



Educational Visits Policy

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1 Aims and Purpose of Policy

Endeavour MAT is keen to promote learning that takes place outside of the classroom and recognises the range of benefits that can be derived from off-site visits. The following policy acts as guidance for all schools within the Trust, although the responsibility for ensuring the policy is adhered to rests at local level and individual Headteachers will be accountable for sharing the policy and agreeing a monitoring cycle with their respective Local Governing Bodies.

1.1 The following policy aims to clarify Endeavour MAT's requirements for:

- Managing and running off-site visits;
- Documenting the educational value of off-site visits;
- Giving guidance on procedures and risk assessments to ensure the safe and responsible running of visits;
- Provide a summary of the roles and responsibilities for those involved in running a visit; and
- Supply the documents to be used in planning and running off-site activities and educational visits.

1.2 Aims and purpose of off-site activities and educational visits

The general aims and objectives for educational visits/activities are:

- For students to learn a variety of new skills;
- Develop self-confidence, self-reliance, maturity, awareness and a sense of responsibility;
- Work cooperatively with others;
- Provide experiences outside the scope of the normal curriculum;
- Promote the achievement of short-term goals;
- Reinforce the development of social and personal skills in new situations;
- Encourage self-assessment;
- Broaden knowledge and experience of another culture;
- Encourage corporate spirit and allow intra Endeavour MAT opportunities;
- Promote and improve personal physical ability;
- Visit a foreign country and encourage students to use a foreign language;
- Enhance the delivery of the curriculum.

1.3 Category of trips

Visits carry varying amounts of risk, depending on the activity and location involved. In order to reflect the degree of risk, trips fall into the following categories:

Type A (Low risk): Day trips without overnight stays that do not have an element of 'adventure/risk' e.g. museums, art galleries. Note, sports fixtures also fall into this category. In general, all of these trips will be covered by the Global consent form (Appendix 1).

Type B (Medium risk): Trips that involve higher risk activities as part of the programme, including any activity involving water. They may or may not involve overnight stays, and could be within the UK or abroad, e.g. day trip to an outdoor pursuits centre, expeditions or visits to a European country. This category of visit will require the Cat B and C Consent Form (Appendix 2).

Type C (High risk): These are trips that involve visit to an overseas country where it is unlikely that a pre-visit will have taken place and where a range of adventure activities may be taking place or factors that can't easily be controlled from the base school (E.g. Thailand volunteer work, Chinese exchange visits).

1.4 Authorisation of Visits

The Headteacher has the responsibility to agree the categorisation of trips with the EVC and has the authority to sign off Category A and B trips. Category C trips will need to be agreed by the LGB in each school. Before agreeing to a school visit the EVC will consider the following issues:

- (a) The risks involved (see example Risk Assessments in Appendix 3)
- (b) The frequency of off site visits already made by that year group/curriculum area
- (c) The staffing required and the impact on staff within the school in terms of cover
- (d) Other implications which may be brought to bear upon the school, such as the clash of dates with other planned activities or the extra administrative support required in the organisation of the visit

The EVC will then complete an SLT notification form (Appendix 4) and send this to the respective HT, who will consider the value of the proposed trip relative to the curriculum and expected learning outcomes.

1.5 Equal Opportunities

In implementing this policy Endeavour MAT expects the schools to take into account the school's equal opportunities policies, and to ensure that any reasonable adjustments are made to accommodate all students who wish to participate. The use of Pupil Premium funding to support students who may otherwise not be able to participate in visits is encouraged.

1.6 Health and Safety Issues

At the heart of all successful school visits lies the overriding requirement to keep student safety at the centre of the visit. At no time should the health and safety of the students be compromised. The visit leader, supported by all accompanying adults, should be made aware of this from the outset. It is the responsibility of the visit leader to ensure that the whole visit from departure to return is thoroughly risk assessed and

that all control measures are planned for and recorded. It is also the Trust's policy that all Category B and C visits must be recorded on KCC's EVOLVE system. The Outdoor Learning unit of KCC's The Education People, manage the EVOLVE process, but are also on hand to offer assistance with the organisation of the visit. All residential visits will have a 24/7 emergency contact from the Senior Leadership Team. This should be called upon in the event of any incident to ensure that the most appropriate course of action is followed. A debrief meeting should be held upon return and appropriate notes made of any concerns or suggestions for future trips. This should be made available to future trip organisers.

1.7 Timelines for organising a trip

To ensure smooth planning and prevent any last minute hiccups, it is important to be mindful of the time required to organise and sign off a trip, particularly for Type B and C activities. Trip Leaders should therefore always work within the following timelines:

Type A (Low risk):

- For trips undertaken regularly and where no voluntary contribution is being sought, (e.g. sports fixtures), where risk assessments are already in place, authorisation must be ideally obtained a minimum of two weeks in advance of the event. It is recognised however that fixtures have to, on occasion, change at the last minute and each school will have its own local arrangements under the responsibility of the Headteacher, for ensuring that the safety of students is paramount.
- For new trips or those not regularly undertaken or requiring a Parent Pay contribution, authorisation must be obtained a minimum of **one month** in advance of the trip.

Type B (Medium risk):

- For any trip involving water, authorisation must be obtained a minimum of 3 months in advance of the proposed date (including school holidays).
- For trips with an overnight stay and/or visits to Europe, authorisation must be obtained a minimum of 3 months in advance of the proposed date (including school holidays).
- For trips with an overnight stay outside the UK and Europe, authorisation must be obtained a minimum of 3 months in advance of the proposed date.
- For day trips within the UK with no overnight stay, authorisation must be obtained a minimum of 2 months in advance of the proposed date (including school holidays).
- In exceptional circumstances we will consider authorising a trip outside these timescales. However, funding for the trip must be in place for this to happen.

Type C (High risk visit).

- For such trips a minimum of 9 months planning time is expected

With category B and C visits, it is imperative that all of the paperwork that needs to be uploaded to EVOLVE is with the EVC a minimum of 6 weeks prior to the departure date as this is the time required by KCC to audit the risk assessments.

2 Trip Planning

When organising a trip the following documents must be completed and submitted before the trip can be approved:

- School visit request form. This is stored in the EVC area on Teams and should be completed and emailed to the EVC. (See Appendix 5). It includes an outline budgeting tool so that an estimated cost for the visit can be provided.
- Once approval in principle has been received, the Trip Leader will need to undertake a series of Risk assessments, pass the School Business Manager a budget and lodge a copy of the trip letter with the School Finance Officer to enable the Trip to be set up on Parent Pay.

3 Risk Assessment and Risk Management

Risk assessment and risk management are legal requirements. The aim is to make sure that no one gets hurt or becomes ill where this could have been reasonably foreseen. The risk can be minimised by:

- Supervision;
- Protection;
- Training; or
- A combination of these.

The School is only responsible for risk assessing those parts of the visit/activity that it is organising. If services are being “bought in”, then the provider is legally responsible for risk assessing these parts of the activity. However, the Trip Leader must confirm that the provider’s risk assessments are in place, and the School risk assessment should take note of this.

The School is always responsible for risk assessing the students they are accompanying.

A risk assessment is no more than a careful examination of a hazard that could cause harm to people during activities. In this way the leader can weigh up whether he/she has taken sufficient precaution to prevent harm or whether more needs to be done. The aim is to take all reasonably practicable steps to make sure that no one gets hurt or becomes ill.

A written risk assessment must always be carried out before setting off on a visit or activity, whether residential, day or part day. This is normally undertaken by the Trip Leader with relevant help from the Educational Visits Coordinator (EVC). Exemplar

templates are available from the EVC and are also included in Appendix 3 of this policy.

A copy of the completed risk assessment must be given to and approved by the EVC before the visit or activity commences. The EVC will pass the completed risk assessment to the Headteacher to approve. Type B and C risk assessments should be made available to parents at briefing evenings and displayed prior to the visit in order that participating students have the opportunity to read and understand their content.

The completed risk assessment must be read and understood by all staff accompanying the off-site visit/activity and each member of staff should have a copy of the agreed risk assessment and control measures.

3.1 What to consider when producing a risk assessment.

The risk assessment should include consideration of the following:

- What are the hazards, and what level of risk do they offer?
- Who is affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the Trip Leader guarantee that these safety measures will be provided?
- What steps will be taken in an emergency?
- What information/training is necessary for the group members?
- Is the protective clothing and equipment fit for purpose?
- How are special educational needs and medical needs going to be addressed?

When carrying out a risk assessment, leaders should ask themselves this question – “Is what I am about to do such that I would do it if it was my own child of this age, ability and aptitude?” Unless the answer is an immediate “Yes”, then don’t do it! Change the arrangements so that you are confident that you would be personally satisfied with them for your child.

The programme of a visit, as set out in the risk assessment, should not be deviated from. However, any risk assessment should be on-going such that it can take account of, for example, illness of staff or students, changes in weather, or availability of activities. This also includes emergency situations.

3.2 Continuing/on-going risk assessment

The Trip Leader and at least one other member of staff should reassess risks whilst the visit/activity takes place. On-going risk assessments normally consist of judgements and decisions as the need arises. They must take account of local expertise on, e.g. tides, potential for flooding, volume of traffic, local hazards etc. On-going risk assessments are not usually recorded until after the visit/activity but must

be recorded as soon as possible when a copy should be given to the EVC. This is often referred to as a “Plan B” or contingency plan. On category B and C trips these changes will need to be recorded on Evolve in the evaluation.

The EVC will be available to assist colleagues who need assistance in completing a risk assessment.

3.3 Risk Assessment for SEN students, and disabled members of the group, and those with medical needs

The Disability Discrimination legislation and regulation place duties on the School not to discriminate against students for reasons relating to disabilities. The Endeavour ethos means that wherever possible we would want to ensure the inclusion of disabled students on off-site visits. The EVC will help with details.

Where students are identified as having particular special needs this must be reflected in a higher staffing ratio, which must not be less than that which applies on-site, and in most cases will need to be higher. Staff would need to take into account the terms of the SEN and Disability Discrimination Act. All reasonable steps must be taken to include young people covered by the Act.

The risk assessment must explicitly cover how special educational needs and medical needs are to be addressed. It should also include details of any special aids and equipment that the student may need and, in particular, details of any such items to be brought from home or obtained prior to the visit. At this point a decision should be made as to whether the measures required to include the student are reasonable or not.

Where students have statements of special educational needs which provide support in school for access to the curriculum, and where the visit or activity takes place during term time, the level of ancillary support may be used at the same level as provided by the statement.

The School should, however, build the costs of the necessary support beyond this into its planning for the visit or activity so that it is included in the overall package. In certain circumstances, other funding may be available for students with physical disabilities. For details please see the EVC.

For students with mobility difficulties who hold a “Blue Badge” for parking concessions, it may be beneficial for the Blue Badge to be displayed in the windscreen of the coach. Mention of this at the arrival of a venue may result in priority parking as close as possible to the venue entrance. Similarly, mention of a Blue Badge at a Ferry Port would usually result in priority loading such that the coach is parked close to the lifts on the vehicle decks. It may also be of significant benefit for a disabled student to carry some proof of their disability. Word of mouth is often not sufficient proof of their disability.

3.4 Risk Assessment and Contractors (Providers/Tour Operators)

Contractors (Providers) may include tour operators, outdoor education centres, farms, museums, activity centres etc., i.e. any services that are paid for. Contractors are responsible for assessing the risks of those parts of the visit appearing in the contract. Written assurances must be obtained from contractors that risks have been assessed and that the contractor's staff are competent to instruct/lead students of the group's age and range on the activity. Wherever possible written risk assessments should be obtained from the contractor, but leaders should not indicate that they take any responsibility for these assessments. They are for the information of the leader.

Category C visits are often likely to have been completed by staff in the country you will be visiting. These need to be analysed carefully with requests for changes to be made if appropriate. In developing countries where less reliable information may be available, risk management is especially crucial.

The Trip Leader should check that the company shows due diligence in checking, for example, the safety and suitability of accommodation and transport (e.g. students should not be expected to share beds; the road transport must have seat belts etc.). Details of insurance should also be obtained and checked. Staff who need assistance with this should see the EVC.

3.5 Staffing Ratios

When considering staffing for an activity or visit, it is essential to recognise that the following guidance represents the minimum level of staffing only and in reality will be determined by the risk assessment. Adequate consideration must be given for the maintenance and welfare of the whole party in the event of one or more adults having to leave the group for any length of time. The following points need to be taken into account:

- The leader of any off-site visit or activity should be a teacher or person trained and experienced in off-site leadership;
- There should normally be a minimum of two adults with any party engaged in an off-site visit or activity;
- The gender balance of the group;
- The needs of individual students within the group including those with special educational or medical needs;
- Adventurous activities will usually require a higher staff: young person ratio. The figure will be determined by the Headteacher after a suitable risk assessment by the Trip Leader;
- All residential visits should be accompanied by at least two adults. Where the group population is of mixed sex then both male and female adults must be present. This also applies to home-stay visits;
- For visits abroad, all groups of students below sixth form level should be accompanied by at least two members of staff.

The minimum staffing ratios are included on the visit request form (Appendix 5) and further advice will be provided by the EVC if required, but for general guidance the ratios are as follows:

Day visits: 1:15 – 1:20 depending on the activity and age of the students taking part

Residential: 1:15

Trips abroad: 1:10

For adventurous activities, ratios depend upon the activity, competence and age of students and experience of staff.

4 Roles and Responsibilities of Non-Trip Participants

4.1 Role of the Trustees:

The Trustees are ultimately accountable for the visits taking place across Endeavour MAT. Endeavour MAT Trustees delegate authority to the CEO to be responsible for monitoring the quality and safety of School off-site activities. The CEO must:

- be familiar with the requirements of the appropriate legislation and codes of practice;
- Ensure the Headteachers are carrying out their delegated responsibilities
- Check that LGB's are involved at the appropriate stage for the authorising of Category C visits.
- monitor the management and approval procedure for educational visits and off-site activities;
- support the School in any emergency situation, including dealing with the media;
- periodically assess the effectiveness of this policy and ensure that any necessary legislative / organisational changes are made;
- provide guidance on the financial management procedures to be used for trips and visits (including the Charging and Remissions Policy);
- Support the schools in the event that any parental complaints are received.
- Review procedures

4.2 Role of the Governors:

- To ensure that the Head Teacher and the EVC have adhered to the guidelines promoted by KCC at <http://www.outdoorlearningkent.co.uk/educational-visits-advice-and-guidance>
- To ensure that visits are approved as necessary by the responsible person before bookings are confirmed.
- To approve category C visits and be kept informed of planned category B visits. In these instances, to ensure that bookings are not completed until external providers have met all the necessary assurances;

- To ensure that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure. It is not expected that Governors should become directly involved in risk assessment and related matters unless they have an appropriate competence.
- Ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the student group? Why is a particular venue being used? Is the visit inclusive for all students? Is the visit value for money?
- To ensure measures exist to obtain parental consent on a basis of full information and to be kept apprised of parental complaints, becoming involved if required as set out in the Complaints Policy.
- To review bi-annually the Educational Visits procedures within the school, including incident and emergency management systems.

4.3 Role of the Head Teacher:

The HT has responsibility for the day-to-day implementation of off-site activities and visits procedures and conditions for all staff and students.

At the HT's discretion, a trip can be cancelled as a result of local knowledge or a national position regarding a terror threat or other contextual circumstance. This includes incidents where the UK's security levels may have changed to 'critical'.

The HT's role and responsibilities with regard to Off-site activities are as follows:

- To agree the category of trips
- To ensure that visits comply with the guidelines and regulations provided by Kent Outdoor Education Unit and the Schools own Health and Safety Policy.
- To ensure that the Governing Body is kept appropriately informed, consulted and accreditation or verification of providers has been checked.
- To ensure that the EVC is competent to oversee the co-ordination of all off-site education, and support the EVC in attending relevant training courses.
- To ensure that the EVC keeps him or her informed of the progress of the visit and that this information is relayed to Governors (and to parents as necessary).
- To ensure that the activity leader is competent (experience and training) to undertake the activity.
- To check that the EVC has designated an appropriately competent group leader who will meet the KCC criteria. For less routine visits, the HT will need to ensure that the EVC can obtain advice from an appropriate technical adviser as necessary.
- To ensure that in the event of a major incident or accident, Kent Outdoor Education Unit guidelines are adhered to in terms of informing, parents, staff and the media. Help to ensure that serious incidents, accidents and near-accidents are investigated.
- To ensure the arrangements are in place for the educational objectives to

- have been satisfactorily resolved within the risk assessment.
- To have responsibility for halting visits where the risk has altered and become a much higher threat than when originally planned.

4.4 Role of the Educational Visit Coordinator (EVC):

- To notify Trip Leaders of approval once agreed by the Head Teacher and Governing Body.
- To provide adequate documentation to support planning of all trips and visits.
- To ensure all off-site visits are thoroughly planned using standardised Trust wide -documentation.
- To ensure all staff are aware of the guidelines available through the latest Kent advice <http://www.outdoorlearningkent.co.uk/educational-visits-advice-and-guidance> making note of any areas concerning their particular visit.
- To assign competent people to lead or otherwise supervise a visit. Competence of other adults proposed to provide support or lead activities within a visit will commonly be done with reference to accreditations from an awarding body and/or previous experience and on the job training.
- To ensure visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- To work with the visit leader to obtain the relevant consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- To organise the emergency arrangements and ensure there is an assigned member of SLT as the emergency contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.
- To keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses'). These need to be recorded on Every.
- To ensure that arrangements are in place for the Local Governing Body to be made aware of visits so that questions can be asked as necessary.
- To ensure that KCC Approval system (EVOLVE) has been completed in full has been submitted by the appropriate deadlines. Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent will be registered as a notification on the EVOLVE system.
- To ensure that visit evaluation is used to inform future visits and training needs. Further staff training should be made available where a need is identified.
- To review systems and, on occasion, monitor practice.
- Organise a debrief meeting upon return to discuss any concerns, near misses, incidents or suggestions for future trips. This should be documented and be made available to future trip organisers. A standard evaluation form is also available in EVC Teams area.
- To ensure DBS clearance has been received by the Headteacher's PA for all staff and volunteers.

- To ensure that any use of pupil information complies with the Data Protection and e-Safety policies.
- The ratio of supervisors to students is appropriate and complies with KCC Outdoor Education Centre guidelines.

5 Roles and Responsibilities of Supervisory Trip Participants

5.1 Role of the Visit Leader:

The Visit Leader has full responsibility for the safe running of the activity including pre planning and the financial outturn of the trip following guidance and ensuring all participants are aware of their roles. To achieve this the Visit Leader will;

- Identify the clear purpose and objectives of the visit.
- Complete visit documentation and obtain EVC approval for any visit off-site, as outlined in this policy.
- Plan the itinerary in such a way as to account for all times on the visit including meal and 'down' times particularly on residential trips. Itinerary - there is no standard form for this document, but it should include key details such as departure and arrival times, a brief outline of the planned activities happening each day, including the activity locations and approximate times wherever possible. This is to enable a proper and full assessment of any risks to take place. Type A and B trips only. For Type C trips, once the trip has been approved, an itinerary will be provided by staff in the country you are visiting, to meet the proposed objectives and outcomes for the trip.
- Leave full details (including medical notes) of all pupils and accompanying adults on the visit with the emergency school contact and the school, including the home contact details of parents/guardians and next-of-kin as appropriate.
- Have prior knowledge of the venue – the Visit Leader should normally have made an exploratory pre visit.
- Inform parents and seek permission/consent, detailing the nature, purpose and related activities involved in the visit.
- To obtain sufficient information about participating students to assess their suitability and be confident that all students participating will behave in an appropriate manner.
- Allocate supervisory responsibility to each adult for named students and ensure that each adult knows which students they are responsible for. To ensure that each student knows which adult is responsible for them and that all adults understand that they are responsible to the visit leader for the supervision of the students assigned to them.
- Undertake and complete a comprehensive risk assessment.
- Consider stopping the visit if the risk to health and safety of the students is unacceptable, and have in place procedures for such an eventuality.
- To ensure that all adults involved in supervising the visit are aware of the risk assessments including 'Plan B' and the expected standards of behaviour.

- To ensure that the ratio of supervisors to students is appropriate for the needs of the group.
- To continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.
- To ensure that group supervisors and the emergency contact have a copy of the students SEN or medical needs.
- To ensure arrangements are set up with the School Finance Officer for the collection of payments for visits.
- Attend a debrief meeting upon return to discuss any concerns, near misses, incidents or suggestions for future trips. This should be documented on an evaluation form and be made available to future trip organisers.
- To ensure adequate first aid provision.
- To ensure all adults participating in the visit have read and understood the expectations as set out in the Staff Code of Conduct (Appendix 6).

5.2 Responsibility of participating Teachers

- To ensure the health and safety of everyone in the group and to act as a responsible parent would do in the same circumstances.
- Follow the instructions of the Visit Leader and help with control and discipline.
- Notify the Visit leader and consider stopping the visit or the activity if they think the risk to health and safety of those in their charge is unacceptable.

5.3 Responsibility of non-teaching adult supervisors

Non-teaching adults should be clear about their role and responsibility during the visit and must:

- Ensure the health and safety of group members.
- Not be left in sole charge of students, except where it has been previously agreed as part of the risk assessment.
- Follow the instructions of the Visit Leader and teacher supervisors.
- Help with control and discipline; speak to the Visit Leader or teacher supervisors if concerned about the health and safety of students at any time during the visit.

5.4 Voluntary help in accompanying school visits

- The use of voluntary helpers should only be permitted by the Head Teacher or EVC This permission will be based upon knowledge of the volunteers and their previous experience and training (on the job). The fact that help is voluntary does not negate the legal responsibility of those involved.
- DBS checks should be carried out on all volunteer helpers – hence much advance notice is needed and those intending to use voluntary help should liaise with the EVC as early as possible in the planning phase
- All volunteer helpers have the same responsibility to follow the instructions

of the Visit Leader.

5.5 Children of accompanying staff

All staff should be aware of the problems that can arise when their own children accompany them on a particular visit or activity. In these situations a conflict of role may occur. Where staff do take their own children on a visit or activity the member of staff must not be included in the staffing ratios. The member of staff will be supernumerary and will be available as extra help and supervision.

6 Roles and Responsibilities of Participating Students

Role of the Student

- To be aware of the risk assessments including 'Plan B'.
- To know who their supervisor is at any given time and how to contact him or her and to alert the supervisor if someone is missing or in difficulties.
- To understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- To understand and accept the expected standards of behaviour on trips as outlined in Appendix 7.

7 Responsibility of Parents

Parents should be able to make an informed decision about whether their child should go on the visit. The Visit Leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions. Where appropriate, the Visit Leader should tell the parents how they can help prepare for the visit. Special arrangements may be necessary for parents for whom English is an additional language.

In addition, parents have a responsibility to:

- Support the Student's Code of Conduct (Appendix 7).
- Agree the arrangements for sending students home early due to a parental request and agree who will meet the costs.
- Provide the Visit Leader with emergency contact number(s) using the Consent Health and Information Form (Appendix 2).
- Sign the consent form.
- Where appropriate, provide additional information about their child's emotional, psychological and physical health;
- Collect their child/ren if they misbehave and it is considered necessary to send them home

8 Financial considerations

8.1 Voluntary contributions

When planning a visit leaders must consider and construct a budget that aims to breakeven, at cost, after voluntary contributions are considered and any Pupil Premium funding is applied. This must be summarised and agreed as part of planning the trip and a copy of the trip budget provided to the School Business Manager.

It is also important to note that no charges or contributions can be requested from parents in relation to any activity that is an essential part of the syllabus for an approved public examination for which the student has prepared at school. And further, that where provision of essential activities requires a residential visit contributions may only be sought in respect of board and lodgings. All other costs would need to be met by the school.

Similarly, contributions for optional trips must be on the basis of an equal per pupil amount based on the direct costs (excluding subsistence and other costs in relation to staff), in line with the Charges and Remissions Policy and aiming to break even.

If the costs of an optional trip cannot be met through voluntary contributions the activity will be cancelled, as no parent choosing to contribute will be asked to subsidise others.

Visit leaders will need to request bookings to be made and orders placed by the School Finance Officer, in accordance with the Finance Regulations Manual and will be responsible for monitoring payment of contributions based on information provided by the School Finance Officer periodically. The EVC will have an overview of the necessary bookings and financial commitments needed for all trips and will act as the approver on PS Purchasing for order and payments in respect of trips that have already been requested from the School Finance Officer by the Trip leader and it is the Trip Leader who is responsible for the outturn of the trip budget.

8.2 Insurance

The cover on the School's travel insurance policy for personal items is generally low and students are advised not to take items such as expensive cameras or jewellery with them, or to arrange their own personal cover. The Insurance Company provide a 24 hour emergency assistance line and app, details should be obtained from the EVC before embarking on the trip.

9 Safety Management

The following procedures must be in place, in case of a major incident on the trip:

9.1 Emergency procedures:

A Home Based Contact (who is a senior member of staff not attending the activity/visit) must be appointed, who can be contacted at any time in case of an emergency. S/he should be on call for the full duration of the visit 24 hours a day and live within reasonable travelling distance of the School. He or she should be able to respond

immediately at the establishment base to the demands of an emergency and should have a back-up person or number;

A list of all students, staff and volunteers attending the visit, with contact numbers, must be kept by the School and by the Home Based Contact throughout the duration of the visit;

A list of names with contact details for all parents/carers of students and the next of kin for accompanying teachers and other supervisors must be kept by the School and the Home Based contact throughout the duration of the visit; and

Due to GDPR it is no longer possible to create Telephone Trees to share parental contact details.

Local plans for using social media e.g. The school Twitter feed to disseminate arrival times etc. need to be shared with participants and their parents/ carers.

In the event of a serious incident the Home Based Contact should also notify the CEO and the HT of unfolding events.

9.2 During a visit/activity:

- Establish clear procedures for safe practice during the visit/activity;
- Ensure that wherever possible on a visit or activity, rendezvous arrangements with an appropriate place and time are agreed if the party should become separated. These would be best made on arrival at particular locations where possible so that suitable locations can be identified;
- Ensure that every member of the group knows in advance the course of action to follow if they get lost;
- Ensure every group has a named person in charge;
- Whenever a party is to be subdivided, or the Trip Leader is to be absent for any reason, the Trip Leader must make a clear delegation of responsibility to another adult.
- If a Trip Leader delegates responsibility for the supervision of some, or all of the young persons at various times to other members of the staff team, they must satisfy themselves that this individual to whom they are delegating responsibility: - is competent to take charge of the group of young people undertaking the particular activity in this locality; - has been fully and properly briefed as to their role and responsibilities; - is aware of the next meeting place and time and is fully conversant with the procedure to adopt in the event of an accident, or emergency arising within the party.
- The Trip Leader must ensure that at all times during the visit or activity, each member of staff knows exactly for which young persons they have a responsibility and where those young persons are at all times and that each young person knows who the leader is of their particular group.
- The Trip Leader is recommended to hold a brief daily staff meeting at the start of the activity or start of the day.

9.3 First Aid

Any injury incurred by a student or member of staff on an off-site activity must be reported by completion of an Accident Report Form as for all accidents within the School. (If required a RIDDOR form must also be completed).

All off-site visits and activities should normally be accompanied by a member of staff who is a qualified First Aider. (See the section on 'First Aid' in the School's Health and Safety Policy). Please note that a First Aid Kit should always be taken on a trip or visit.

9.4 Parental Communications

The need for close communication with parents is expected, so that parents are assured of the whereabouts and the safety of their children at all times, and to forestall potential problems. The Educational Visits Coordinator (EVC) and the School Office must be advised of all visit and activity itineraries and contact phone numbers so that contact with the party can be maintained at all times. If the visit or activity finishes outside school hours or away from the School premises, parents must be notified of the arrangements for dismissal and collection. Careful consideration must be given, in particular, to dismissal arrangements late in the evening.

9.5 Mobile Phones

At the discretion of the Trip Leader, students are allowed to take mobile phones on educational visits but they should be used for emergency purposes only. The same procedures that the School adopt during the school day may also be adopted on a trip; phones may be handed into staff and returned to students at set times of the day; this will be at the discretion of the Trip Leader. Likewise, misuse of mobile phones may also result in the confiscation of a student's mobile phone. Please ensure that parents are made aware of this rule.

As in the School, students will be responsible for their own belongings. For personal safety reasons, students should be advised not to carry mobile phones in a prominent and vulnerable position. On trips abroad, the cost implications of making calls from abroad should also be pointed out to students.

Mobile phones, however, can be a vital lifeline on exchange visits. Staff should make arrangements whereby they can be contacted at all times when the group is not under close supervision. Each student should have the contact telephone number and should know an emergency code, e.g. a word or a phrase, to be used to indicate that there is a serious problem and help is needed.

10 Review

10.1 On return from a visit:

- The Trip Leader should notify both the Home Based Contact and the

Headteacher of a safe return. A short telephone call or text message will fulfil this requirement.

- After returning from the trip, the Trip Leader is responsible for reviewing and recording details of the visit by completing the evaluation form on Evolve.
- Write any thank you letters where required.

The provision of opportunities for offsite education will be reviewed each year at the time when the draft calendar is being compiled for the coming academic year. A visit that happens one year will not automatically be transferred to the following year.

All incidents or near misses will be reported to the EVC once the party returns and any amendments to current practice will be incorporated into the school's policies and procedures.

10.2 Monitoring and Review of the Policy

The Headteacher will monitor the implementation of this policy and will report regularly on off-site activities and educational visits to the LGB.

Endeavour MAT will review the policy bi-annually and assess its implementation and effectiveness, taking into account the views expressed by the schools via the CEO and Chairs of LGB.

APPENDICES

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Date

Dear Parents/Carers,

We have recently undertaken a review and update of our procedures in a number of areas with a view to easing the burden of unnecessary paperwork for both parents and the School. This will see us adopt best practice and make greater use of current technology.

School Trip Consent

The School will no longer require parents to complete a reply slip for each individual trip but will hold on file a global consent form for all low risk trips which will last for the remainder of your child's time at WGSB.

We will continue to inform parents of each individual trip and will always require a consent form for trips which involve adventurous activities, travel overseas or a residential stay.

Your consent will be kept on file for the duration of your child's time at **Wilmington Grammar School for Girls** and it is your responsibility to keep the School informed of any changes to your contact details, your child's medical needs or your decision to give general consent for trips and other activities.

Please complete and return the enclosed form no later than Date.

It will continue to be important for you to inform the School of any changes to your contact details or your child's medical needs as and when necessary. If you need to change or update any of your son's details please contact the main school office.

Yours sincerely

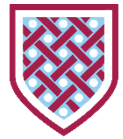
Head Teacher



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SCHOOL



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GRAMMAR SCHOOL FOR GIRLS

Consent Form For School Trips and Other Off-Site Activities

Please sign and date the form below if you are happy for your child to:

- a) To take part in school trips and other activities that take place away from school premises; and
- b) Receive medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all non-adventurous off-site visits
 - off-site sporting fixtures.
- The school will send you information about each trip or activity before it takes place. You can, if you wish, refuse permission for your child to take part in any particular trip or activity when you are notified of it. To do so you must email us at enquiries@wgsg.co.uk.
- Any residential, adventurous or overseas trip will require specific written parental consent.
- Your consent will be kept on file for the duration of your child's time at WGSG and it is your responsibility to keep the School informed of any changes to your contact details, your child's medical needs or your decision to give general consent for trips and other activities.

Please return this form via the School reception for the attention of the Trips Co-ordinator.

Name of Pupil: _____

Form: _____

Parent's Signature: _____

Date: _____



Consent, Health & Information Form

Trip/Activity	
Dates:	

Please complete this section as fully as possible, so the information is easily accessible should any incidents arise

Full Name of Student		Form		Date of Birth	
Names of Parents/Guardians					
Home Addresses Telephone numbers Email Addresses					
	Tel No.		e-mail		
	Mobile No.				
Emergency Contact Name, Address and Telephone numbers for the time of the trip/activity (if different from above)					
	Tel No.		e-mail		
	Mobile No.				
National Health number					
Doctor's Name & Address					
					Tel No.

I understand the questions on this form and have given replies to them.

I have completed the relevant questions on the reverse of this form, if my child has any special health or dietary needs.

- I give my permission for my child to participate fully in this school trip/activity.
- I will inform the school if my child has been in contact with any infectious diseases within three weeks prior to the trip/activity.
- I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- If it becomes necessary for my child to receive medical treatment and I cannot be contacted by telephone or any other means to authorise this, I hereby give my general consent to any necessary medical treatment and authorise the staff members to sign any document required by the Hospital authorities.
- Students should remember that they represent the school at all times and should observe all school rules accordingly, especially those relating to conduct. As such, it must be stressed to all students participating in school trips including those over the age of 16 and 18 respectively that smoking/drinking are strictly prohibited. No student is to attempt to purchase any items abroad which are illegal in this country (e.g. bangers, flick-knives etc). In the event of serious misconduct, students will be sent home and the cost of repatriation will be borne by the parent(s). Students who are sent home may face being banned from future visits. Any student suspended from School before a visit will not be able to attend if the visit falls in his time of suspension. Costs for visits missed during suspension or banned periods will not be reimbursed by the School.
- Your consent will be kept on file for the duration of the trip/activity. It is your responsibility to keep the School informed of any changes to your contact details, your child's medical needs or your decision to give general consent for trips and other activities.

Signed			
Print name		Date	

MEDICAL INFORMATION FORM

Please complete as fully as possible

Date of last Tetanus immunisation/Booster	
-------------------------------------------	--

Medicines and treatment currently being received? (please include ASTHMA and Hay Fever, Heart Conditions, Headaches or Migraines)	

Is your child allergic to anything? For example any particular drugs (e.g. Paracetamol, Antibiotics (Penicillin)) or any particular foods (e.g. Nuts) if so please give details:	

Does your child have any special dietary needs? (e.g. Vegetarian) Please include any medical or religious requirements that we should be aware of.	

Has your child any other health restrictions that may affect the trips activities? (e.g. ear infection, so cannot go Swimming, Fits, Fainting or Blackouts etc.).	

Are there any other details that a Doctor should be aware of that may affect medical treatment? (e.g. Allergies to any known drugs)	

Your consent will be kept on file for the duration of the trip/activity. It is your responsibility to keep the School informed of any changes to your contact details, your child's medical needs or your decision to give consent for this trip and other activities. You will need to provide any medication for the trip/activity. Any medication currently held at school will not be taken off site.

Risk Assessment Overview

Details

Name of Visit:

TRIP LEADER:

GROUP SIZE:

EMERGENCY CONTACT:

*Risk Assessment Title:***Off-site Activities & Educational Visits***Who is at Risk?*

People at Direct Risk:

STUDENTS

WGSG STAFF

Other People Who Could be Affected:

VISITORS

VOLUNTEERS

Summary of Risk

What is your assessment of the risk before the ACTION PLAN is completed?: High risk Medium risk Low riskWhat will the level of risk be after the ACTION PLAN is completed?: High risk Medium risk Low risk

Note : if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

Assessment and Action Plan

To answer the following YES/NO/NA: Right Click on your Answer– Properties – Checked - OK

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete ?
Inadequate preparation for school excursions	Accidents/ incidents, dangerous occurrences and fatalities due to inadequate preparation	Adequate number of supervisory adults present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ratio:	
		Head count carried out before departure and before return journey by trip supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Supervisor(s) has a fully charged mobile phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mobile No:	
	Pupil separated from group	Pupils made aware of action to take if separated from group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need arises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Information on particular medical conditions has been received and recorded and recorded by person organising the outdoor adventure activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete ?
		Safety instructions provided to pupils including information on correct clothing and equipment required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Head teacher and/or designated person responsible for safety and health is aware of the location of the group and duration of visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Safety briefing for adults assisting in supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Road Collision Unsafe Road Travel Arrangements	Serious injury/ death	Safety belts must be worn where pupils are being transported by road. Safety belts must not be shared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Defective road vehicles	Serious injury/ death	All modes of transportation used must be used in compliance with the Road Traffic Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete ?
		Visual inspection of the school owned bus by the driver or operator is appropriate to ensure operation of lights, indicators, windscreen wipers etc. prior to setting out on the journey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Poor weather conditions	Hypothermia	Weather conditions assessed on the day and considered suitable for trip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Transport Issues	Transport unable to reach pick up location to return to school	Hold details of bus company/driver in order to communicate. Give bus company our contact numbers (school phone and leaders)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Venue Closure	Unexpected closure	Check before leaving that the venue is open as normal. If closures happens during visit, contact bus company and arrange pick up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete ?
Security threat	Terror incident/attack	<p>Students and staff will be briefed on safety protocol including safety points prior to leaving. All students will be given a copy of evacuation information in the event of separation.</p> <p>Group leader and staff remain vigilant throughout visit.</p> <p>Stay alert to local and national news.</p> <p>Remind students to be alert and report anything suspicious.</p> <p>All adults carry medical and emergency information.</p> <p>Report suspicious behavior to the emergency services.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fire	Evacuation of building	Venue fire drill/assembly point information given to staff and students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lost Student	Student is separated from group	All students given contact details and instructions of safe place/help they can receive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete ?
General public	Abduction	Abduction and stranger danger – frequent warnings Meeting point Staff on duty Register taken upon arriving and departing coach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Medical incident	Minor/major injury	Medical details of students to be carried – provision for existing medical conditions including medication to be taken on trip e.g. insulin pens; sick buckets to be taken on coach for travel sickness. Medical details collected back in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Road traffic accident	Vehicle collision; minor/major injury	Call 999 if necessary. Bus company to provide emergency transport replacement back to school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Student support	Issue arising needing a responsible adult	All adults are DBS cleared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete ?
Transport by coach	Abduction Injury	Register taken at start and during journey Supervision by female staff at toilet stops Frequent reminder about stranger danger First aid kit Good adult to student number ratio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Personal Safety	Muggings/Robbery	Students/Staff advised to carry as little money and valuables as possible. Avoid empty carriages on trains – move near to other passengers if you feel uncomfortable. Not to travel or walk around alone at any time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

THIS RISK ASSESSMENT IS NOT EXHAUSTIVE. PLEASE NOTE IT DOES NOT COVER YOUR TRIP – PLEASE CONTINUE ON NEXT PAGE

Consider: Site and its environment, group, leader and activity arrangements

			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Sign Off Sheet

Assessor Details:

Assessor(s) name:	Assessor(s) signature:	Date:

Educational Visits Co-ordinator to sign below to accept the assessment

EVC's name:	EVC's signature:	Date:
Mrs N Porter		

ALTERNATIVE PLANS (PLAN 'B' / PLAN 'C')

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Appendix 3

RISK ASSESSMENT

DEPARTMENT: VISITS

HEAD OF DEPARTMENT: DV

ACTIVITY / LOCATION: HEALTH AND HYGIENE

EFFECTIVE FROM: March 2020

RISK ASSESSMENT DONE BY: DV

Hazard	Risk	Risk Rating (high, medium, low)	Control Measures (reducing the risk)	Outcome (amended rating)
Water	illness	Low	Staff to check whether or not water is safe to drink and brief students accordingly	low
			Ensure that where water is undrinkable that either bottled water is used or water is cleaned appropriately	
Food	illness	medium	Check that food is cooked properly before being eaten	low
			Encourage students to let a member of staff know if they are feeling unwell	
Toilet facilities	illness	low	On some trips it may be appropriate to brief students on use of facilities and related hygiene, especially if students are preparing food	low



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Appendix 3

RISK ASSESSMENT

DEPARTMENT: VISITS

HEAD OF DEPARTMENT: DV

ACTIVITY / LOCATION: WEATHER – COLD/WET

EFFECTIVE FROM: March 2020

RISK ASSESSMENT DONE BY: DV

Hazard	Risk	Risk Rating (high, medium, low)	Control Measures (reducing the risk)	Outcome (amended rating)
Cold and wet conditions	illness	medium	Check students clothing to ensure they are dressed adequately	low
			Have adverse weather plans if conditions make planned activities impossible	
			Brief students on the symptoms and treatments of hypothermia and other related conditions	
Lightning	Lightning strikes	low	Mainly a problem in remote countryside, brief students on where it is safe or unsafe to be during a storm	low



DEPARTMENT: VISITS

ACTIVITY / LOCATION: TOWNS AND CITIES

RISK ASSESSMENT DONE BY: DV



RISK ASSESSMENT

HEAD OF DEPARTMENT: DV

EFFECTIVE FROM: March 2020



Hazard	Risk	Risk Rating (high, medium, low)	Control Measures (reducing the risk)	Outcome (amended rating)
Mugging and thefts	Injury or loss of properties	Low/medium depending on country	Brief students about dangers and ensure they are in groups of 4 or more and that the group size is increased after dark	low
			Ensure younger students are accompanied by a member of staff where appropriate	
			Make students aware that they should not flaunt valuable items	
traffic	Accident/injury	medium	Ensure students are aware that traffic may be on the opposite side of the road if not in the UK	low
			Make students aware that driving standards are not the same in all countries	
Public transport	various	low	Use seat belts where provided	low
			Try and use transport from reputable companies	



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Appendix 3

RISK ASSESSMENT

DEPARTMENT: VISITS

HEAD OF DEPARTMENT: DV

ACTIVITY / LOCATION: LOST STUDENT

EFFECTIVE FROM: March 2020

RISK ASSESSMENT DONE BY: DV

Hazard	Risk	Risk Rating (high, medium, low)	Control Measures (reducing the risk)	Outcome (amended rating)
Lost student	various	Low	Brief students about dangers and ensure they are in groups of 4 or more and that the group size is increased after dark.	low
			Arrange for younger students should be accompanied by a member of staff if this is felt appropriate.	
			Ensure that students always let a member of staff know where they are going	
			Ensure that all students are aware of meeting times and places and make them write it down if necessary	
			Introduce systems such as 'buddies' to reduce the risk of losing a single student	
			Where possible ensure students have a contact number to reach staff on	
			Allocate each member of staff a group of students to be responsible for as this will make 'head counts' quicker.	

EVC – SLT Notification

Trip:	Date:
-------	-------

EVC Comments:

Sign:	Date:
-------	-------

	Staff Provider and staff	
Number of students from each year group attending visit	Yr7 Yr8 Yr9 Yr10 Yr11 Total:	
Method of transports to be taken		
Total number of staff & other supervisors (including visit leader) Required ratio: Day Visit: 1.15 – 1.20 (Depending on age and type of activity). Residential 1.15 Overseas 1.10 Please see EVC to confirm required ratio	Teaching staff:	
	Technician/ support staff:	
	Parent/ other:	
	Total:	
	Names of proposed staff members (indicative if necessary):	
	Name	First Aider (Y/N?)
Approximate cost per pupil		£ (approximate)
	Venue	
	Transport	
	Incidentals	

Staff Code of conduct on off-site visits

Endeavour MAT appreciates the time and effort expended by staff in arranging and participating in school visits. It is especially noted that the visits often involve giving up holiday and family time and require the participating adults to remain vigilant over a very long period of time. We are all grateful that so many people are willing to participate in activities to enhance the learning experiences for our students.

In order that trips and residential visits run as smoothly as possible and comply with the highest expectations of Health and Safety the following code should be read before the trip and abided by for the duration of the trip.

- Adults are expected to act 'in loco parentis' on any school trip and be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times.
- Adults are not permitted to consume alcohol whilst on trips with students. Although this may have been tolerated in the past, after careful consideration the Trust has taken the view that this is no longer appropriate. Please note that this applies to all staff regardless of whether they are on duty or not. In the event of an extreme emergency situation, all staff and volunteers are 'on-duty' and must be able to act responsibly, diligently and swiftly.
- Adults are expected to exercise their discretion when posing for photographic and video footage. In an era of prolific social media usage, participants need to be mindful of the potential for other people to misuse or misunderstand the context in which shots may have been taken.
- Staff also need to be mindful of their responsibilities regarding the safe use of their own social media as outlined in the Acceptable Use of IT Policy and the School's Safeguarding Policy.
- On residential visits, although responsibility for student welfare is a 24 hour expectation, it is self-evident that supervisors cannot be on duty for 24 hours and need to sleep. The Trip Leader will produce a duty roster, ensuring that all staff have sufficient rest periods.
- When travelling overseas it is important for the adults to support students in ensuring that they are respectful of the local culture and take opportunities to learn about local customs. This will ensure that the school does not inadvertently offend other visitors or the local people.

Student Code of Conduct

School off-site visits are intended for students and accompanying staff to experience sights and activities, over and above those available in the classroom, in a safe, enjoyable and disciplined manner. Students are expected to behave sensibly and respectfully whilst on such trips so that everyone can stay safe and enjoy the experience of learning outside the classroom.

Signing the declaration below is required before being accepted on a trip. Please read the statements carefully and, if in agreement, sign and return to the Trip Leader.

Declaration by Student (witnessed by Parent /Carer)

I agree:

1. To follow the School rules;
2. To cooperate fully and promptly at all times with the Trip leader and accompanying adults;
3. To behave in a way which is sensible and considerate towards others;
4. To ensure my conduct has the safety of myself and others in mind and reflects credit on myself, the group and the School;
5. To adhere to the School's No smoking, no alcohol and no drugs policy;
6. To give permission for my possessions to be searched by staff if they have cause for concern;
7. To ask staff for clarification if I am unclear on any instructions or detail;
8. To comply with the school rules regarding the use of mobile phones and the usage of social media.

I further accept that a full written report of any misconduct will be given to the School leadership team and my parents. I understand that I will be expected to serve any punishment imposed on me for misconduct, both on the activity and on return. I also understand and agree that I may be sent home or collected from the activity, at my parents' expense, if required by the Trip Leader. I further understand that, should I break the law of the country I am visiting, the local police may become involved and local sanctions may be enforced.

Name of Student (please print): _____ Form: _____

Signed: _____(Student)

Witnessed: _____(Parent/ Carer)

Date: _____