



<b>Sponsor</b>	<b>Deputy Head Operations/BURSAR</b>
<b>Review Date</b>	<b>June 2022</b>
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<b>Governors' Review Committee</b>	<b>EdWelf</b>

## **EDUCATIONAL VISITS POLICY**

*This policy, which applies to the whole school (inclusive of boarders), is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.*

### **Part 1: General Information**

#### **Introduction**

Out of school trips provide a valuable enrichment to the curriculum. Well planned and conducted school trips offer young people enjoyable and memorable learning experiences, which can have a lasting, positive impact, promoting students' spiritual, moral, cultural, intellectual and physical development. It is the School's policy to provide the maximum opportunities for diverse experiences. The School recognises that many members of staff give freely of their own time to carry out activities for the benefit of students. Each school trip must have clear aims and must contain activities within the scope of the participants.

There are standard procedures that must be followed by organisers of all proposed trips. These are explained clearly in Part 2 of this document. The Deputy Head Operations is responsible for recording all educational visits and school trips. The Bursar (overseas trips) and the Deputy Head Operations (all other trips) will assist members of staff with planning and timetabling and will ensure School policy and procedures are adhered to. The Senior Teacher (Boarding) assists with the preparation of day trips.

**The Educational Visits Co-ordinator (EVC) is the Deputy Head Operations.**

**Staff organising overseas trips must consult with the Deputy Head Operations and the School Bursar and involve them in all decisions at the planning stage.**

All decisions regarding trips, both in the planning stages and while the trip is out of school, will pay strict attention to the guidance given in Keeping Children Safe in Education (Sept 2021) see link below. This document says "It is essential that everybody working in a school or college understands their safeguarding responsibilities". " In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child" - KCSIE (currently in force). The purpose of this policy is to ensure that trips are planned in an organised and responsible fashion, and that the health, safety, and welfare of pupils and staff are maintained. The school uses recent and relevant guidance published by the 'Outdoor Education Advisory Panel' which has been approved by HSE.

#### **1.1 Data Protection**

Woldingham School takes its responsibilities for personal data very seriously and has policy in place to ensure compliance with the Data Protection Act 2018 incorporating the General Data Protection Regulations [GDPR]. The data collected when dealing with educational visits and school trips will contain data that is defined by the Data Protection Act 2018 as 'special category' data. This is the most sensitive category of data and as such it is essential that every care is taken to keep the data secure.

If there is any possibility that the data has been lost then it must be reported immediately to the Privacy Officer ([privacy@woldinghamschool.co.uk](mailto:privacy@woldinghamschool.co.uk)) for investigation. Any confirmed loss of special category data is reportable to the Information Commissioner's Office and may result in an external investigation.

All staff involved in collecting and processing data relating to educational visits and school trips must ensure they have read, understand and operate according to the school's Data Protection Policy. They must also be familiar with the school's Privacy Notice to ensure any processing required that is not covered by the Privacy Notice is reported to the Privacy Officer ([privacy@woldinghamschool.co.uk](mailto:privacy@woldinghamschool.co.uk)).

## **1.2 Parental approval**

Prior parental approval need only be sought for trips which extend beyond one day, require travel abroad, incur charges that exceed £50 or might involve any unusual activity that could present greater than normal risk. Parents may be assured that girls on trips are always covered by the School's insurance or by insurance provided by the travel company. Please note that we are unable to take girls on trips without a completed and signed consent form. These are issued to parents well in advance; replies must reach the School at least two weeks before the start of the trip. Parents are also expected to provide girls' personal, medical and special dietary details and how they (or guardians) may be contacted in an emergency.

## **1.3 Scope of Woldingham School Trips**

Girls are provided with opportunities to broaden their experiences on many School trips away from Woldingham.

Woldingham School regularly takes girls on day trips to conferences, historic sites, activity centres, museums, galleries, London theatres, geographical field centres and Roman remains to support the curriculum. Girls take part in regular sporting fixtures, debating competitions and Maths challenges. Many girls in Year 9 take part in language exchanges with Sacred Heart schools in France, Germany and Spain. Pupils from these schools are accommodated at School and in the homes of host families. When Woldingham girls make reciprocal visits, they are accommodated by host families of the pupils.

The School provides a weekend programme of activities away from Woldingham. A balance of cultural and fun trips is planned at weekends. Socials at boys' schools take place on some Saturday nights and there is an effort to have more 'natural' events such as ten pin bowling, careers fair, jazz night to afford interaction. The School runs an active Duke of Edinburgh Award programme from Year 9, involving a range of outdoor activities, services and skills.

## **1.4 Information on Forthcoming Trips**

Details of planned overseas trips and activities are issued well in advance to all parents. Also, trips linked to the curriculum and their approximate cost will be published in the course booklets distributed to parents. The Deputy Head Operations publishes to parents a list of proposed overseas trips for the year ahead. Parents who opt for these trips are invited into the School for a full briefing beforehand.

The School calendar lists the trips and visits that are due to take place over the coming term. Planned home and away sports fixtures are included via the link to the Parent Portal, which contains advance information of teams and timings. We very much welcome family and friends at all our matches, both home and away.

## **1.5 Safety and Behaviour**

Safety of girls on trips is of paramount importance to the School. Risk Assessments are carried out by party leaders in advance of all School trips and all reasonable care is taken to look after the welfare of

girls on trips. Any additional COVID-19 related measures should be included in the Risk Assessment. We expect parents to support the School in ensuring that girls follow the instructions given either by a member of staff, or by a qualified instructor, and use the proper equipment. We reserve the right to send any girl home early at their parents' expense if they decline to follow reasonable instructions given for their own safety or do not follow the School's code of conduct.

### **1.6 Mobile Phones**

Please ensure you follow the School rules for Acceptable Use of your own personal device and for the pupils use of their own device.

### **1.7 Equal Opportunities and Inclusion**

We are an inclusive school. The challenge is to make activities available and accessible to all who wish to participate or are required to take part. This is to be achieved whilst maintaining the safety of all those concerned, the integrity of the activity and the ability to manage the visit or venture. The school recognises that there are significant factors to be managed which may override other considerations. Our risk assessments are within the context of the school's Single Equality (Equality and Diversity) Policy.

## **Part 2: Guidance for staff involved with school visits**

### **2.1 Introduction**

The large number of trips, out of school activities and visits at Woldingham School provide an important part of our educational ethos. We expect every member of staff to support and endorse the educational value of activities outside the classroom. The School encourages participation and always welcome suggestions from staff for new trips.

The National Guidance (NG) document ["Basic Essentials MUST Read - Status and Remit"](#) clarifies the range of employees whose work requires them to use the guidance. In summary, it applies to employees whose work involves any one of the following:

- direct supervision of young people undertaking experiences beyond the boundary of their normal operational base
- direct supervision of young people undertaking experiences that fall within the remit of Educational visits and Learning Outside the Classroom;
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base
- deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods. For a more expansive explanation of legal expectations, all users of the guidance are strongly recommended to read the NG document:

["Underpinning Legal Framework"](#)

The online EVOLVEvisits system ([Evolve Login](#)) is used for planning, approval and management of all trips. Staff can logon via a computer, tablet or using the EVOLVEgo app on a mobile phone. Most trips will require a "Visit Form", however, the routine trips can be logged using the "Local Area Visits". Local Area Visits are routine trips that do not require approval from the EVC as they involve no more than everyday level of risks (such as slips and trips) and so are covered by the School's existing policies and procedures. Such trips are considered lessons in a different classroom.

### **2.2 Regulations on timings of day-time trips**

In an ideal world, school trips will cause minimum disturbance to other lessons. In order to ensure that as few lessons are missed as possible, the School's policy is currently to restrict daytime trips as follows:

- In Years 7 – 9, the number of daytime trips is restricted to a maximum of one per subject per key stage; for Years 10 and 11, one trip may be taken across the two years, unless the trip is a curriculum requirement.
- In the Sixth Form, the number of daytime trips (including revision conferences) is normally restricted to a maximum of one per subject across the two years. A second trip may be allowed at the discretion of the Head of Sixth Form following consultation with the Deputy Head Operations.
- Daytime trips for Years 10 – U6 must have direct relevance to the curriculum. Members of staff should seek guidance on this matter from the Deputy Head Operations and/or the Head of Sixth Form before planning such trips.
- No daytime trips for Year 11 may take place from February half term through to study leave in the summer term (unless an explicit requirement of the examination specification), and daytime trips in the first half of the Autumn Term should be kept to a minimum.
- No daytime trips for Sixth Form may take place in the summer term before study leave, and daytime trips in the first half of the Autumn Term should be kept to a minimum.
- In certain circumstances, it may be necessary to restrict the number of evening trips for girls in Year 11 and Sixth Form.

### **2.3 Role of the Governing Board**

Under the Health and Safety at Work etc Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

Regulations made under the Health and Safety at Work etc Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks;
- ensure that adequate training is given to employees on health and safety matters.

Our School sets out health and safety arrangements in a written health and safety policy.

The Head must be made aware of all off-campus visits. It is for the Head to arrange for the most appropriate method of the communication for this. It is the responsibility of the Head to ensure that:

- the off-campus activity or visit is appropriate and relevant;
- the establishment can be run efficiently in the absence of staff engaged in the activity or visit.

Employer Guidance sets out clear and detailed responsibilities and functions of specific roles that relate to roles to be found the establishment. These are:

1. [Member of Board of Governors or Management Board](#)
2. [Head](#)
3. [EVC](#)

4. [Visit or Activity Leader](#)
5. [Assistant Visit leader](#)
6. [Volunteer Adult Helper](#)
7. [Parents](#)

Refer to individual NG documents headed as above.

## **2.5 Responsibilities of the Head**

This is the key role for ensuring that the management of visits and ventures meets the regulations and guidance offered by the LA, DfE and others, as well as conforming to Our School Health and Safety policy. This management process is in conjunction with the expectations and standards that are to be achieved by making the most of the positive learning opportunities presented. Our delegation of responsibilities is done with a clear rationale, derived from a good knowledge of the people concerned; the visits and activities; the aims and objectives; and the risk assessments they require. We delegate some tasks to the EVC.

## **2.4 Role of the Education Visits Co-ordinators**

The Deputy Head Operations is the Education Visits Co-ordinator (EVC). They support the Head in the process of approving visits, ensuring that they are spread through the different age groups, and the School year, although there is inevitably a concentration during the last part of the summer term, when exams have finished. They help members of staff involved with organising trips, ensuring correct procedures are followed, and keeps records of all previous visits.

## **2.5 Role of the Group Leader**

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. He or she will usually have had experience of accompanying school visits before taking on the role of Group Leader.

At Woldingham School, the EVC and Bursar are available to brief potential Group Leaders, providing practical guidance on conducting risk assessments, emergency procedures, the School's insurance cover, budgeting for visits and the circumstances under which a visit might be terminated or curtailed; for instance if weather conditions suddenly deteriorated.

Other than for certain visits, such as to a London theatre or museum (in cases such as these they must identify where first aid may be sought on the trip), we expect all Group Leaders either to hold a valid First Aid certificate, or ensure that one of the other teachers accompanying the visit holds one. In certain circumstances where this is not feasible, first aid support will be identified at points of travel and venue/school being visited.

A Deputy Leader should be nominated for all trips. He or she may not hold the qualifications of the Group Leader, but is nevertheless capable of taking over that role, if necessary

The Group Leader must also ensure that there is a contact person available throughout the period that the group is off-site. In addition, an accurate list of participants with the Group Leader's mobile telephone number must be forwarded to the EVC prior to the visit.

Refer to NG document: [\*\*\*"Ratios and Effective Supervision"\*\*\*](#)

Refer to NG document: [\*\*\*"Group management and Supervision"\*\*\*](#)

The School minibus may be used for trips provided the driver has qualified as a School minibus driver. Drivers must be suitably rested before a long journey and take a 15 minute break every 2 hours. The School will arrange and fund First Aid courses for all staff who are involved in visits. Permits to drive School minibuses are provided by the Transport Officer.

## 2.6 Personal Liability and Insurance

The law places the Group Leader “in loco parentis”. The DCSF Guidance “The Health and Safety of Pupils on Educational Visits 2018: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits#using-outside-organisations>” should be read by all Group Leaders. It explains that their responsibility is to “act as any reasonable parent would do in the same circumstances.”

Members of staff who take part in visits and activities outside School may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Woldingham School, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised all reasonable care and followed the School’s guidelines.

Members of staff and pupils of Woldingham School are covered by the School’s insurance policy. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays, but does not cover all adventurous activities, such as climbing or scuba diving or ski racing. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Bursar, whether or not the activity is covered by the School’s policy. An extension usually can be arranged. The Group Leader should ensure that he or she takes a copy of the School’s travel insurance with him or her on all but the shortest of visits. Full details of the School’s insurance policy may be obtained from the Bursar.

Woldingham School’s policy is to discourage staff from transporting pupils in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the School). Where a member of staff transports a pupil in his or her car, insurance cover is provided through the School’s motor policy. Staff using their own car must inform the EVC before undertaking the trip and have parental consent.

### Transport

We only hire taxis, minibuses and coaches which are approved by the local authority, where drivers are CRB checked and each seat has either a seatbelt or a booster seat as is applicable. In advance of the trip pupils will be given clear safety instructions based on the risks associated with the particular type of travel. Children must sit only two to a double seat. Seat belts must be worn and where appropriate booster car seats should be used. All drivers of the school mini-bus must have undertaken an appropriate training course. In cases of long journeys, pupils will be given the opportunity to exercise after reasonable intervals. First-aid material must be carried and be readily available throughout the visit. Any mini-bus or other vehicle designed to carry nine or more passengers operated by the school is in accordance with the restricted *Passenger Carrying Vehicle (PCV) Operators licence* and any driver must hold the appropriate licence. Also see NG document: [“Transport in Minibuses”](#)

### Drivers

Those authorised to drive any pupils in the party should normally:

- be at least of the minimum age required by the local authority and its outdoor education adviser in relation to each vehicle ( and under 71); and
- have a minimum of two years’ driving experience; and
- have acquired some experience in handling the size or type of vehicle that will be used. All drivers are MIDAS trained;
- hold a current driving licence valid in the country of use; and
- never have been disqualified.

Each driver must be personally satisfied that:

- the driver is covered by insurance in respect of liability to passengers and others; and
- the driver has made all necessary disclosures of material facts to the insurers, for example any particular problems relating to health; and
- the vehicle is roadworthy; and
- the driver has not consumed alcoholic liquor within twelve hours before or while in charge of the vehicle;
- the driver carries evidence of insurance.

Refer NG document: ["Transport: General Considerations"](#)

## 2.7 Planning of Trips

Members of staff who would like to organise trips should first discuss their proposals with the Deputy Head Operations; in the case of overseas trips, with both the Deputy Head Operations and the Bursar. These plans should be agreed as far in advance of the trip as possible. At all times, it is essential that all members of staff are informed well in advance of plans for forthcoming trips. This includes providing lists of girls who will be missing lessons. For sixth form trips, Heads of Department and the Head of Sixth Form are given the opportunity to veto girls' participation.

## 2.8 Staff/Pupil Ratios

The DfE recommended staff to pupil ratios for visits and off-site activities is set out below. Woldingham School trips should always follow these guidelines. In addition, all overnight trips should include at least two members of staff, with at least one of them being female. The final decision regarding the permitted staff to pupil ratios lies with the EVC.

Ratio	Pupils' Year Group
1:15 to 20	Years 7 upwards
1:10	All visits abroad

## 2.9 Risk Assessments

Although school trips cannot be completely risk free, the vast majority of young people who participate in them do so entirely without incident or injury. Risk assessment and risk management are legal requirements. For educational visits, they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. All Group Leaders at Woldingham School need to complete risk assessments on the potential hazards involved in a visit, trip or activity that they are planning: these will help to establish the appropriateness of the trip, the effectiveness, efficiency and economy of the proposed venue and will focus thoughts on the skills and training requirements of accompanying staff.

***Risk Assessments will also go some way towards establishing that the proposed trip is as safe as possible.***

In assessing risk, organisers should always consider the objectives of the exercise and ensure that the risks to the participants are the minimum necessary to achieve those objectives. Safety is the prime consideration; it should not be compromised in order to meet educational or other objectives.

**Activities should not proceed or continue if risks are assessed to be or to become too high.**

Risk assessment forms can be downloaded from Sharepoint and guide the user in:

- Identifying the potential hazards of the place being visited.

- Listing the groups of people that are especially at risk from the significant hazards.
- Identifying CONTROL MEASURES for each HAZARD that reduce the associated RISK to an acceptably LOW level.
- Considering how he/she would cope with the hazards which are not currently identified or fully controlled.
- Carrying out continual monitoring of hazards throughout the visit.

Risk assessment for educational visits can be usefully considered as having three levels:

- **generic activity risk assessments**, which are likely to apply to the activity wherever and whenever it takes place;
- **visit/site specific risk assessments** which will differ from place to place and group to group; and
- **ongoing risk assessments** that take account of, for example, illness of staff or children, changes of weather, availability of preferred activity.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Provided that he or she is satisfied, the risk assessments for the activity part of the visit will meet the requirements of Woldingham School. However, additional risk assessments will probably be needed to ensure complete coverage of all aspects of the visit. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet nationally recognised standards. Where the organisation does not hold the badge, the Group Leader must check they are an appropriate organisation to use. This will include checking:

- their insurance
- they meet legal requirements
- their health and safety and emergency policies
- their risk assessments and control measures
- their use of vehicles
- staff competence
- safeguarding
- accommodation
- any sub-contracting arrangements they have
- that they have a licence where needed

Detailed advice on risk assessment can be obtained from the Deputy Head Operations or the Bursar. Risk assessments carried out by the School for previous visits can generally be updated and re-used, unless there has been a change of circumstances. At Woldingham School, the Deputy Head Operations retains risk assessments for a three year period.

Prior to trips, the Trip Leader checks the licensing of the relevant adventure activities centres and gives copies of the licence to the Deputy Head Operations.

## **2.10 Preparatory Arrangements**

The amount of advance preparatory work needed will obviously vary considerably with the type of activity. Very little preparation may be needed for a trip involving a coach ride direct to the destination. By contrast, a visit lasting a week or more to a country outside the EU, requires considerable preparation. Repeat visits and shorter visits may need less planning, and can be arranged at shorter notice, though it is always desirable to provide as much notice as possible when planning visits for school holidays.

### **Preliminary Visits and Provider Assurances**

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is



essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. The EVC will advise on this in each specific case. A pre-visit is usually required for visits where there is a high complexity factor and the visit has not happened previously, or when the visit is adventurous and led by staff. Residential, visits abroad, exchange visits, adventure led by school staff all have aspects of complexity. If the visit is led and managed by a provider, then a variety of approaches can reduce the need to pre visit. It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- [The LOtC Quality Badge](#)
- [AALS licensing](#)
- [Adventuremark](#)
- [School travel forum](#)

NGB centre approval schemes (applicable where the provision is a single, specialist activity). Our School takes the view that where a provider holds such one of the above accreditations, there should be no need to seek further assurances. Refer to: NG document **“Preliminary Visits and provider Assurances”**

### **Vetting and DBS Checks**

All employees who work *frequently* or *intensively* with, or have *regular access* to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process.

For the purposes of this guidance:

- *frequently* is defined as "once a week or more";
- *intensively* is defined as 4 days or more in a month or overnight.

However, it must be clearly understood that a DBS check (or other vetting procedure) in itself, is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people. The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common sense risk-benefit assessment process has been considered. Refer to NG document: **“Vetting and DBS Checks”**

## **2.11 Planning Schedule for Overnight / Overseas Trips**

The list that follows is designed to cover all the planning that a Group Leader needs to undertake for a longer type of visit. It is designed to be as comprehensive as possible.

### **2.11.1 In Advance (preferably providing 12 months' notice)**

- Obtain advice from the EVC and the Bursar on suitable dates, precedents etc.
- Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number and age of participants with the EVC and the Bursar.
- Calculate the staff to pupil ratio (see above).
- Prepare a draft itinerary.
- Decide mode of transport for all legs of the journey.
- Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. The costs of the accompanying staff must be included.

- Check that the provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority.
- Obtain a clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments.
- Prepare suitable risk assessment(s).
- Check the School's insurance cover, (see above) if the visit involves hazardous activities.
- Find other members of staff who are willing to participate in the trip, bearing in mind the need to have sufficient female teaching staff for residential trips. It is desirable to have at least one member of staff who speaks the language of the country to be visited. Discuss possibilities with the Deputy Head Operations before making final decisions on staffing. We do not usually encourage parents to accompany school visits. If parents are used to supervise the girls, those parents must have up-to-date DBS disclosures from the School.
- Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.
- Carry out a reconnaissance visit if the location is not one that the School has visited before. If a reconnaissance visit is impossible, a reference from another school that has visited the site may suffice.
- Establish the minimum and maximum numbers for the visit to be viable, bearing in mind that the costs of the accompanying staff will be divided amongst the participants.
- Ascertain the medical and visa requirements.
- In conjunction with the School's Financial Controller, establish when the deposits are required by tour operators/airlines/activity centre etc, and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff).
- Depending upon the destination: check with the Travel Advice Unit of the Foreign and Commonwealth Office.
- Complete Trip Outline Form on Evolve ([Evolve Login](#)) seeking the EVC's approval of the trip.
- If necessary, attend a First Aid and/or obtain suitable minibus driving training beforehand.
- Write a preliminary letter to send to parents and guardians of the target age group, outlining the purpose of the trip, the programme, destination with full address and telephone number, the nature of supervision and the expected maximum cost. Ask for agreement to join the trip, together with a deposit cheque payable to the School by a specific date. Mention that parents will be invited to a briefing meeting within six weeks of departure. Explain any restrictions on numbers. These letters should always be cleared in advance with the EVC, the Bursar and the School's Financial Controller.

#### **After Permission is Granted (ideally six to ten months in advance)**

- Brief the pupils about the visit, its dates and purpose
- Check names of all pupils wishing to participate with the Health Centre. Discuss with the Senior Deputy Head concerns about special arrangements that may be required for handling any specific medical or SEND issues.
- Collect deposits and arrange with the Bursary to set up a unique cost centre in the School accounts for the trip.
- Arrange for the Bursary to pay deposits on hotels, flights, activity centre etc.
- On exchanges, assign pupils to host families. Encourage an exchange of letters/emails/photographs etc.

#### **Ideally Three Months in Advance**

- Finalise the costs with travel company etc.
- Insist that all coaches are fitted with seat belts. This may not be possible in every country.

- Work out the final cost for parents (including contingency to cover delays etc).
- Inform parents of the medical and visa requirements. Advise parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited.
- Arrange for the Bursary to bill parents for the balance of the cost of the trip.
- Arrange for the Bursary to pay the balance to the airline, hotel, travel company etc.
- Arrange with reception for loan of School mobile with pre-paid SIM card valid for the country to be visited to be available on a specific date.
- Brief and prepare the pupils in advance.
- Ensure that they are given plenty of advance notice if they need special equipment (e.g. for skiing).
- Send all parents a copy of the consent form (Form 5R - available in the Trips Admin area of Firefly) and ask for details of contact numbers with specified return date.
- Obtain from parents girls' personal, medical and special dietary details and how they (or guardians) may be contacted in an emergency.
- Obtain photocopies of each pupil's passport.
- Check that all trip helpers or volunteers (e.g. trained DofE course leaders) have up-to-date enhanced DBS disclosures.
- *If a legal requirement for families hosting overseas students is introduced* – arrange for host families to obtain enhanced DBS disclosures. (The Bursar's office can assist with the necessary arrangements.)

#### **Ideally Six Weeks in Advance**

- Give the Bursary details of requirements for foreign currency. Agree collection arrangements. (Group Leaders will normally be required to collect and counter-sign their own travellers' cheques from the bank.)
- Arrange for a member of SLT to be the emergency contact
- Arrange meeting with parents to brief them on all aspects of the trip, including:
  - a. The itinerary, including the meeting and collection points.
  - b. Contact details for the hotels/hostels/names and addresses of the host families.
  - c. The number of the School mobile phone issued to the Group Leader.
  - d. The money, kit and equipment that the pupils need and the medical and visa requirements.
  - e. The expected standards of behaviour, and the potential risks of irresponsible behaviour and, for exchanges, the ground rules for behaviour in host families' houses.
  - f. The ground rules on consumption of alcohol, tobacco and illegal substances.
  - g. Ask girls and parents to sign the Code of Conduct and remind parents that those pupils who ignore or flout this risk being sent home at their parents' expense. Pupils remain subject to school rules throughout the visit.
  - h. Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.
  - i. Arrangements for communicating with parents in the event that the return is delayed.
  - j. The need to notify the school in the event of contact with an infectious disease within four weeks of travelling.
  - k. The reasons why a completed consent form is essential.
  - l. The need for collection in advance of each pupil's passport.

*It is recognized that not all parents will be able to attend such meetings; all relevant information should be sent to parents by letter/e-mail.*
- If appropriate, book packed meals from Catering Department.
- Book travelling first aid kit from the Health Centre.

#### **2.11.5 Two Weeks in Advance**

- Chase parents who have not returned their consent forms. Remind them that their daughter cannot participate unless the form is received a week prior to departure.
- Check all tickets for accuracy. Store them in the School safe until collection.
- Collect the foreign currency ordered by the Bursary.
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff, and emergency procedures.
- Brief pupils on expectations of standards of behaviour and cultural differences.
- Prepare packs for the Deputy Head Operations, Bursar, SLT Emergency Contact, Reception and for each member of staff, that contain the following information:
  - The itinerary (including address, phone numbers etc. of all locations where the party is staying).
  - The Group Leader's mobile number/School mobile.
  - Mobile numbers of participating staff.
  - A list of girls on the trip, together with copies of their parental contact forms (which includes details of each pupils' date of birth and any dietary/medical conditions).
  - Copies of all passports and details of travel arrangements and emergency contact details for the travel company.
  - Emergency contact numbers for the SLT designated to be on-call.
  - On exchanges, the names and contact details of the exchange school and the host families that are accommodating each pupil.
  - Copies of all risk assessment.
  - Copies of the serial numbers of travellers' cheques.
- Arrange meetings with the School Nurse and Heads of Year to get advice on the individual girls on the trip, and arrange for a safeguarding briefing with the Deputy Head Pastoral
- Arrange a meeting with the Deputy Head Operations to check all final arrangements

#### **2.11.6 By the Day Prior to Departure**

- Collect tickets, passports, travellers' cheques and foreign currency from the Accounts department.
- Give trip information packs to designated school recipients and to other staff participants.
- Give each pupil the names, addresses and phone numbers of their accommodation.
- Remind pupils about the rendezvous, dress code, standards of behaviour etc.
- Remind pupils of the potential risks of irresponsible behaviour.
- Collect travelling first aid kit(s) and check contents.
- Collect pre-ordered meals.
- Collect School mobile and charger.

#### **2.12 During the Visit or Activity**

- On departure, confirm the list of trip participants with Reception
- Check that those girls who require asthma inhalers/epipens/individual medication are carrying what they require
- Primary responsibility for the safe conduct of the visit rests with the Group Leader. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. [On school exchanges, he or she will liaise with the partner school in the event of difficulties between a pupil and their host family.] If necessary, the Group Leader should phone the School for advice from the Deputy Head Operations or Bursar.
- The Group Leader may delegate part or all of the responsibility for the following to accompanying members of staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts.
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Setting times for pupils to be in their rooms at night and conducting checks, making use of other staff.
- Collecting pupils' mobile numbers and providing all pupils with the number of the Group Leader's or School's mobile.
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour.
- Looking after, or reminding pupils to look after, passports and valuables.
- Storing cash, travellers' cheques and tickets in the hotel safe.
- Keeping an account of all expenditure; receipts must always be kept.
- Recording all accidents and near misses.
- Keeping a record of all medication issued to pupils.

### **2.13 Illness or Minor Accidents**

If a girl has a minor accident or becomes ill, the Group Leader, or another member of staff will take her to the local hospital or clinic. If the trip is outside the UK, he or she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the School's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. At Woldingham School we expect the Group Leader to phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises. In the case of more serious accidents, the Group Leader should contact the Deputy Head Operations, Bursar or SLT Emergency Contact.

### **2.14 Emergency Procedures**

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.

Ensuring that the rest of the group were safe and looked after, and informing the Head (or Deputy Head Operations, Bursar or Emergency SLT Contact) of what had happened would be the next task for the Group Leader, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Head (or Deputy Head Operations, DFRO or Emergency SLT Contact) are maintained.

He or she would also need to arrange (perhaps using the Deputy Leader or another member of staff) for the School's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas. A full record should be kept of the incident, the injuries and of the actions taken.

At Woldingham School, depending on the nature of the incident, we may implement our own emergency communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it

may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, Clarion Call, messages on our web, local radio) for communicating with those whose children are not affected.

In order to limit unnecessary communication, at the outset of the trip, students should be briefed that in any accident or emergency situation, they must not use their phone to take any photos, nor must they post any messages on social networking sites/internet media. Staff will follow emergency plan procedures and students must wait until they have permission from staff who are managing the situation to send any texts/make any calls home.

Where possible, communication with the media should be left to the Head and/or Marketing Department. The Group Leader should refer the media to the School. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

### **2.15 Procedure if a pupil goes missing**

- An immediate head count should be carried out by the Group Leader in order to ensure that all the other girls are present.
  - Attempts should be made to contact the missing pupil by mobile phone.
  - Another adult should find the immediate vicinity and any other obvious areas depending on location of the trip.
  - The Group Leader should contact the venue manager, where appropriate, to arrange a find.
  - The remaining girls should be taken back to school or the accommodation /trip venue.
  - The Group Leader should contact the senior staff on duty at the school by mobile phone.
  - The Head should be informed; the girl's parents should be phoned and told what has happened, and what steps have been set in motion.
  - The Police should be informed.
  - The Designated Safeguarding Lead should inform the Local Children Safeguarding Partnership.
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- Once a pupil has been located, arrangements for getting her back to school should be made. Staff should be informed, via email, that the pupil will be absent from lessons and when she will be likely to return.
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- On return, a full investigation should take place with follow-up as appropriate. A written report must be made and a copy placed in the year area and main school file. Any sanctions taken should also be recorded.

### **2.16 Delayed Return**

If a visit is delayed, the Group Leader should phone the SLT member on call or the School Office, who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival or alternatively send an ISAMS.

### **2.17 On Return**

Each Group Leader is asked to provide the Deputy Head Operations with a report on the visit, any unplanned incidents or observations, reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The Group leader should return all School property and *should also*:

- Instruct all pupils to delete their records of the School mobile and of any staff mobiles.

- Remind all members of staff to delete any records of pupils' mobile numbers that they may have acquired during the visit.
- The Group Leader is responsible for returning any unused cash or travellers' cheques to the Bursary. Foreign currency card should be returned, together with all related transaction vouchers. The Group Leader is also responsible for producing a schedule of all expenditure on the trip; this includes production of all receipts. Unused balances will be returned to the parents by way of credits shown on the next school bill.
- The group leader will return any hard copies of data to the school office for shredding.

### **2.18 Reports for Governors**

The Deputy Head Operations's termly report to the Governors always contains a synopsis of all the School trips and visits that have taken place since the last report. Members of the governing body seek to enable and ensure high quality visits and outdoor learning through support and challenge as a 'critical friend'.