



## EDUCATIONAL VISITS POLICY

### TABLE OF CONTENTS

<b>AIMS AND OBJECTIVES .....</b>	<b>3</b>
<b>WIDER REFERENCES.....</b>	<b>3</b>
<b>RELATED INTERNAL POLICY.....</b>	<b>4</b>
<b>DUTIES AND RESPONSIBILITIES .....</b>	<b>4</b>
<b>SCHOOL GOVERNORS .....</b>	<b>4</b>
<b>THE TRIP LEADER.....</b>	<b>6</b>
<b>EDUCATIONAL VISITS ADMINISTRATOR .....</b>	<b>8</b>
<b>STAFF .....</b>	<b>8</b>
<b>STUDENTS .....</b>	<b>8</b>
<b>PARENTS .....</b>	<b>9</b>
<b>RESIDENTIAL TRIPS.....</b>	<b>9</b>
Night-time .....	10
<b>VISITS ABROAD.....</b>	<b>10</b>
Individual Passports .....	10
Visas.....	10
Customs Allowances and Prohibited Items .....	11
Terrorism.....	11
<b>PARENTS INFORMATION EVENING.....</b>	<b>11</b>
<b>SUPERVISION .....</b>	<b>12</b>
Duty of Care.....	12
Responsibility .....	12
Direct Supervision.....	12
Remote Supervision .....	13
Staffing Ratios .....	14
Students with Special Educational Needs, Physical or Mental Health Needs .....	14
<b>TRANSPORT.....</b>	<b>15</b>
Travel by Bus or Coach .....	15
Travel by Air .....	15

Travel by Boat/Ferry .....	15
Travel by Train (including London Underground and other underground services) .....	16
Staff Absence.....	16
Use of Voluntary Helpers .....	17
Non-St Mary's School Students Accompanying Staff .....	17
Child Protection & Disclosure and Barring Service (DBS) Records.....	17
<b>HOSTING .....</b>	<b>17</b>
<b>EXPLORATORY VISITS.....</b>	<b>18</b>
<b>USING OUTSIDE ORGANISATIONS .....</b>	<b>19</b>
<b>USING ACTIVITY AND ADVENTURE CENTRES .....</b>	<b>19</b>
<b>FINANCES .....</b>	<b>21</b>
<b>FORMS OF CONSENT.....</b>	<b>21</b>
Individual Visit .....	21
Frequent Off-site Visits .....	21
Residential Visits Medical Form .....	21
<b>ROLL LISTS .....</b>	<b>21</b>
<b>INSURANCE .....</b>	<b>21</b>
<b>HIRE OF BUSES AND COACHES .....</b>	<b>22</b>
<b>FIRST AID PROVISION .....</b>	<b>22</b>
<b>ADMINISTRATION OF MEDICINES .....</b>	<b>22</b>
<b>REPORTING OF ACCIDENTS/INCIDENTS .....</b>	<b>22</b>
<b>MOBILE PHONES AND DEVICES .....</b>	<b>23</b>
<b>EMERGENCIES .....</b>	<b>23</b>
Emergency procedures for Off-Site Visits .....	23
Use of Mobile Phones .....	23
<b>CONTACT WITH SENIOR MANAGEMENT .....</b>	<b>23</b>
<b>PARENT COMMUNICATION.....</b>	<b>24</b>
<b>UPON RETURN FROM AN OFF-SITE VISIT .....</b>	<b>24</b>
APPENDIX A - EDUCATIONAL VISITS PROCEDURE FOR TRIP LEADERS .....	24
APPENDIX B INFORMATION PACK CHECKLIST.....	26

## MONITORING AND REVIEW

Person Responsible	Katie Cork, Deputy Head
Reviewed by	SLT
Approved by	SLT
Frequency of Review	Annually
Date of Last Review	November 2025
Date of Next Review	November 2026

The School refers to all staff and students in St Mary's School, which includes the Early Years/Foundations Stage (EYFS), the Preparatory Department (Years 1-6), Senior House (Years 7-11) and the Sixth Form (Years 12-13).

The term 'parent' refers to those who have parental responsibility for a child.

## AIMS AND OBJECTIVES

Every educational visit should have clear aims and objectives. The School's general aims and objectives for educational visits are to:

- Provide high quality learning experiences outside of and complementary to the curriculum, that foster curiosity and enthusiasm for engaging with learning in a wider context
- Support students in learning a variety of academic skills
- Work co-operatively with others as team players
- Reinforce the development of social and personal skills in new situations

In addition, a residential experience may also provide the opportunity to:

- Encourage teamwork and cooperation
- Promote and improve personal physical ability
- Visit a foreign country and/or a new culture to understand different customs and practices
- Encourage students to use a foreign language
- Develop self-confidence, resilience, maturity, empathy, and a sense of responsibility

## WIDER REFERENCES

This policy operates within a wider national policy framework, which includes:

- The Education (Teachers) (Amendment) Regulations 1998
- British Council Guidelines
- Equality Act 2010
- A Customs Guide for Travellers entering the UK
- Foreign and Commonwealth Office ([www.fco.gov.uk/knowbeforeyougo](http://www.fco.gov.uk/knowbeforeyougo))
- Home Office ([www.homeoffice.gov.uk](http://www.homeoffice.gov.uk))
- The Activity Centres (Young Persons' Safety) Act 1995
- Adventure Activities Licensing Regulations 1996
- Activities Licensing Authority (AALA) ([www.aala.org.uk](http://www.aala.org.uk))

- Outdoor Education Advisors Panel (OEAP) National Guidance (<https://oeapng.info/guidance-documents/>)
- Keeping Children Safe in Education (KCSIE, 2025)
- Department for Education guidance on Health and Safety on Educational Visits (Updated November 2018)

## RELATED INTERNAL POLICY

This policy should be read in conjunction with St Mary's School:

- First Aid Policy
- Supporting Students with Medical Conditions Policy
- Risk Assessment Policy
- Child Protection Policy
- Critical Incident Policy
- Equal Opportunities Policy
- Behaviour and Sanctions Policy
- Administration of Medicines in Schools Policy
- Health and Safety Policy
- SEND Policy

## DUTIES AND RESPONSIBILITIES

### SCHOOL GOVERNORS

The school **Governors** must act as a 'critical friend' to enable and ensure that educational visits and/or outdoor learning activities are of high quality, with clear and realistic educational objectives, and that they are accessible for all students.

### EDUCATIONAL VISITS CO-ORDINATOR AND BURSAR

The responsibilities of the **Educational Visits Co-ordinator** and the **Bursar**, in consultation with the **Head**, can be summarised as ensuring that:

- Visits comply with regulations and guidelines provided by the Governing body and St Mary's School's own Health and Safety policy
- The Trip Leader has experience in supervising the age groups going on the visit and will organise the group effectively
- The Trip Leader or another supervisor are suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place
- The Trip Leader is competent to monitor the risks throughout the visit
- Appropriate consideration has been given to cost and value for money, financial management, choice of providers and contractual relationships

- Adequate child protection procedures are in place
- All necessary actions have been completed before the visit begins e.g. issues identified by exploratory visits have been satisfactorily resolved within the risk assessment
- Risk assessment has been completed and appropriate safety measures are in place
- Trip leaders are allowed sufficient time to organise properly
- Volunteer staff on the visit are appropriate people to supervise children
- The ratio of young people to supervisors is appropriate
- Parents have given consent for all aspects of the trip necessary
- Arrangements have been made for the medical and special educational needs of the students
- Adequate first aid provision will be available
- The mode of travel is appropriate
- Travel times out and back are known including pick-up and drop-off points
- There is a plan in place for informing parents of a changed time of return to School
- There is adequate and relevant insurance cover
- They have the addresses and phone number of the visit's venue(s) and have contact names
- A working mobile phone is provided to the Trip Leader and additional mobile phones are provided for other members of staff where appropriate
- There is a procedure to ensure that parents are informed quickly about incident details through the home-based contact, rather than through the media or students. Check that providers have adequate emergency support procedures
- Arrange for the recording of injuries as required
- A 'Home Based Contact' (must be member of SLT) has been nominated and the trip leader has details, as well as a second emergency contact
- The Trip Leader, group supervisors and Home-Based Contact have copies of approved risk assessment
- The Trip Leader, group supervisors and Home-Based Contact have the names of all adults and young people travelling in the group, and the contact details of parents
- Visits are evaluated to inform both the operation of future visits and to inform training needs. Further staff training should be made available where a need is identified.
- Evaluation of residential trips provided to Headmistress to inform future trips

The Educational Visits Co-ordinator is supported by the Educational Visits Administrator in the administration of all trips.

## HEAD

In addition, the **Head** should:

- Agree the procedure for the approval of a visit
- Help to ensure that serious incidents, accidents and near-accidents are investigated and dealt with in accordance with the Major Incident Policy

- Ensure that the location has emergency procedures in place (where possible) in case of a major incident on ventures which are available in the Major Incident Policy. These should be discussed and reviewed by staff
- Ensure that the Home-Based Contact has the authority to make significant decisions. They should be contactable by the Trip Leader via the School mobile phone and available for the full duration of the visit 24 hours a day. They 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
- Be aware of the responsibility to the Equality Act 2010 that there is a legal requirement not to discriminate on the grounds of disability and there is a duty of planning for all school activities which includes off site visits

In the event of serious misbehaviour before a School visit, the Head will make the decision as to whether or not a student will be allowed to participate in consultation with the Trip Leader. During a School visit, the decisions of the Trip Leader as to whether or not a student participates shall be final. In the event of serious misbehaviour during the visit it may become necessary for the student to return home prematurely. Should this be so, the parents of the student concerned should be contacted and their daughter will be accompanied home by either the parent or a member of staff at the parents' expense. The Head should also be advised, without delay, of this sanction. Should a student be excluded from all or part of a school visit, all monies paid in respect of the visit will be forfeited. If a student is excluded before the visit takes place and another student can fill the vacancy, monies will be refunded wherever possible except for the non-returnable deposits.

## THE TRIP LEADER

In terms of health and safety and legal responsibility the role of the Trip Leader and their decisions are sacrosanct. However, although the Trip Leader carries out delegated tasks on behalf of the School, the employer retains ultimate responsibility.

The Trip Leader has overall responsibility for the supervision and conduct of the visit including direct responsibility for the students' health, safety and welfare. The Trip Leader is the person exercising an enhanced duty of care throughout the venture. In other words, the Trip Leader is ***always in charge*** and where the Trip Leader's knowledge of the group is superior to that of an activity leader, the Trip Leader must be willing to challenge or intervene to prompt a change of plan, including stopping an activity, if the safety of the group is compromised.

Where there is more than one member of staff attending a visit, the educational visit should also have a named Deputy Leader. The Deputy Leader must work alongside the Trip Leader throughout the planning stages and be conversant with all arrangements made in order that they can deputise in the event of the Trip Leader becoming ill or unable to lead the visit for other reasons. Some smaller visits e.g. Sixth Form subject visits may only have one teacher; in this case the SLT Link must be aware of the arrangements prior to the visit's departure.

Prior to the trip the Trip Leader must

- Liaise with the Educational Visits Co-ordinator (EVC)
- Be formally approved to carry out the visit
- Be specifically competent
- Plan and prepare for the visit, taking a lead on risk management and assessment, including identifying and resolving issues within the risk assessment
- Ensure adequate child protection procedures are in place
- Consider cost and value for money, financial management, choice of providers and contractual relationships when planning and booking the trip
- Work with the Educational Visits Administrator, Office team and catering, to ensure timely planning and delivery of their trip
- Define the roles and responsibilities of other staff (and students) to ensure effective supervision, appointing a deputy wherever possible
- Ensure that child protection issues are addressed (e.g. good safeguarding practice is followed and adults are appropriately vetted and checked)
- Provide relevant information to supporting staff, including about the nature and location of the visit and about the participants (age, health information, capabilities, special needs, safeguarding and behavioural issues)
- Ensure that informed parental consent has been obtained for all aspects of the trip
- Provide relevant and timely information to parents and students, including travel times and drop off/pick up times and locations where relevant
- Ensure there is a plan in place for informing parents of a changed time of return to School
- Ensure the activity/visit is effectively supervised. Ensure that all staff and any third-party providers have access to emergency contact and emergency procedure
- When the trip partly or wholly falls out of normal school hours (7.45am to 5.00pm) know the 'Home Based Contact' (must be member of SLT)
- Ensure cover has been set for all staff attending their trip
- Ensure students must be made aware of items they need for the trip e.g clipboards, pens
- If travelling via coach and departing before 8am from South Park Drive, ensure the driver turns their engine off (be mindful of noise for our local residents)
- Ensure site team know what time you will depart/arrive, if outside of school hours

On the day of the trip the Trip Leader must ensure they have

- Multiple copies of a student register
- Copy of the risk assessment
- Medical information for all students
- Medication for students
- School mobile phone
- Emergency contact numbers for all parents
- Tickets for the trip, if required
- First Aid kit(s)
- Home based contact telephone number
- Mobile phone numbers of all staff on the trip

During the trip the Trip Leader must

- Enact the risk assessment in relation to child protection issues, including head counts/registering students, supervision and remote supervision
- Ensure that they take all first aid equipment necessary and that there is access to first aid at an appropriate level for all staff and students attending the trip
- Record injuries as required
- Use the most appropriate method to inform parents of a changed time of return to School where necessary

After the trip the Trip Leader must

- Inform the Head (and the Home Based Contact where appropriate) of completion of the trip and that all students and staff have arrived back safely as planned
- Complete an evaluation of the trip to inform both the operation of future visits and to inform training needs.

### **Risk Assessment**

This is a vital legal document and must be done carefully well in advance of the trip. It is a public document, and parents can request to see it. If there were to be a serious incident on the trip, it would be a vital piece of evidence in showing that the trip was well planned, and risks were considered. If you are unsure as to how to complete it, please speak to the Trips Administrator or Deputy Head. A Risk Assessment database is available on Firefly in the Educational Visits pages. Trip Leaders can use the information in the database to help populate their risk assessment, but it must be tailored for the individual trip. Please note that a risk assessment is necessary for every trip, regardless of the nature of the trip.

### **EDUCATIONAL VISITS ADMINISTRATOR**

The Educational Visits Administrator supports in aspects of the planning and booking of the trip, prior to the trip taking place. They work in collaboration with the Educational Visits Coordinator, Trip Leader, medical team and catering team.

### **STAFF**

Staff accompanying the trip must ensure that they:

- Have set cover for their classes
- Wear professional dress, unless impractical
- Have medical information with them for all students assigned to their group for the duration of the trip
- Support the Trip Leader in supervising students and enacting the risk assessment

### **STUDENTS**

On the trip students must ensure that they:

- Do not take unnecessary risks
- Follow the instructions of the Trip Leader and other supervisors including those at the venue of the visit

- For day trips students should wear School uniform, unless this is impractical
- For evening visits to the theatre, students may wear their own clothes, but must be smart. No vests, bare midriffs, offensive slogans or hot pants
- Behave sensibly and responsibly at all times
- Are sensitive to local codes and customs
- Do not take drugs, nor alcohol and do not smoke or use e-cigarettes (vaping) whilst on the trip
- Are responsible for their own money or valuables when they are in their possession
- Make themselves aware of what they should do in an emergency
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the trip leader or supervisor about it
- Understand that if their behaviour is considered to be a danger to themselves or to the group, may be stopped from going on the visit, or may be sent home from a visit

## PARENTS

Parents will be required to:

- Provide the trip leader with emergency contact number(s)
- Sign the consent form
- Give the trip leader information about their child's emotional, psychological and physical health which might be relevant to the visit (usually by means of the consent form)
- Ensure their child is appropriately dressed and with the correct equipment needed for the trip
- Engage with the pre-trip information that is provided by the Trip Leader

## RESIDENTIAL TRIPS

In addition to the requirements identified for a day trip, the **Bursar, Educational Visits Coordinator** and the **Trip Leader** must ensure the following for residential trips:

- A minimum of two staff must accompany residential trips, no matter the number of children.
- For their own protection, male members of staff should be accompanied by a female member of staff
- Staff whose own children are participating in a trip should not be counted in the ratio of supervising adults due to potential conflict of interest
- A pre-visit information meeting for parents must be organised no less than three weeks prior to the trip date
- Consent forms should be carried in a secure, electronic format in compliance with GDPR
- The mode of travel is appropriate and safe
- The Head and SLT Home Contact are made aware of any issues relating to safeguarding or safety of students or staff whilst on the trip, or in the case of difficulties arising on the trip, in a timely fashion

- The Head and SLT Home Contact are contacted when all students have been collected by their parents

The school will follow any guidance given by the Foreign and Commonwealth Office (FCO) concerning terror alerts. If the FCO advises against travelling to a destination the trip will be cancelled. In the case of heightened alerts, but where the advice is still that it is safe to travel, risk assessments will be reviewed to make sure everyone knows what to do if the group is split up. If it is considered appropriate for a particular trip all girls will be given a card with the hotel, group and local British embassy contact details so that they can find help in the event of the group being split up following an incident.

### **Night-time**

In residential situations, during night-time, the security of the group is of particular importance.

The Trip Leader should ensure that, as far as is reasonably practicable:

- Teachers have sleeping accommodation on the same floor and as near as possible to the students' accommodation
- Where hotel/hostel reception is not manned 24 hours a day, sufficient security arrangements are in place
- Where possible, internal doors should be lockable but staff should have reasonable access to student accommodation at all times
- All staff and students know the emergency procedures/escape routes in the event of a fire or emergency evacuation

## **VISITS ABROAD**

### **Individual Passports**

All members of the party **must** hold a valid Individual Passport. It must, however, be noted that some countries may not allow in a traveller whose passport will expire within a few months of entry. The Trip Leader should check the passport details of all members of the party (including staff) to obviate the risk of anyone being refused entry. Details for individual countries can be obtained by contacting the UK embassy or consulate of the relevant country or the UK Passport Agency. Should colleagues need assistance in this matter please see the Educational Visits Co-ordinator.

### **Visas**

Party members with British Citizenship do not need a visa for most European countries if travelling for less than 90 days. Different rules apply to Bulgaria, Croatia, Cyprus and Romania and the Trip Leader should check each country's guidance carefully. Pupils from third countries who are legally resident in the UK must have a valid passport containing an endorsement that they have the right to enter or remain in the UK. Due to the changes to border regulations, the list of travellers' visa scheme is no longer available for use. Therefore, the Trip Leader should check with the local consulate in said country to identify if any specific measures for non-UK/EU/EEA travellers attending a visit will need to be met. This should be done at the earliest opportunity prior to travel.

### **Border Checks**

New EU border checks come into force in October 2024. The Trip Leader must ensure enough time is allocated to pass through the EES passport gates, especially when travelling via Dover and Folkestone. The Entry/Exit System (EES) will collect biometric data, such as face recognition and fingerprints, at the EU border using booths similar to the passport machines at airports.

### **Mobile Phones**

The Trip Leader should make staff and students attending the trip aware of any provision they need to make to use their mobile phone abroad. It is the responsibility of individual members of staff and students to make the appropriate arrangements to use their mobile phones when travelling overseas.

### **UK Global Health Insurance Card (UK GHIC)**

Trip members who held a valid EHIC provided before 1 January 2021 can still use as normal whilst travelling in the European Union provided that it has not expired. For most people, the UK Global Health Insurance Card (UK GHIC) replaces the existing European Health Insurance Card (EHIC) for new applications and can be acquired for free through the NHS website. Each individual teacher and student that are travelling will need a E/GHIC card. It is advised that the Trip Leader obtains a card for each participant and should check the expiry date of cards that trip participants already hold. Some people are eligible to apply for a new EHIC card:

- UK student studying in the EU
- Some British State Pensioners who live in the EU and their families
- EU nationals in the UK

### **Customs Allowances and Prohibited Items**

All staff and students must follow Customs and Excise regulations.

### **Terrorism**

In the event of terrorism in the country to be travelled to, the Trip Leader must seek up to date advice from the Foreign and Commonwealth Office on their website, [www.fco.gov.uk/knowbeforeyougo](http://www.fco.gov.uk/knowbeforeyougo) and from the Home Office on their website, [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk). A section is also included in the risk assessment database for UK airports and UK ports.

The Trip Leader should:

- Ask for photocopies of passports to be returned when initial letter is sent out
- Check all photocopies – will all passports be in date at the time of travel and valid for 6 months after? Inform parents if not
- Check accompanying staff passports for expiry date
- Ensure all visa paperwork has been completed, if required
- Advise the school Finance Manager of the amount of currency required for the trip (minimum of two weeks before travel) or organise appropriate funds to be made available

## **PARENTS INFORMATION EVENING**

It is compulsory that a Parents Information Evening be held for any residential visit. This allows parents to meet the Trip Leader and ideally all other accompanying staff, including volunteer helpers. It also

provides the ideal opportunity to impart detailed information to parents and allow them the opportunity to ask questions. A member of SLT must be present at each Parent Information Evening.

## SUPERVISION

### Duty of Care

All staff connected with a visit or activity owe a duty of care to the young people they accompany in common law. Teachers taking a group away from the school have a higher duty of care. The duty of care expected is that of a reasonable, prudent and careful parent applying their mind to the school situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else. Because teachers are trained, professional people, they are expected to exercise a higher standard of care than that which is expected from the general public.

### Responsibility

The Trip Leader is responsible overall for the group **at all times**. They may, however, delegate supervisory roles to other staff in the group.

When delegating supervisory roles to other members of staff, the Trip Leader should:

- Allocate supervisory responsibility to each staff member for named students and ensure that all staff understand that they are responsible to the Trip Leader for the supervision of the students assigned to them
- Ensure that each staff member knows which students they are responsible for
- Ensure that each student knows which member of staff is responsible for them
- Ensure that each staff member has the means to contact the Trip Leader and/or other supervisors
- Ensure that each staff member has knowledge of and clearly understands the trip's risk assessment
- Ensure that each staff member responsible for named students understands the medical or pastoral needs of the students assigned to them

Supervision can be direct or remote but **is always 24 hours**, including home-stay visits, but supervisors are not expected to stay awake for 24 hours each day. It is essential that everyone involved in the visit understands the supervision arrangements and expectations.

### Direct Supervision

Direct supervision occurs when the group remains within sight and contact of the teacher. Direct supervision normally means that all supervisors:

- Have prior knowledge of the students including any special educational needs, medical needs and disabilities
- Carry a list/register of all group members
- Regularly check that the entire group is present

- Have appropriate access to first aid
- Ensure that each student knows what to do if they become separated from the group

### Remote Supervision

Remote supervision occurs when, as part of planned activities, a group of students work away from the teacher but is subject to stated controls as recorded in the risk assessment. The teacher is present but not necessarily near or in sight. The Trip Leader still remains responsible for students during this time even though they are not in direct contact with them.

When supervision is remote:

- Groups must be sufficiently trained and competent for the level of activity to be undertaken, including how to deal with emergencies
- Students should understand and accept the expected standards of behaviour
- Students will be familiar with the environment or similar environments and have details of rendezvous points and times
- Clear and understandable boundaries must be set
- There must be clear lines of communication between the students, the supervisor and the School
- The students should know the whereabouts of the Trip Leader/member of staff and should have a means of contacting them
- A student should never be on their own. They must always be in a minimum group of at least three students
- The supervisor should monitor the group's progress at appropriate intervals
- The teacher will be in the activity area and able to reach the group reasonably quickly should the group need support in an emergency
- There should be a recognisable point at which the remote supervision is completed

### STAFFING

When considering staffing of 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
- There should always be a minimum of two members of staff with any party engaged in an off-site visit or activity where possible
- 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

## Staffing Ratios

The following ratios, for young persons in Year 7 or above, should be followed for off-site visits as a **minimum**:

Type of Visit	Staff : Student Ratio
Day or Part Day	1 : no more than 15 1: no more than 20 (post-16)
Residential (UK or abroad)	1: no more than 10

The following ratios, for young persons in Year 1-6, should be followed for off-site visits as a **minimum**:

Type of Visit	Staff : Student Ratio
Day or Part Day	1:8
Residential (UK or abroad)	1:10

The following ratios, for young persons in EYFS and Reception (age 3+), should be followed for off-site visits as a **minimum**:

Type of Visit	Staff : Student Ratio
Day or Part Day	1:6 or 1:8

**These ratios are the minimum and in reality are likely to be higher, depending on setting, time of day and staff qualifications.**

## Students with Special Educational Needs, Physical or Mental Health Needs

Where students are identified as having particular special educational needs this must be reflected in a higher staffing ratio, which must not be less than that which applies in School and in most cases will need to be higher.

The results of the visit risk assessment will indicate the staffing needs of a particular visit. The following factors may impact upon the decision on staffing levels:

- The need to administer medication
- The likelihood of a medical emergency arising
- The way in which being away from the normal setting will affect behaviour – for example, some pupils have unpredictable fears and phobias which will be more difficult to cope with out of the normal school environment
- The need for staffing levels to allow staff working on a 1:1 basis to have a break from watching a child continuously throughout the day
- The need to plan for contingencies such as lack of disabled access or parking spaces

Staff need to take into account the terms of the Equality Act 2010 Discrimination Act. **All reasonable steps must be taken to include young people covered by the Act.**

## TRANSPORT

### **Travel by Bus or Coach**

The Trip Leader should ensure that:

Transport by road has seat belts and that all students wear them at all times whilst the vehicle is moving. When travelling in certain countries parents should be appropriately informed of the local regulations and standards.

- Teachers are reserved seats that allow them to supervise properly. If a double-deck bus or coach is utilised there must be at least one teacher on each deck
- Students are supervised when boarding and alighting. A head count should be made on each occasion
- Extra care is taken when alighting from a right-hand drive vehicle in a country that drives on the right as it is most likely that some doors will open onto the roadside opposed to the kerb side
- Evacuation procedures, the locations of the first aid kit and fire extinguisher are known and understood by everyone, luggage is securely stored, and emergency exits are kept clear

### **Travel by Air**

Airlines often have a Young Persons' Liaison Officer who will be able to coordinate the activities of a school group whilst in the departure airport terminal and make any necessary in-flight arrangements.

The Trip Leader should ensure that:

- A base is established in the airport terminal whilst awaiting departure and upon arrival whilst awaiting delivery of the luggage
- Luggage for the whole group is kept together
- The airline crew are aware that the school group is on board. Some airlines request that students are readily identifiable, e.g. by means of a badge. However, for personal safety reasons, badges should not bear the students' names
- Supervisors are reserved seats that allow them to supervise properly
- Students are supervised when boarding and alighting. A head count should be made on each occasion
- Emergency procedures are known and understood by everyone, hand luggage is securely stored and emergency exits are kept clear
- They are aware of airline overbooking practices

### **Travel by Boat/Ferry**

Should the group be travelling as foot passengers, ferry companies will often make available a member of their staff to coordinate the activities of a school group whilst in the departure ferry terminal and make any necessary on-board arrangements.

The Trip Leader should ensure that:

- When travelling as foot passengers, a base is established in the ferry terminal whilst awaiting departure and upon arrival whilst awaiting delivery of the luggage
- Luggage for the whole group is kept together
- When travelling by vehicle, everyone should know the location of the coach, e.g. vehicle deck number and colour zone
- Whether on foot or by vehicle, students are supervised when boarding and alighting. A head count should be made on each occasion
- A base is established on board the boat/ferry
- The ship's crew are aware that the school group is on board. Some ferry companies request that students are readily identifiable, e.g. by means of a badge. However, for personal safety reasons, badges should not bear the students' names
- Emergency procedures are known and understood by everyone, hand luggage is securely stored, and gangways are kept clear
- Students must ask for permission to go to the outside decks and be supervised by staff at all times (a staff supervision rota should be established if necessary)

### **Travel by Train (including London Underground and other underground services)**

Railway companies will often make available a member of their staff to coordinate the activities of a school group whilst at the departure railway station and make any necessary in-travel arrangements, e.g. change of trains. It is possible for school groups to reserve seats free of charge on most main line trains.

The Trip Leader should ensure that:

A base is established at the railway station whilst awaiting the arrival of the train and upon arrival whilst awaiting delivery of the luggage

- Luggage for the whole group is kept together
- Students are supervised when boarding and alighting. A head count should be made on each occasion. At least one member of staff should always be last to leave the platform or train
- Supervisors are reserved seats that allow them to supervise properly. If the group is divided between more than one carriage, there must be at least one supervisor in each carriage
- The Train Manager (if available) is aware that the school group is on board and what the travel arrangements are
- Emergency procedures are known and understood by everyone, hand luggage is securely stored, and gangways are kept clear
- When travelling on the Underground, groups can become separated. The Trip Leader is to choose a location to reconvene if this happens

### **Staff Absence**

Should a member of staff be absent from work due to illness at the time of a school visit, they **must not** participate in any off-site visit. This is due to insurance and liability implications.

### **Use of Voluntary Helpers**

Use of parents, or other voluntary staff or helpers including non-teaching staff, as supervisors is acceptable. They must be fully aware of the visit risk assessment, itinerary, special instructions, emergency procedures and any other relevant information.

### **Non-St Mary's School Students Accompanying Staff**

All staff should be aware of the problems that can arise when their own children accompany 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 **should not** be included in the staffing ratios unless they are always supervising a group which does not include their own child. Staff must ask permission from the Head and the presence of a member of staff's own child must be included in the Risk Assessment.

### **Child Protection & Disclosure and Barring Service (DBS) Records**

Should voluntary helpers, including student teachers, parents and partners of staff, be used on off-site visits it is imperative that appropriate checks are carried out in accordance with Child Protection (Safeguarding) legislation. The DfE issued guidance 'Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service' and The Education (Teachers) (Amendment) Regulations 1998 made changes to the law with the aim of preventing people who are barred by the Secretary of State from being directly employed by a school from getting around the ban by:

- Working as a volunteer
- Working in a business that is contracted to provide services to schools or students attending them

Checks **must**, therefore, be carried out on any volunteer who:

- Accompanies a residential trip
- Has regular long-term contact
- Is likely to be in sole charge of a student under 18 years of age on a one-to-one basis

Irrespective of whether the volunteer has had a DBS check carried out by another body, it is the legal duty of the School to carry out our own check.

The person appointed to oversee the completion of DBS searches is the HR Administrator.

The Head must be made aware of any prospective voluntary helpers. Since these checks are quite lengthy, as much notice as possible should be given. Eventually both the volunteer and the Head will receive an acknowledgement and, hopefully, approval. The volunteer will also receive a Disclosure Certificate. The volunteer will be asked to present their Disclosure Certificate at School Reception in order that a record of the clearance date and disclosure number can be kept on file. Once approval has been obtained, should the same person accompany the school again it should not be necessary to submit another form unless the individuals' circumstances have changed.

For further advice on DBS checks please see the HR Administrator.

## **HOSTING**

On occasions where it might be necessary to use accommodation offered by host families on residential trips, we will follow Keeping Children Safe in Education (KCSIE) guidelines and our Child Protection (Safeguarding) Policy. We will also work with partner schools abroad to ensure that families have been correctly and thoroughly checked and are safe and known to the partner school.

The following procedures will be observed:

- The trip provider will provide full details of the selection and allocation arrangements for host families, including details of the child protection (safeguarding) and risk management processes
- Personal safety guidance will be given to students linked to this risk management process
- Full personal and contact details of all members resident in the host families' homes will be obtained in advance and shared with parents, along with specific house rules and the designated family member responsible

Group leaders will ensure that the following measures are in place:

- Contact numbers for local support, such as agents
- Accurate written information held by all leaders on location of students
- Information for students enabling 24-hour contact for more than one leader
- Emergency 'visit at once' code between students and leaders
- Physical or telephone contact with all students within two hours of allocation
- A means by which group leaders can contact students every day (physical or telephone)
- A means by which accommodation inspections can be undertaken on request
- A process and means to move students away from unsuitable accommodation or to a place of safety if necessary

A full debrief between the group leader and the DSL will take place upon return to School following the trip.

## EXPLORATORY VISITS

An exploratory visit can be made by any teacher who is to lead a group abroad, on a residential visit or in a location that is not familiar to them in order that they can gain first-hand knowledge of the area and facilities. This knowledge will then inform the risk assessment and pre-planning. Any costs incurred whilst making an exploratory visit can be included in the total cost of the visit. Some contractors (providers), e.g. school-travel specialist companies, may offer a pre-visit for the Trip Leader free of charge. This can enable the Trip Leader to gain a direct experience of the venue and environment and assist their appraisal of the contractor's risk assessment.

If it is not possible for the teacher to visit the site/area beforehand, the Trip Leader must make every effort to collect all appropriate information. They **must** be able to satisfy the Head that these alternative arrangements are sufficient for a risk assessment to be made.

If using the facilities of a contractor, e.g. school-travel specialist company, the Trip Leader should arrange a meeting with the local representative or guide in order that both parties can be kept fully informed and any concerns can be raised. Any points discussed should be noted in writing.

## USING OUTSIDE ORGANISATIONS

When using an outside organisation to provide an activity it is important for a teacher to check they have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the Classroom Quality Badge to organisations who meet nationally recognised standards. The organising teacher can check whether the proposed venue has the quality badge through the following link: <https://www.lotc.org.uk/> .

If an organisation does not hold the badge, the teacher must check that they're an appropriate organisation to use. This could include checking:

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

The school should have an agreement with them that makes it clear what everyone is responsible for. This is especially important if they'll be taking over supervision of the children.

## USING ACTIVITY AND ADVENTURE CENTRES

The Activity Centres (Young Persons' Safety) Act 1995 makes provision for the regulation of centres and providers of facilities where children and young persons under the age of 18 engage in adventure activities, including provision for the imposition of requirements to safety. This Act is implemented by the Adventure Activities Licensing Regulations 1996. The Act does not extend beyond Great Britain so adventure centres abroad, even if provided by a British travel company, are not within the scope of these Regulations.

The Act requires any provider of named adventurous activities (known as "in scope" activities), covering over 20 main activities under the broad headings of Climbing, Caving, Trekking and Water sports, to hold a licence. The Adventure Activities Licensing Authority (AALA) provides this licence, on behalf of the DfES, after a satisfactory inspection. The aim of the adventure activities licensing scheme is to give assurance that good safety management is being followed so that young people can continue to have opportunities to experience exciting and stimulating activities outdoors while not being exposed to avoidable risks of death and disabling injury.

The following activities are within scope of the scheme:

- Caving** Underground exploration in natural caves and mines, including potholing, cave diving and mine exploration but not parts of show caves or tourist mines which are open to the public.
- Climbing** Climbing, traversing, abseiling and scrambling activities except on purpose-designed climbing walls or abseiling towers. 'Scrambling activities' includes gorge walking, ghyll scrambling and sea level traversing.
- Trekking** Walking, running, pony trekking, mountain biking, off-piste skiing and related activities when done in moor or mountain country which is remote. Travelling in any place which is moorland (open uncultivated land at any height above sea level) or on a mountain above 600m and from which it would take more than 30 minutes travelling time (never more than 1.5km) to walk back to an accessible road or refuge is subject to licensing except for on piste skiing.
- Skiing on piste does **not** require a licence.
- Water sports** Canoeing (using canoes or kayaks), rafting (using inflatable or improvised craft), sailing (using sailing boats, windsurfers, dinghies or other wind propelled craft) and related activities when done on the sea, tidal waters or larger non-placid inland waters. Any stretch of inland waters, which is categorised at Grade II or above according to the International Canoe Federation classification or where it is possible to be more than 50m from the bank, is subject to licensing.

A licence is **not** required where it is not possible to be more than 50 metres from the nearest perimeter bank or for the use of rowing boats, powered or towed inflatables or rafts, and the larger sailing vessels that go to sea and are subject to Merchant Shipping Act certification.

It is important for any teacher to check whether a provider is licensable and, if so, holds a licence, before arranging to use adventure facilities. An activity provider is required by the terms of the licence to display the licence at the centre or have available the licence for inspection at any reasonable time. Any licence holder referring to the holding of a licence **must** state the adventurous activities covered by the licence and give the telephone number of the Licensing Authority.

A list of licensed Activity Centres can be found on the AALA website: [www.aala.org.uk](http://www.aala.org.uk).

The Trip Leader should also check the provider's arrangements for those elements not covered by the licensing scheme, e.g. accommodation, catering, supervision and recreation during the evenings and between adventurous activities. Trip Leaders and teachers retain overall responsibility for young people **at all times** during adventurous activities, even when the group is under instruction by a member of the provider's staff.

Everyone, including the students, must have an understanding of the roles and responsibilities of the School staff and the provider's staff. Trip leaders and other responsible adults should intervene if they are concerned that the students' safety may be at risk.

## FINANCES

The School reserves the right to charge for Educational Visits, transport, accommodation, equipment and other associated costs. The Trip Leader should liaise with the Bursar and fully cost the trip during the planning stage and prior to approval by the Head. Where parents are required to make a payment for a visit, every effort should be made to keep the cost reasonable. However, it is expected that the cost of the trip should reflect the requirement for it to run safely and for there to be a contingency fund built into the cost. Such details will be provided to parents prior to the Educational Visit. If payment is not received in advance (or as required), the School reserves the right to exclude pupils from the Educational Visit. For residential and overseas trips contingency and other funds not spent should be returned to parents.

## FORMS OF CONSENT

### **Individual Visit**

Parents must consent to their child participating in an off-site visit.

### **Frequent Off-site Visits**

For off-site visits that occur frequently within the School academic year, e.g. swimming, sports fixtures, parents are requested to complete a one-off consent form when their child enrolls at the school.

### **Residential Visits Medical Form**

Should be completed by parents and handed to the Trip Leader for all students (and retained while on the trip). These should be used to inform Risk Assessment.

## ROLL LISTS

A list of names, and brief medical concerns should always be carried by the Trip Leader. It is also advisable for all other staff members to have copies of this information, within the considerations of some information being of a confidential nature. These must be collected back in by the Trip Leader after the trip so that they can be shredded in line with data protection.

## INSURANCE

If the educational visit is part of a package, organised through a travel company, it is possible that the package will include insurance. If this is the case, it is important to obtain a copy of the insurance policy and read it carefully in order to check the extent of the cover. If the package, for example, does not include transport, such that you make your own bookings with a coach operator, the insurance included in the package would not normally cover the journeys to and from the venue. Although it may be argued that the coach operator would provide such cover, this cover would not extend to any stops during the journeys whereby students leave the vehicle. It would be necessary to take out extra cover in order to be protected for this part of the visit. Some travel companies offer an increased amount of cover upon payment of additional premiums. See Bursar for details of the School's insurance policies.

## HIRE OF BUSES AND COACHES

In order to comply with the latest DfE guidelines, when hiring a bus or coach the Bursar should ensure the Coach Company can verify the following points:

- That all bus/coach drivers employed by the company are legally and physically fit to drive buses/coaches when transporting students inasmuch as they hold the correct level of driving licence and do not suffer from any known medical condition which would prevent them from driving
- That buses/coaches upon which students will travel are legally fit for public transport, inasmuch as they are taxed, insured and have passed an MOT test and other appropriate safety standards
- That all buses/coaches have seat belts fitted to all seats and in working order
- That there will be an appropriate number of drivers when travelling on long journey when travelling abroad (i.e. two or more drivers for continental journeys as necessary)
- That coach drivers who are likely to be in a one-to-one situation or accompany and stay with a group on a residential visit are DBS checked.

With regard to the wearing of seat belts in Europe, it is School policy that seat belts be worn irrespective of the laws for the particular country where possible.

## FIRST AID PROVISION

First Aid provision must be made for all off-site activities including day, residential and home stay visits, in accordance with the Health and Safety (First Aid) Regulations 1981. It is strongly recommended that one competent adult is delegated the responsibility for first aid and this fact should be known to all students and other supervisors. On any kind of visit the nominated person should have a good working knowledge of first aid appropriate for the level of activity to be undertaken.

First aid kits are provided by the School Nurse and should be collected before the trip.

In the absence of a parent, a teacher **must** accompany any student requiring medical treatment.

Please see the First Aid Policy for more information.

## ADMINISTRATION OF MEDICINES

Administration of Medicines in Schools procedure applies equally to off-site visits. All medicines administered should be logged in the log-book provided by the School Nurse.

## REPORTING OF ACCIDENTS/INCIDENTS

In accordance with Health and Safety legislation "Reporting of Accidents, Incidents Dangerous Occurrences and Assaults", all cases of first aid treatment, to both staff and students, must be recorded. Upon return to School any completed Minor Incident Record sheet must be passed to the Nurse for appropriate filing and any necessary further action.

For staff and adult volunteers, all accidents and assaults, including those without injury, should be reported as soon as possible to the Headmistress.

For students, any accident or illness, which necessitates medical treatment in hospital or absence from School, should be reported as soon as possible to the Headmistress. It should also be reported to the Health and Safety Executive (HSE) using form F2508 "Report of an Injury or Dangerous Occurrence", also available from the School Office. Again, this is a legal requirement and may have implications in terms of liability.

## MOBILE PHONES AND DEVICES

At the discretion of the Trip Leader and in discussion with the Head and Educational Visits Co-Ordinator, students are allowed to take mobile phones on educational visits, but their use should be at the discretion of the Trip Leader. However, as in 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.

## EMERGENCIES

### Emergency procedures for Off-Site Visits

In spite of good planning and organisation, there may be accidents and emergencies that require an on-the-spot response. In the first instance, the named school contact should be informed by telephone, at School during school hours and at home out of school hours. If not available, the second named contact should be used. Members of the senior staff would then use the records of information in School to contact parents as necessary. The Headmistress will also make any press or media releases.

### Use of Mobile Phones

In any emergency situation, it is advisable to instruct students **not** to use mobile phones unless they are summoning help, e.g. the emergency services. The wrong information transmitted to the wrong people can cause hysteria, panic and undue distress. All information should be disseminated by the Trip Leader or School.

## CONTACT WITH SENIOR MANAGEMENT

In the event of anything going wrong during an educational visit, including incidents of serious misbehaviour and near misses, the Head should be informed immediately by telephone, at School during school hours and at home out of school hours. The Home Base Contact should also be informed. If not available the Bursar should be contacted.

## PARENT COMMUNICATION

In the event of any problems arising during the visit, such as an earlier or later return to School than published, the school will inform parents via SchoolPost and text alerts where possible.

## UPON RETURN FROM AN OFF-SITE VISIT

Upon return to School the Trip Leader should notify both the Home-Based Contact and the Head of a safe return. A text, email or short telephone call will fulfil this requirement. For residential trips, a face-to-face meeting with the Head should be arranged shortly after the end of the trip.

## APPENDIX A - EDUCATIONAL VISITS PROCEDURE FOR TRIP LEADERS

1. Prior to completing any documentation you must:
  - a. Check the School Calendar to ensure that the proposed visit does not clash with any events already in the calendar, and that the data is also suitable for the students and staff, in relation to other events already scheduled around the time of the proposed visit
  - b. Calculate the cost of the trip for each student (include cost of transport, entry, additional materials, contingency, staffing costs). Quotes should be obtained at this point if exact costs are unknown e.g. for coach hire
  - c. Identify members of staff accompanying the Trip Leader and check with these staff and Deputy Head regarding availability
2. Log on to Evolve.
3. Complete the Outline Approval Form and submit.
4. If approval is rejected, you should read the reasons for this, and make any adjustments recommended before resubmitting the form.
5. If approval is granted, complete the rest of the visits form by following the prompts.
6. Use the Risk Assessment documentation in Evolve (also available in Firefly) to add a complete Risk Assessment.
7. When approval has been given for the trip book tickets and transport.
8. Create a Consent Form in Evolve to be sent to parents.
9. Draft letter to parents for the trip and send to Office Manager for formatting and to be sent on to Head for approval.
10. Confirm cover requirements with Deputy Head.



11. Confirm that all intended students can attend the trip.
12. Ensure catering requirements e.g. packed lunches are communicated to Holroyd Howe by at least the end of the working week before the trip is due to depart.
13. Inform Head (and Home Contact where relevant) upon successful completion of the trip.
14. One week prior to the trip send out letter by email reminding parents of trip timings, student kit list and if the trip is residential, provide them with the school mobile phone number.

### **For Residential Trips**

15. Liaise with Office Manager to produce an information pack. Share with Home-Based SLT Contact. (minimum of one week before to the trip).
16. Organise and hold parent information evening for a residential trip. Ensure medical consent forms are completed.

## APPENDIX B INFORMATION PACK CHECKLIST

\*TO BE GIVEN TO HOME BASED CONTACT AND OFFICE MANAGER MINIMUM ONE WEEK BEFORE TRIP\*

Date of trip:	
Location:	
Trip leader:	
Staff accompanying:	
List of students on trip:	
Mobile phone numbers of Trip Leader and staff accompanying:	
Emergency telephone pyramid:	
Time of departure:	
Time of return:	
Method of transport: (If coach company – name of company and contact number):	
Packed lunches ordered	Y/N
Medical conditions of students on trip included:	
Visa documentation completed for residential visits (if necessary)	Y/N