent to the Disclosure and Barring Service (DBS) outside the UK, schools participating in exchange trips outside the UK should make 'proper and appropriate' enquiries about host families. This might include:

- Contacting the relevant country's embassy to find out if similar checks are available in that country
- Using a reputable (English based) agency if one is being used to find host families;
- If a school is finding host families, making sure that they think the host families are suitable;
- Giving pupils local contact numbers in case they need assistance whilst they are on the exchange.

If pupils live with families, but a member of staff is present in the locality, it should be made clear to pupils and host families when the member of staff will be available at an agreed location. It is important to ensure that all pupils know how to contact a member of staff immediately if they have any unease about the family with whom they are staying. Staff should be alert to any pupil whose behaviour appears to suggest that they are unhappy or out of sorts.

Information should be given to the host families regarding any special medical needs that individual pupils may have and procedures for action to be taken in the case of illness/accident. Parents should be aware of the arrangements. A protocol should also be established for host families to clarify expectations e.g. number of beds, meals, privacy.

If activities are planned with a foreign school, it is important that the extent of responsibility of the foreign staff is agreed with them in advance and that pupils are aware when the foreign school staff are in charge. The usual expectation is that the staff at the host school will be responsible for the safety of the pupils whilst attending the school. Outside the school day, other than on excursions organised by the host school, the accompanying Trust staff will be responsible.

Whenever a member of staff is advised of the illness or accident involving a pupil s/he should investigate personally immediately and inform the pupil's parents straight away.

Where foreign students are coming to the UK to stay with SHHS Host Families and this arrangement has been made by SHHS, this amounts to a 'private fostering' arrangement under The Children Act 1989 and is a 'regulated activity' for the purposes of the Safeguarding Vulnerable Groups Act 2006. This means that SHHS host families should undergo a DBS enhanced check to determine their suitability for the arrangement. However, where parents make the arrangements themselves, this will be a private matter between the child's parents and the host parents and in these circumstances the school or college will not be the regulated activity provider.

A person who is barred from regulated activity will themselves be committing an offence under the Children Act 1989 and under the Safeguarding Vulnerable Groups Act 2006 if they privately foster a child. If a member of staff at SHHS has any reason to believe that the third party is failing to undertake a statutory duty they should notify the police.

Planning

Initial planning

Guidance on all aspects of planning can be found at: S:\School Processes\Educational Visits, and on [Evolve](#). Information about upcoming trip proposals over the following two academic years is gathered annually by the EVC and shared with parents.

Preliminary approval should be obtained from the EVC via a submission to the Calendar Committee by the Trip Leader, as soon as the trip is first contemplated and prior to detailed planning and preparation. This should be done through the 'Add Event' system in the Calendar area of SOCS.

The EVC should:

- be clear about the purpose of the trip;
- be satisfied it is suitable for the age and experience of pupils;
- be satisfied that the educational value of the trip merits the sacrifice of other teacher lessons and in-school activities that will be missed
- be satisfied that the Trip Leader has appropriate experience and is competent to undertake the planning and organisation for the type of trip being proposed;
- be satisfied that a sufficient number of competent staff are willing and able to accompany the trip. (NB have a backup plan if the trip is some time in the future and it is conceivable that the staff who were planning to lead/ accompany the trip could leave in the meantime.)
- agree arrangements for detailed planning and preparation;

Further planning

When planning the trip the Trip Leader must:

- Read the school's guidance on procedure for planning a trip
- Carry out sufficient research ahead of the trip to ensure it can be run smoothly and safely. This may include a reconnaissance trip if deemed necessary. Information should be sought on aspects of the visit such as:
 - travel time
 - access and permission,
 - facilities and equipment,
 - leisure or recreational facilities for residential stays,
 - staff support,
 - guides or programmes of work,
 - potential health and safety issues (e.g. fire procedures),
 - shelter,
 - toilets,
 - costs,
 - accommodation,
 - contingency arrangements,
 - references from previous users

If a Trip Leader has already led a trip to the same location, updated information may be obtained without a visit. If the visit is organised by a tour company and the party will be accompanied by the tour company representative, the EVC may consider that a reconnaissance visit is not necessary.

The Trip Leader should prepare a detailed plan of the visit according to the school's guidance and ensure the documentation is stored on the Evolve system. This should reflect the age and experience of the pupils and the qualifications and experience of accompanying staff and/or (e.g. field) centre staff, so that s/he knows what the pupils will be doing and what the responsibility of each member of staff will be from leaving school until their return. Built in to this plan should be some off-duty time for individual members of staff and regular briefings for pupils and adults. The Trip Leader should also take the following points into consideration:

- Having decided the plan for the visit, the Trip Leader should then anticipate what might go wrong at each stage of the visit and have thought out measures in advance for dealing with potential problems (risk assessment).
- Does the school's Code of Conduct or Behaviour Code for trips cover all relevant circumstances, such as consumption of alcohol (see FAQs below)?
If a pupil misbehaves and has to be returned home, how can this be arranged and who could accompany them?
- If pupils are to be allowed to have remotely supervised time, are arrangements in place for staff to be on duty at fixed place in locality? (Pupils should always be in groups of 3 or more so that if one has an accident, one can remain with her and the other can go for help. This may be relaxed for sixth formers at the Head's discretion.)
- If a member of staff is taken ill or has to return home, what back up measures are in place?
- Is the communication system in place for accurate information to be disseminated quickly to parents (particularly if late return is anticipated)? (This is executed through SchoolPost and details must be arranged before the trip takes place.)
- What arrangements have been made to ensure pupils (and staff) are physically fit and equipped for planned activities?

The Trip Leader should be prepared to discuss contingency plans with the EVC at the time of seeking approval.

For residential visits, the Trip Leader should carry an up-to-date photo of each pupil in the group.

For residential visits, each pupil should be provided with details of the address and telephone number of the hostel or hotel, and an emergency contact telephone number in case she gets lost. Emergency procedures must be incorporated.

Transport

Detailed guidance on the GDST Driving at Work Policy and the requirements for hiring coaches and driving minibuses can be found on the GDST Hub.

- If the day or residential trip is not in school time, parents of pupils in Year 9 or below should make arrangements for the pupil to be taken to and from the departure point as appropriate. Arrangements should be decided for pupils in Year 10 or above in consultation with the EVC. All arrangements for pupils should be made clear in the trip letter.
- Use of staff cars is not recommended, but where they are used to transport pupils, staff must have clean driving licenses, current comprehensive **and business use** insurance, an MOT if vehicle over 3 years old, and parental consent should be obtained. (NB See the guidance on Insurance in the Finance section of the Hub for details of the Trust's insurance policy when a vehicle is being used for an occasional trip or school business use.)
- Use of parents' cars is not recommended, but where they are used to transport pupils, parents must have clean driving licenses and current comprehensive insurance, an MOT if vehicle over 3 years old and parental consent should be obtained. (NB See the guidance on Insurance in the Finance section of the Hub for details of the Trust's insurance policy when a vehicle is being used for an occasional trip or school business use.)
- Pupils' cars - Schools should normally arrange transport for all pupil participants to all events and activities. Careful judgment is required if sixth form pupils, who have passed their driving test and have their parent's permission, wish to use their own cars for travelling to off-site activities. See separate guidance on 'Sixth Form Drivers'.
- Minibuses should be used in accordance with GDST guidelines.
- Where coach transport is used, coaches should be sourced from the school's list of Approved Coach Companies, each of which has:
 - A current PSV Operators licence
 - Current 'MOT Certificates' and 'Certificates of Fitness' for all its vehicles
 - Adequate insurance
 - All drivers and escorts CRB checked

And they have provided the school with their:

- Risk assessments
- Procedures in event of incident / coach break down
- Operator Compliance Risk Score

Where a different coach company is to be used, advice should be sought from the EVC.

When using coach transport outside of the UK, the Head/EVC should use their discretion when approving arrangements.

Budgeting

As early as possible following preliminary approval, the Trip Leader should complete a **trip calculator** form (available on the S:drive and on Evolve) and liaise with Finance regarding costs, arranging payment, booking tickets, parent deposits, payment schedule, final cost, etc. This includes forwarding invoices to Finance and raising PO numbers for tickets, accommodation, and transport, etc., costs on Compleat.

Included in the trip calculator is information about carbon offsetting for trips involving air travel; Trip Leaders are required to follow the guidance and include an amount for carbon offsetting, in line with the school's Eco commitments.

If at any stage in the planning process the total trip cost increases (for whatever reason) beyond the initial estimated amount by 5% or more, this should be discussed with the EVC at the earliest opportunity. Depending on the reasons for the increase, a plan will be agreed either to reduce costs elsewhere within the trip, and/or communicate the change to parents.

Insurance

The Trust has a blanket travel insurance covering all schools. Details of cover are available in the [Finance section](#) of the Hub. Insurance documents are found on Evolve and in the Staff Shared Area. Details of insurance must be given to parents for residential trips.

In the event of a claim, the forms will be obtained from the GDST and completed by the parents or member of staff as appropriate.

Parental Consent

Educational Visits consent, contact details and medical details are sought by the school electronically. It is the responsibility of the pupil's parent/guardian to update the school about information regarding the pupil. If the form has not been completed satisfactorily before the trip, **the pupil should NOT go on the trip**. This form will cover all low-risk day trips, sports visits and activities, which do not involve an overnight stay or travel abroad. The school does not need to send the form again before such trips, although the trip leader may do so if he/she so wishes.

For any activities where swimming will take place, or might take place, e.g. during sailing or kayaking activities, a separate '**Swimming Consent Form**' will need to be completed and signed by the parent.

An '**Educational Visit Information Letter**' should be sent to parents in advance of all trips to give details of the trip. This can be used to give details of a number of trips, for example a list of sporting fixtures, or several related trips, e.g. if a year group is having a special history week and is going to visit different places on 2 or 3 days of the same week, where these do not involve an overnight stay. The letter must remind parents that the trip is covered by the annual consent form and they must notify the school of any relevant changes.

A '**Residential Educational Visit Consent Form**' should be used for all residential trips, all trips abroad (including day trips abroad), and trips which are assessed as higher risk. The form sets out all relevant information about the trip, and then asks parents to complete a consent update section which confirms:

- Their daughter can attend the trip.
- Their daughter's most up-to-date medical details, including any medication that the girl will need to take whilst being on the trip (this must be held by the trip leader; not the child).
- Relevant contact details for the duration of the trip.

This form must be completed, signed and returned to the school by each pupil's parent/guardian before they go on such trips. Again, it is possible to use just one form to cover a number of related visits, e.g. a series of Duke of Edinburgh Expeditions, so long as all relevant information relating to those trips is included in the letter.

Briefing pupils, staff and parents

Pupils taking part in day and residential trips must be given the following information before the start of the trip. For day trips this briefing can take place in lessons or in a meeting during the school day or after school.

- Expected standards of behaviour and reminders about uniform/equipment as relevant
- What to do if something goes wrong – get lost, injured, feel ill etc.
- Rendezvous procedure for lost group members.
- Groupings for study or supervisory purposes.
- A system of recall and action in emergencies.
- The need to be vigilant at all times to activities going on around them
- How to respond if a suspected terrorist incident occurs

Staff and other adults taking part in the trip must be given the following information before the start of the trip. Groups should be subdivided with individual members of staff responsible for checking the whereabouts of their subset at appropriate moments.

- Information regarding careful supervision of pupils to cover the whole time away.
- Anticipation of hazards.
- Standards of student behaviour expected.
- Regular roll call of students – this should be done in sub-groups.
- How much help to give to students in their tasks.
- A list of names of people in each of the sub-groups.
- The need to be vigilant at all times to activities going on around them.
- How to respond if a suspected terrorist incident occurs.

Regular briefings during trip should include:

Pupils

- What to do if something goes wrong – gets lost, injured, feel ill etc.
- Rendezvous procedure for lost group members.
- A system of recall and action in emergencies.
- Expected standards of student behaviour
- Groupings for study or supervisory purposes.

Staff and other adults

- Careful supervision to cover the whole time away.
- Anticipation of hazards.
- Regular head counts and roll call of students – this should be done in sub-groups.
- Standards of student behaviour expected.
- How much help to give to students in their tasks.
- A list of names of people in sub-groups.

Information for Parents

Parents need detailed information in order to decide if their daughter should participate in the trip. There are Government regulations (Package Holiday Regulations) which require certain information to be given to parents in advance of making payment. This information should be provided in the trip letter to parents. If not all information is available at the time of writing, this should be stated and a follow up letter (or letters) sent as soon as possible.

For all residential trips a briefing should be held with parents in advance of the trip taking place in order to:

- give a full briefing of the trip;
- check medical advice has been understood and any vaccinations/European Health Insurance Cards (EHIC) etc obtained. Pupils with individual health care plans may need their GP to advise on special arrangements or precautions in advance of the trip;
- agree pocket money;
- advise on clothing/equipment needed;
- go through expectations of behaviour and the Code of Conduct for the trip.
- explain arrangements if students to be unaccompanied at any time (N.B. students should be in groups of not less than 3 and a member of staff should remain in a fixed location);
- explain insurance cover (parents should be given a copy of the Policy);
- explain the importance of emergency contact numbers;
- go through the emergency procedure;
- check passports/visas obtained, are in date, and have sufficient time before they expire
- check that consent forms have been fully completed and signed

This meeting is useful both to reassure parents the pupils are in safe hands and as another check for the Trip Leader that planning and preparation has been thorough. The relevant consent form(s) must be signed by parents as outlined above. Pupils over the age of 18 may complete their own personal details, but consent should be obtained from parents if they are required to pay.

Risk Assessments

The group leader must complete a full risk assessment for each trip, taking into account generic hazards, trip-specific hazards associated with venue, transport, activities and participants and on-going hazards i.e. the group leader should continue to update and amend the risk assessment as required during the visit as circumstances or awareness change.

Specific examples of risk assessments are made available to Trip Leaders in the shared area (Staff Share (S Drive) » School Processes » Educational Visits) and on Evolve. However, staff are strongly recommended to make an appointment with the EVC to discuss these before completing them.

Any accidents or incidents which arise must be reported back as required by the GDST and government guidelines, as referenced above. Risk Assessments must be completed as part of the documentation required before a trip is given permission to proceed, as stipulated in the schools' Educational Visits guidance document for staff.

Adventurous activities / Water-based activities

These activities have intrinsic hazards over and above normal day-to-day risks and therefore require particular supervision. Staff must check the current regulations and guidance if their visit involves any adventurous activity and ensure that the appropriate standards are met. Additional permission

from parents may be required (e.g. SCUBA PADI qualification application form). Advice should be sought from the EVC if there is any uncertainty. For any activities where swimming will take place, or might take place, e.g. during sailing or kayaking activities, a separate **'Swimming Consent Form'** will need to be completed and signed by the parent.

First Aid

South Hampstead High School follows the guidance from the GDST and the requirements it sets out with regard to the level of qualifications and number of first aiders required to accompany school visits. This information is included in the planning documentation for the trip and, where required, in the risk assessments. In summary, this means that all low-risk day trips are always accompanied by at least one 1-day trained first aider, medium risk day trips are accompanied by at least one 2-day trained first aider. Sports activities are always accompanied by a 3-day at work trained first aider or a 2-day sports first aider. Low risk residential trips (including low risk abroad) are accompanied by at least one 1-day trained first aider.

Information about staff at approved centres and staff providing activities run by external organisations is checked to ensure that they have adequate first aid training which is available to the members of the trip as required. High risk trips are accompanied by appropriately trained and qualified South Hampstead staff and/or specialist staff provided by the tour operator, residential centre or activity provider, as appropriate and relevant. Sufficient first aid kits will be taken on trips by staff.

All accidents or incidents incurred by or involving pupils during an off-site school activity, e.g. sports match or educational visit, must be reported to the member of staff supervising the pupil at the time of the accident / incident. They must ensure it is reported to the parents at the earliest opportunity.

All members of staff should report any accidents that occur, or incidents they are involved in during an off-site school activity, e.g. sports match, educational visit or when driving for work, to their line manager and to the School Nurse or designated school First Aider so that it can be logged on RIVO.

Medical and pastoral matters

A list of girls participating in the trip will be sent to the School Nurse when preparing the documentation for the trip. The School Nurse will supply background medical information including any health care plan for girls with particular medical needs, such as diabetes or allergies. This will be included as an appendix to the Risk Assessment.

The School Nurse will provide first aid kits for school visits. These first aid kits must be carried by the appropriate members of staff at all times and never, for example, left on a coach or in a hotel room. At times of remote supervision, pupils must be made aware of the location of the member(s) of staff with the first aid kit.

Staff should collect spare epipens/inhalers from the School Nurse before going on a trip. Girls must carry their own medication and equipment as well as staff having spares for emergencies, and this should be checked by staff before departure.

Staff should be aware that they should not supplement the first aid kit from their own supplies e.g. with headache pills. No aspirin should be given to any student under 16 years of age. If pain relief is

provided from the first aid kit then this should be administered according to the recommended dose. Staff should record the name of the pupil, the time and the dosage administered.

A record should be kept of any medical incident that occurs during the trip, including any administration of pain killers or treatment of minor injury e.g. small cut or blister, and the measures taken to deal with the incident.

If a pupil has to take prescribed medication at any point during the trip the parent/guardian must inform the trip leader and hand it over to staff before the start of the trip, completing a 'Consent to Administer Medication' form. The trip leader or a member of staff should oversee the pupil's taking of the medication. Pupils should not take their own medication/pain killers on the visit and take them without knowledge of members of staff.

If necessary, a doctor's letter can be requested in order to confirm that a girl is fit to go a trip. First aid kits and pupil epipens/inhalers should be returned to the School Nurse as soon as possible after the trip and not left in school offices, the staff room or anywhere around school.

Trip Leaders should liaise with pastoral leaders (e.g. Heads of Year) in advance of departure to ascertain if there are any pastoral issues which may place a student at significant risk whilst on the trip. A list of names and any related control measures must be included in the Risk Assessment.

Pupils with Specific Educational Needs

The school adheres to the requirements of the education provisions in the Equality Act 2010 ("the Act"), including those that prohibit discrimination, harassment and victimisation in schools. The Act prohibits a school from discriminating against or victimising a pupil on the grounds of a protected characteristic (which includes but is not limited to disability, gender reassignment, pregnancy and maternity, religion or belief) in various ways, including the way it gives or does not give access to a benefit, facility or service, which includes school trips. (Please note that the protected characteristics for harassment differ to the protected characteristics for discrimination and victimisation).

When planning a trip, staff must therefore ensure that they carefully consider the details of the trip which is being proposed, including whether they have a duty to make any reasonable adjustments. When a provision, criterion or practice puts a disabled person at a substantial disadvantage, there is a duty to take reasonable steps to avoid the disadvantage. There is also a duty to take reasonable steps to provide an auxiliary aid where a disabled person would be at a substantial disadvantage without one. The school is not required to remove, alter or provide a reasonable means of avoiding a physical feature of a property where it puts a disabled person at a substantial disadvantage, however, schools are instead required to comply with their planning duties in preparing accessibility plans, which are plans schools must prepare and further over a prescribed period to, for example, increase the extent to which disabled pupils can participate in the curriculum. Staff should consider the above and then discuss with the pupil and her parents what adjustments to the proposed trip could reasonably be made.

The School also considers and takes reasonable steps to overcome any obvious barriers that may impede those with a disability. Each pupil's needs must be assessed on a case-by-case basis, and possible difficulties anticipated and addressed at the initial trip planning stage. It will not be acceptable to impose any blanket restrictions (e.g. pupils with epilepsy cannot go on the trip because there will be swimming sessions, or a pupil in a wheelchair cannot go because a long hike is planned).

Further guidance is available from the Equality and Human Rights Commission [here](#).

Mobile Phones

This section should be read in accordance with the GDST's Safeguarding Procedures and the School's Safeguarding Policy.

A school mobile phone must be taken on all educational visits. More than one school mobile may be required in situations where staff supervise groups at different locations. Whilst staff may want to use their own mobile phones, they are advised not to and should not give their own personal number to the pupils except in the event of an emergency.

As far as possible, staff should only contact pupils using the school mobile phone. This is to ensure that both staff and pupils are protected and that staff don't have access to pupil personal telephone numbers other than for the duration of the trip. In the event where any pupil or staff personal telephone numbers are used, it is imperative that these numbers are deleted at the end of the trip. Where lists of telephone numbers are provided for an educational visit, these lists should also be destroyed after the trip.

Where staff have used personal phones, then a member of SLT and the Head must always be informed. Staff should be aware that no pupil telephone numbers should be stored on their personal phones.

Mobile phones are extremely useful during educational visits and particularly in the event of an accident, emergency or for contacting the emergency services. In addition, a mobile phone is very useful for keeping in touch with pupils particularly where remote supervision is occurring. Staff should also be aware of the GDST Staff ICT Acceptable Use Agreement which they signed upon joining the school and which is available in the Policies and Procedures folder on the S:drive.

Behaviour of pupils

Pupils are required to demonstrate the same standards of behaviour on school trips as they are in school. They are required to adhere to the school's Code of Conduct and the School Values, as well as any additional requirements regarding behaviour stipulated by group leaders. For example, there are specific requirements about pupil behaviour for girls taking part in foreign exchange visits. Pupils and parents are fully briefed about the behaviour expected of them. This takes place in school for day trips and during meetings held before residential trips (both UK and abroad).

Emergency Procedures

The Trip Leader must carry the emergency procedures as outlined in the **Emergency Response** document with them for use in the event of a serious incident.

The School Emergency Contact person should also have access to the full details of the trip, including documentation, in case they are needed to contact parents or any other parties in an emergency.

The School Emergency Contact person should also have available the Trust Office telephone numbers and the out of hours contact numbers of the Trust's Chief Executive.

- Top priority is to deal with those involved in the emergency and minimise further injury.

- Sub-group leaders must be contactable by mobile phone during school visits and must have the mobile phone numbers of all the accompanying staff, as well as the school reception and School Emergency Contact members of SLT (if the trip is out of school hours.)
- All staff accompanying day trips can ask Reception for parents' emergency contact numbers. Staff on residential and out-of-hours trips should have access to parents' emergency contact numbers. (The recommendation is that this information is carried via iPads, except for one paper copy carried by the Trip Leader. iPads are seen as a more secure way of carrying data. In the case that carrying an iPad is not feasible, extreme care should be taken over the carrying of paper copies of student details.) Parents give their consent for emergency medical treatment on the annual consent form.
- All emergencies should be dealt with according to the control measures written on the trip risk assessment and the Emergency Response form completed as part of the trip documentation (i.e. the group leader to call and follow the instructions of the emergency services if necessary, reassuring pupils and other staff, contacting the school reception or SLT Emergency Contact.) The senior member of staff will follow guidelines issued in the School's Disaster Recovery Plan.
- Staff should familiarise themselves with the emergency procedure guidelines before the departure of the trip.
- The Guidelines for Emergencies as stipulated on the Emergency Form are as follows:

Emergency Procedures: General principles

- Ensure that all adults supervising the group are briefed in how to respond to a serious incident, accident, injury medical or missing person(s) emergency
- Ensure that the whereabouts of pupil/participant medical details and trip insurance details are known to all adults supervising the group
- Manage communication effectively and record / write down events and actions taken
- Ensure that pupils do not communicate with parents or friends via their own mobile phones – take phones away if necessary – this is very important

Medical Emergency/Accident Procedure

1. **Secure scene and safety of others** - take steps to prevent further injury to members of your group and others in the vicinity. Enlist others to help you and give first aid
2. **Contact Emergency services** - advise who, where and when, then contact tour operator
 - a. Ensure you know the number for emergency services in the country you are visiting e.g. 999 UK, 112 Europe, 911 USA
3. Sort out documentation that might be required pupil, eg medical details, insurance, consent forms, EHIC if applicable
4. Contact SLT named on the Emergency Response Form – decide who / how will inform parents. Manage communication with parents of the rest of group; confiscate phones if necessary to stop girls communicating
5. Arrange transport and staff supervision for both casualty(s) and rest of group
6. Ensure you know where ambulance/ rescue team are taking casualty(s); ideally member of staff to accompany but consider needs of remaining members of the group
7. If approached by media - *don't* name the casualty or give other than brief factual information to them, after liaising with the SLT contact
8. Record in writing - nature, date and time of incident, location of incident; names of casualty(s) 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). Wherever possible take photographs to record the scene and events.

No one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the school and GDST.

Changes to Departure/Arrival Arrangements

Occasionally arrangements to a trip have to be altered, sometimes at very short notice. Trip leaders are responsible for informing parents/guardians of the changes to the itinerary as soon as possible.

Departure: If the change is to departure location/time parents/guardians must be informed by school email or text message and pupils must be informed.

Arrival: Parents/guardians must be informed of changes to the return location/time as soon as possible. If possible, this should be sent to parents via school email or text message at the earliest opportunity before the departure of the trip. If the changes occur whilst the trip is already underway, parents must be informed as soon as the change(s) become apparent. A school email or text message must be sent to parents as soon as is practicable.

- If the change occurs before 6pm the trip leader should contact School Reception in the first instance and ask for a text message to be sent to parents/guardians of the girls on the trip.
- If the change occurs after 6pm, the trip leader should use the SchoolPost code generated before the trip, in order to advise parents of the change. It may also be appropriate to contact the SLT Emergency Contact, in order to discuss the severity of the delay or the details of the change of return location. Should it be deemed necessary, the SLT Emergency Contact may then contact The Marketing and Communications Director or The Head's PA so that further forms of communication can be sent to parents.
- In any case, staff can also ask girls to contact their parents/guardians via their personal mobile phones to inform them of the changes to the itinerary e.g. late return of the trip. But staff cannot rely on pupils relaying this information to parents/guardians – it is the responsibility of the Trip Leader to ensure that all parents have been communicated with regarding the changes to the arrival time/location.

Declaration for Activity Providers and Tour Operators

The GDST requires all activity providers and tour operators for Day and Residential Trips to complete the stipulated form, available on Evolve and in the School's Educational Visits Folder.

Staff Drinking Alcohol Whilst Accompanying School Trips

Staff members accompanying school trips have a duty to adhere to the staff code of conduct as outlined in the Staff Handbook. The school's expectation is that staff are not under the influence of alcohol while exercising their professional duties. During working hours – including on educational visits – there is a duty to refrain from any intake of alcohol, or other substances, which could impair the proper performance of one's duties or cause justifiable adverse comment. Colleagues should also be aware of their obligations within the law and within the bounds of good practice not to purchase for or serve alcohol to pupils. Staff who are to drive a vehicle on school business must abstain from alcohol. For the avoidance of risk and doubt, it is better for staff simply to abstain from drinking alcohol whilst accompanying a school trip.

Whilst there is no specific ban on alcohol in the general insurance policies that the GDST brokers for all school trips, there may be clauses in insurances which may have been arranged at a local level or by external agencies such as World Challenge. Some countries and certain organisations also prohibit the possession and consumption of alcohol, whether by minors or adults.

Final approval

All paperwork must be uploaded to Evolve in advance of departure: for non-residential trips, this should be three working days prior to departure, and for residential trips, a full calendar week before departure. The EVC needs to review all paperwork and electronically sign-off on the trip before departure.

All paperwork is held within Evolve, including consents, risk assessments and itineraries. Therefore, all paper copies of these documents can be securely destroyed after the trip. If any difficulty has arisen, and there is paperwork associated with this (e.g. letter from medical personnel, police reports) these must be retained in the school file in case of further follow up.

Evaluation

On return from the trip, the Trip Leader is responsible for ensuring school equipment (e.g. school phone, first aid kit, etc) is returned, and that any issues (such as behaviour, pastoral, medical) are followed up with a relevant staff member, such as the HOY or School Nurse. Trip Leaders of Residential Trips (both UK and abroad) are additionally required to complete a short survey summarising their experiences; this survey is a useful aid in the future planning of similar trips.