



Educational Visits Policy

1. Introduction

1.1 The Governing Body and Senior Leadership Team of Leighton Park fully recognise their health and safety responsibilities to safeguard the wellbeing of all children in their care, and staff in their employ. The School is committed to ensuring that the utmost care is taken to protect the health and safety of students and staff involved in visits and activities out of school. This policy has been drawn up in accordance with Health and Safety law, child protection procedures and relevant statutes and National Guidance for educational visits.

1.2 High quality educational visits are offered to all students to enrich the curriculum and extend learning opportunities, in line with the Quaker values of equality and truth and Leighton Park's aspiration to foster curiosity in learning. Additionally, outdoor activities, such as Duke of Edinburgh (DofE) expeditions embody our central value of living adventurously. Overseas visits aim to combine adventure, charity work and educational enrichment, such as the trips to Africa every two years.

1.3 Recreational visits enrich boarders' weekend activities, providing both enjoyment and cultural enrichment. When appropriate, recreational outings may be extended to day students.

1.4 Leighton Park is active in its responsibilities under the Equality Act 2010 and has an Equality Policy in place to support students with medical conditions and disabilities. This ensures that reasonable adjustments are made to enable all students opportunities to access educational and recreational trips and that individual needs are met with regard to trips.

1.5 Operational responsibility for the implementation of this policy rests with the Educational Visits Co-ordinator (EVC) who will oversee safe and detailed planning and execution of educational visits. The responsibilities of the EVC are detailed in Appendix 1. The Head oversees the EVC.

2. Scope

2.1 This policy applies to all staff at Leighton Park who have responsibility for organising, assisting with or accompanying educational or recreational visits. All relevant staff must understand and follow the procedures in this policy.

2.2 This is a whole school policy including boarding.

2.3 Trip Leaders and Assistant Trip Leaders are responsible for ensuring that all staff involved with their trip are fully conversant with the protocols of this

policy, related policies including child protection procedures and risk assessments. The responsibilities of Trip Leaders and their assistants appears in Appendix 1.

2.4 This policy is available to staff and Governors for reference via the school website and the School network. It is available to parents upon request and is available on the School website. For ease of reference, the policy is also placed in electronic trips management system Evolve, under the Resources tab.

3. Aims

3.1 The primary aim of this policy is to ensure that all staff are aware of and adhere to agreed procedures to safeguard children in their care, and their colleagues when engaged in education or recreational trips.

3.2 The policy sets out protocols for educational and recreational visits to ensure a safe, and consistent set of protocols are followed when planning and carrying out educational or recreational trips. Using, Evolve; additional resources are available to Trip Leaders, such as risk assessment templates and checklists for trips, all of which are stored on Evolve in the Resources tab.

4. Trip Protocols

4.1 Types of trip

There are five main categories of trips and visits:

- Day or half day trips for curriculum enrichment, such as a visit to a museum or theatre performance;
- Residential trips for compulsory study, such as subject-based coursework;
- Recreational day trips, such as adventure parks, weekend trips for boarders, end of year trips or House events;
- Residential trips abroad, such as the Africa expeditions.
- Duke of Edinburgh Expeditions

5. Procedure for Trip Proposals

5.1 Initially, via Evolve, trip proposals are given outline approval directly by the EVC. If the event is either residential or hazardous, there may be consultation with other senior members of staff. At this stage the Trip Leader is cleared to go ahead with preparations before final approval is given. A trip cannot go ahead until final approval has been given, where the Evolve form is cleared, in accordance with the timescales laid out below.

5.2 Trip Leaders will be responsible for the safe and thorough execution of the trip, following all protocols, assisted by the Assistant Trip Leader. All Trip Leaders must be appropriately trained and/or be sufficiently experienced to lead the trip. The EVC or SLT may revise proposed staffing or any other aspect of any trip should it be considered necessary.

5.3 Evolve will require Trip Leaders to:

- Explain the educational (or other) purpose for the proposed trip;

- Designate an Assistant Trip Leader and appropriate staffing, following ratio guidance;
- Provide detailed information about the place(s) to be visited;
- Provide costings for both parents/guardians and Accounts;
- Complete a comprehensive bespoke risk assessment;
- Give assurance that staff involved with the trip have read and are familiar with the relevant school policies;
- Ensure that copies of the Trip Pack are produced immediately prior to the trip with full and final information. This is for use by the Emergency contact within school and by the EVC/ School Office and/or designated SLT member.

5.4 Planning

5.4.1 Thorough planning is essential to ensure the quality and safety of the trip. Effective communication with parents and staff is also of vital importance. Trip Leaders must liaise with the EVC at the start of the planning process and arrange a planning meeting with the EVC, using the timings below to ensure protocols are being followed and that a detailed risk assessment has been carried out (please see paragraph 9 below). A final meeting prior to departure should be organised as best practice, see below.

5.4.2 The timings for trip planning are as follows:

Type of trip	Proposal submitted	Risk assessments and completion of planning
Educational day trips	A minimum of 1x month prior to the trip	A minimum of 1 x week prior to the trip
Recreational day trips	A minimum of 1 x month prior to the trip	A minimum of 1 x week prior to the trip
Residential trips for curriculum study	A minimum of 2 x months prior to the trip	A minimum of 2 x weeks prior to the trip
Residential trips abroad	A minimum of 2 x terms prior to the trip	A minimum of 2 x weeks prior to the trip

5.4.3 Costings must be carefully planned with a contingency fund. The Trip Leader must liaise with both the EVC & Accounts before costs are requested from the bill payers.

5.4.4 In the event that a student can no longer attend a trip or is requested not to attend by the school after SLT have approved this decision, the School may not always be able to refund the cost to the bill payer as the School may still have to pay for the place.

6. Information and Communication Prior to the Trip

6.1 Parents/guardians will be fully informed about all trips and visits in advance, using the timings in the table in 5.4.2 as guidance. In the case of a

residential trip, parents/guardians and students will be invited to the School to discuss details with the Trip Leaders. This is done via a 'Parents Meeting' and the dates and times of which shall be displayed on the 'Leighton Park Calendar'. Trip Leaders must always inform the Head & EVC of the event so that he/she can attend if possible. Trip Leaders must also liaise with the EVC before such an event to go through what they are going to present to parents/guardians.

6.2 For UK Residential and International trips, the Trip Leader should ensure that all matters related to the trip are communicated with parents in a timely fashion. This includes any risks associated with the trip.

6.3 Trip Leaders must hold a pre-trip meeting with the EVC to discuss their trip. They must then hold a meeting prior to the trip with the staff involved to go through plans, risk assessments, student details, potential behavioural issues, medical details etc.

6.4 The School's behaviour protocols and policies including the 'Gold Book' apply when children are participating in any school-organised trip and visit. The School's search and confiscation policy will apply where trips take place outside of England, where different laws may apply. Children and parents/guardians will be briefed before any trips to ensure that behavioural expectations are fully understood. The full range of sanctions may apply in the case of inappropriate behaviour whilst on a trip, including exclusion. Students and parents/guardians will be made aware via the Trip Presentation and Consent Form that if a student's behaviour is deemed unacceptable to such an extent that it is felt inappropriate for them to remain on the trip, arrangements may need to be made for their return home, including repatriation to their country of residence. This will be at their parents' expense and is at the full discretion of the Trip Leader in consultation with a member of SLT.

6.5 Parents/guardians will also be advised that the Head (or the Deputy Head) reserves the right to exclude a student from a visit on behavioural or medical grounds. This decision may be made at any point during the planning process for the trip. However, the school will adhere to its policy relating to supporting students on trips with additional medical needs, and its Equal Opportunities policy.

7. Trip Cancellation

7.1 It is at the Trip Leader's discretion as to whether the trip they are leading is safe to go ahead up to the day of departure. The Trip Leader is responsible for checking weather forecasts and warnings, and for any other possible reasons why the trip cannot go ahead for example, staffing ratios, road conditions etc. The Trip Leader must liaise with the EVC and/ or a member of the SLT before making a final decision. If the Trip Leader is unsure about any arrangements regarding their trip, they must liaise with either the EVC or a member of SLT.

8. Consent and Medical Issues

8.1 It is a requirement of admission to the School, that parents/guardians complete up to date contact and medical details for each child in the school. These details will be used as part of the planning and preparation for each trip/ visit.

8.2 Parental Consent for each trip/ visit also requires all parents to give details of any medical conditions and medication. This is essential information and the responsibility lies with the parents to keep the School updated of any changes so that it is accurate. It is the responsibility of the Trip Leader to ask parents/guardians to update the information. It is up to the Trip Leader to consult with the EVC to ensure that the consent is adequate for the trip.

8.3 Care will be taken to ensure that those accompanying the trip are fully informed about the special or medical needs of any students participating – as notified by the parents. Parental consent is sought to provide any external providers with details of any health needs including SEND to ensure that the student's needs are met and safely looked after. Each Trip Leader and assistant trip leader will have all relevant medical information and will liaise with parents as to the sharing of that information.

8.4 Appropriate adjustments to the trip content or itinerary and risk assessment will be made by Trip Leaders to enable equality of access so far as is reasonable. All students are encouraged to participate in school activities, within their own abilities and where necessary, with reasonable adjustment, unless medical evidence advises that this is not possible. Consideration will be given to the staffing for offsite and residential trips to ensure that the needs of a student with disabilities or a medical condition are fully met.

8.5 Trip Leaders will meet or communicate with the student, parent/guardians, the School Health Centre and other health care professionals where relevant, prior to any offsite visit. They will need to plan additional extra care requirements needed to support the student for them to participate safely and as fully as possible. Information and decisions will be recorded, which must accompany the student on any out of school activities, and which forms part of the trip's risk assessment together with any additional medical information. This information will be uploaded to Evolve.

8.6 The Trip Leader must obtain a copy of the full medical details for those students on the trip. This information must also be available in hard copy format on the trip. All emergency contact details and medical information must always be readily available to the Trip Leader.

8.7 Accompanying staff must be fully conversant with the School's medical policies to ensure that they are aware of all relevant procedures including those around asthma, anaphylaxis, head injuries, and procedures that may be of specific relevance to their trip.

8.8 Parents and students are advised that the student's personal data will be passed to external trip providers for the purposes administering the trip and to comply with data protection law.

8.9 The School calendar of events is available via the website for parents/guardians to reference forthcoming events. Fixtures are now on SOCs.

9. Risk Assessments

9.1 As part of the planning process, the Trip Leader must complete a detailed, written risk assessment for the agreed trip or for activities out of school. This must be submitted via Evolve where templates are also available. Trip Leaders should also consider their risk assessments with their colleagues who are attending the trip and ensure a copy of the risk assessment is in the trip pack.

9.2 All staff are aware of the procedures around child protection and safeguarding, including the Staff / Student Code. Staff need to be alert to the potential for students attempting to engage in; risky behaviour on trips (for example secret use of the alcohol), promiscuous behaviour, undue peer pressure, and be familiar with the anti-bullying procedures. Where appropriate, Trip Leaders must reflect potential issues in their risk assessments. Every precaution must be taken prior to a trip to ensure that both students and their parents/guardians are informed about expected standards of behaviour and safeguarding issues relevant to the proposed trip.

9.3 In respect of residential trips, where possible, the Trip Leader shall undertake a pre-visit in order to identify any potential hazards and to plan the most appropriate itinerary for the trip. Where an outside provider is engaged by the Trip Leader, a pre-visit may be replaced with detailed reference to the provider's expertise. Where a pre-visit is not possible, the Trip Leader must do everything possible to ensure the location and accommodation is suitable.

9.4 Trip Leaders for overseas visits must arrange a planning meeting with the EVC using the timings in 5.4.2 to ensure protocols are being followed and that a detailed risk assessment has been carried out. For day trips a meeting may not be required, but the EVC should always be consulted if there are any issues.

9.5 During a trip, the Trip Leader is responsible for the continued monitoring of safety and trip protocols and risk assessments, and is expected to make adaptations to the itinerary if circumstances dictate, such as severe or unexpected weather conditions, or disruption to public travel systems. If in case of doubt or emergency, the views of the SLT member or EVC must be canvassed.

9.6 For residential trips and trips abroad, every group will have a list of Emergency Contacts in the school. The Trip Leader will take this on the trip in hard copy format. This list will usually include the EVC and/or members of the SLT and ELT. During the school holidays, the Trip Leader will agree with the Emergency Contact(s) coverage of the trip prior to the trip departing.

Emergency Contact(s) will have access to the full details of the trip, including detailed student information and itinerary and procedures as to how to deal with an emergency, should that be needed. A copy of the full trip pack should also be left at Reception/ School Office.

9.7 For day trips in term time, the EVC and/ or a member of the SLT/ ELT will be able to act as the Emergency Contact at School. Trip Leaders should always be clear about who is acting in this capacity. A Trip Pack should also be left with Reception/ School Office.

10. Hazardous or Unusual Activities

10.1 Any planned unusual or hazardous activities must be discussed with the EVC in advance. It is essential that those leading the activities are appropriately qualified and competent. It is the responsibility of the Trip Leader to ensure the qualifications and licensing of providers are up to date, as required by the Adventure Activities Licensing Regulations 2004.

10.2 Organisations need a licence to provide some adventure activities. The Trip Leader will ensure that any organisation that is providing activities holds the LOTC (Learning Outside the Classroom) Quality badge or similar local accreditation.

10.3 On occasions non-LOTC badge holders may be considered if there is no suitable alternative and provided that suitable assurances have been obtained. However, additional information may be required, and this must be documented. The document must then be scanned and added to the trips Evolve form.

10.4 Any proposal to use a non-LOTC accredited organisation must be discussed with the EVC during the planning stage. If the trip includes significant risks, such as challenging terrain, going to remote places or extreme climates, the guide to the British Standard for adventurous activities outside the United Kingdom will form the basis for the planning and risk assessment. It is a requirement that organisations have an AALS License in the UK if they provide caving, climbing, trekking, skiing or water sports.

10.5 If an organisation does not hold the LOTC badge, the Trip Leader must check that they are 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

10.6 Unusual or hazardous activities which are led by Leighton Park Staff, must only be undertaken by qualified staff. Staff members must ensure that their qualifications are kept up-to-date. These qualifications must be stated on the risk assessment detailing the qualification, registration number (if applicable) and expiry date together with a copy of the relevant qualification certificate provided for reference by the school. All equipment provided by the School must conform to the appropriate safety standards.

10.7 In some circumstances, where an extra-qualified instructor may be required to support Leighton Park Staff, the extra member of staff will have to go through the usual school procedures (including the volunteer process). They will be managed under the relevant activity risk assessment and by the Trip Leader. The Trip Leader should liaise with HR in order to ensure the required checks are completed and documented.

10.8 Parents/guardians will be informed in writing of any hazardous activities involved, and these will be specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water sports or pony trekking. Parents/guardians are required to give consent for hazardous or unusual activities to be undertaken.

10.9 The EVC, via the Trip Leader, will make all reasonable inquiries to obtain written confirmation that all instructors and supervisors are formally qualified and experienced. A reference to the licence and qualifications at the centre shall be made in the letter to parents.

10.10 To minimise the risk of children and staff catching any disease from animals; any organiser proposing school trip to a farm must read the relevant guidance for visiting a farm.

11. Travel Arrangements

11.1 Students will be given clear safety instructions based upon the risks associated with the type of travel, in advance of the trip. When travelling by coach, seat belts must be worn. In the case of long journeys, students shall be given the opportunity to exercise after reasonable intervals. A member of staff will stay at the end of the trip until all day students have been collected.

11.2 Every member of staff who drives a School mini-bus must have passed the mini-bus driver assessment, taken with an external provider.

11.3 Wherever possible, students shall be transported in a coach, minibus or by public transport. Whilst the use of private cars is discouraged, it may be appropriate to use this form of transport in exceptional circumstances, such as a medical emergency. Consequently, the School has taken out insurance which covers staff conveying students in private cars for approved school purposes. It is the responsibility of the Trip Leader in such circumstances to

ensure that the member of staff has a valid driving licence that has been checked and verified by the Bursary. Parents are not permitted to convey students in their private cars on school business (other than their own child) and are not covered by school insurance to do so. If a staff vehicle is to be used for a trip, it must be declared within the risk assessment. Staff must be aware of the guidelines around transporting students in their own cars.

11.4 When travelling by coach the Trip Leader must ensure that all students are wearing seatbelts and shall brief the students on appropriate behaviour prior to the commencement of the journey. Staff members should seat themselves at the rear, middle and the front – **they should not form one group at the front of the coach.**

11.5 The smaller school minibuses can be driven by any member of staff who has successfully completed their minibus driver training for transporting small groups of students to sports fixtures, theatre outings etc. Staff will ensure that the students wear their seat belts, remain in their seats etc. When not in use, the minibuses are kept securely locked in designated parking bays. If more than one minibus is required, there should be a passenger list created detailing which staff and students are on which minibus. This information should be shared with the School Office/ Emergency Contact.

11.6 No staff member may drive the 17 seater school minibus unless s/he has D1 classification on his or her licence and has had minibus driver training. For any minibus journey that lasts for longer than 2.5 hours there should be a second available member of staff either travelling with or in convoy with the trip.

12. First Aid

12.1 Where possible all trips must have a qualified First Aider. A list of qualified First Aiders is distributed to all staff at the start of the School year and when the list is updated. Trip Leaders must ensure that the appropriate number of first aid kit(s) are carried on all trips & visits. First Aiders must familiarise themselves with the medical list of the students attending and discuss any concerns/issues with the Health Centre and their trip staff before the trip commences. This should be done well in advance of the trip, with the student list shared with the Health Centre in plenty of time for them to brief staff on any special student issues.

12.2 If the Trip Leader or Assistant Trip Leader do not have a current First Aid qualification, another member of staff with this qualification should accompany the trip. A First Aid kit must be requested from the Health Centre and taken on the trip, even if the destination for the trip has First Aid facilities. The Trip Leader is responsible for having a First Aid kit available at all times.

12.3 Where it is not possible to have a qualified First Aider on a trip, the trip risk assessment will put the necessary arrangements in place.

13. Staff/Student Ratios and Responsibilities

13.1 The Trip Leader, assisted by the Assistant Trip Leader, is responsible for the planning, operation and safety of the trip. These two members of staff form the minimum staffing requirement for any trip. Except in special circumstances, and with the agreement of a member of the SLT, there must always be a minimum of 2 members of staff for any visit. Local visits to the University, or in some cases to local venues, this may not be required as assistance can be quickly found. This should form part of the risk assessment. For some visits, including trips abroad, a higher ratio may be appropriate because the Trip Leader must ensure a safe level of supervision at all times. All staff members and persons accompanying the trip must be competent to supervise the activity concerned.

13.2 Trip Leaders must be experienced and/or have undertaken training as recommended by the National Guidance published by the Outdoor Education Advisers Panel. Trip Leaders must assess the risks and consider an appropriate, safe supervision level for a particular group or activity.

13.3 Suggested Ratios

13.3.1 There are no ratios prescribed by law; however, it is essential to have a sufficiently high enough ratio of adult supervisors to students and this must be reflected in risk assessments. The factors to take into consideration include:

- gender, age and ability of group
- students with special educational or medical needs
- nature of activities
- experience of adults in off-site supervision
- duration and nature of journey
- type of any accommodation
- competence of staff, both general and on specific activities
- requirements of the organisation/location to be visited
- competence and behaviour of students
- First Aid cover

13.3.2 Recommended minimum ratios of staff to students for low risk activities are:

Year Groups	Type of Visit	Staff Gender	Staff Ratios
7 - 9	Day - minibus	Either	1:16
	Day - coach	Either	1:16
	UK - residential - coach - activity	Mixed	1:12
	Overseas - residential - coach / plane / train / ferry - activity	Mixed plus a qualified first aider	1:10
10 - 11	Day - minibus	Either	1:16
	Day - coach	Either	1:16

	UK -residential - coach - activity	Mixed	1:12
	Overseas - residential - coach / plane / train / ferry - activity	Mixed plus a qualified first aider	1:10
Sixth Form	Day - minibus	Either	1:16
	Day - coach	Either	1:16
	UK - residential - coach - activity	Mixed	1:15
	Overseas - residential - coach / plane / train / ferry - activity	Mixed plus a qualified first aider	1:10

14. Parents Accompanying Visits

14.1 Wherever possible, everyone accompanying the visit shall be a qualified teacher, or an employee of the school. The Head will be responsible for ensuring that a group is adequately staffed and will take a variety of points into consideration when assessing the appropriate staff/student ratio, including the appropriateness of other adults such as parents to be included in the staffing ratios.

14.2 Staffing may include parent volunteers or Governors at the discretion of the Head. Parents may be used as a supplement to the staff cohort but will not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. In certain circumstances, the Head may make exceptions to this general rule provided that the Trip Leader is a qualified teacher.

14.3 Any parent accompanying the trip will be risk assessed in accordance with the Volunteer Policy and either supervised or subject to vetting checks. Checks including an enhanced DBS check with barred list will be required if parents are accompanying an overnight visit or assisting with personal care of students.

14.4 All parents accompanying will be aware of the School's safeguarding procedures. All staff are fully trained in this aspect. They are subject to the procedures concerning volunteers.

15. Emergency Procedures

15.1 In the event of an emergency Trip Leaders must follow the Visit Leader Emergency Action Procedure (Appendix 4). This is also available in the Resources section of Evolve.

15.2 Guidance on Emergency Procedures

- Establish the nature and extent of the emergency
- Ensure that all other members of the party are accounted for and safe
- Establish the extent of any injuries and arrange for First Aid

- Establish names of the injured and call relevant emergency services
- Advise other party staff of the incident and that emergency procedures are in operation
- Ensure that an adult from the party accompanies casualties to hospital
- Ensure that the remainder of the party is adequately supervised throughout and arrange for their early return to school
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for
- Control access to telephones until contact is made with the Head and until they have had time to contact those directly involved. Take in mobile phones.
- Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far)
- Identify alternative telephone numbers/mobile phone numbers
- Advise the School to contact the parents/guardians of those involved. In the event of serious incidents, the parents/guardians of all party members must be informed as soon as is practicable. Additionally, parents or guardians must be informed of any significant delays Obtain names and contact detail of any witnesses not linked to the school for future reference
- Retain any physical evidence in its original condition, e.g. clothing should not be washed

15.3 Following the incident, complete an accident form, attaching all relevant documentation to their trip on Evolve. The Trip Leader must attend a debrief meeting with the EVC and Health and Safety Advisor. The Health and Safety Advisor will inform the Bursar who will then inform insurers and the HSE.

15.4 Trip Leaders will prepare a contingency plan for all trips. By way of example some scenarios include:

- Unsuitable hotel
- Change of transport
- Evacuations
- Hostile Acts e.g. bomb

15.5 The Trip Leader shall record all relevant detail appropriately in Evolve. The Trip Leader will have a mobile phone obtained from the Bursary, publish the number via the risk assessment and to the school office/Emergency Contact.

16 Missing Students

16.1 When taking children away from school, extra care is taken to ensure they are safe and supervised appropriately, in line with the Educational Visits Policy. In the unlikely event that it is suspected that a student has gone missing, the following procedure will be followed:

- Staff will ensure the rest of the group are safe and well cared for
- A roll call will be taken
- A member of staff will conduct a search of the immediate vicinity
- Depending on the nature of the trip, a member of staff will attempt to call the child
- If there is no response via mobile phone with the child, the trip organiser will endeavour to contact the child's parents by telephone and/ or email and the police will also be called
- Once the police arrive, all details about the child will be given. The police will take over the search and the child's parents will be informed once contact has been made with them
- The emergency contact, (a senior member of staff), should also be alerted to what has happened using the emergency contact numbers. A member of staff will remain with the police to comfort the child when found and maintain regular contact with the parents and the school

When the situation has been resolved the organiser and the EVC will review the reasons why it happened with a view to putting preventative measures in place for the future.

17. Additional Procedures for Visits Overseas

17.1 Prior to the visit, the Trip Leader will obtain and take with them: in hard copy format:

- All students' European Health Insurance Card (where appropriate) and significant medical histories
- Details of insurance arrangements and the company's telephone number
- Location of local hospital/medical services
- Details of the British Embassy or Consulate, who should be informed in the case of serious incident
- Appropriate access to school finances in the case of emergency travel, to be arranged with the Bursar prior to the trip
- The Trip Leader shall consider the Foreign and Commonwealth Office's detailed guidance on safer adventure travel and volunteering overseas when organising adventure visits abroad.
- Where appropriate, the Trip Leader will acquire a List of Travellers so that non-EU passport holders are able to travel as part of the school group.

18. Insurance

18.1 UK trips are covered by the School's travel insurance for both staff and students. This insurance covers the following: medical expenses, cancellation costs, personal liability, personal accident, and personal property. International trips insurance will be provided by the tour operator (unless advised by the Health and Safety Advisor).

18.2 The Trip Leader must however recommend to parents and students that items of a significant value are not brought on trips. The School's travel policy will only cover valuables up to a total value of £200, and these items will only be insured if the loss is reported to the police within a short time of discovery, which may not be possible on certain trips. It must therefore be made clear to parents via the parental information evenings & trip information pack) that if their child brings any valuables that are worth over £200, they will need to arrange their own additional insurance cover.

18.3 Where a tour company has been engaged for residential and hazardous trips and insurance is included in the cost of the trip; a copy of the insurance policy must be obtained and forwarded to the Bursary, who oversees the insurance for the school. An additional copy must be uploaded to the Evolve template for this trip and verified by the EVC.

18.4 In accordance with supporting students with medical needs, Trip Leaders will meet or communicate with the student, parent/guardians, the Health Centre and other health care professionals where relevant, prior to any offsite visit. They will need to plan for any additional extra care requirements needed to support the student in order for them to participate safely and as fully as possible. Information and decisions will be recorded, which must accompany the child on any out of school activities, and which form part of the trip's risk assessment.

19. After the Trip

19.1 The Trip Leader must inform the Deputy Head, EVC (or whomever has been delegated as the Emergency Contact) that the party has returned safely and ensure that all the students are safely collected from or returned to the school according to the arrangements made.

18.2 The Trip Leader shall complete a brief follow up report, via Evolve. Trip Leaders will meet with the EVC following a residential or hazardous trip.

19.3 If any difficulties or minor incidents have occurred on a school trip, the Health and Safety Advisor and EVC must be informed as soon as possible after the trip returns to school so that appropriate follow up action can be taken quickly. Records of such events shall be kept securely for future reference. Witness statements from staff or students, or notes taken after an incident, shall be communicated to the Health and Safety Advisor so that appropriate insurance and other follow up considerations can be made. It may be in the case of serious incidents the advice of the police will be sought before any investigation by the School is undertaken. The Child Protection and safeguarding policy will be followed where appropriate.

19.4 Near-miss events or safety concerns must be carefully noted by the Trip Leader and reported to the EVC immediately after the trip so that additional preparation can be made for subsequent trips to the same place, or steps can be taken to improve the safety of a specific venue.

19.5 Trip Leaders must complete any appropriate follow up communication with parents/guardians and conclude budgetary issues with Accounts.

Curriculum feedback via departments and a report for Marketing is also good practice.

20. Monitor and Review of Policy

20.1 This policy will be reviewed annually unless there is a change to legislation, policy or practice which requires an earlier review. Review is the responsibility of the Educational Visits Co-ordinator. Both policy and practice will be reviewed whenever an incident occurs on a trip that warrants this.

21. Related Policies

- Safeguarding and Child Protection Policy
- Staff student code
- Equal Opportunities Children
- First Aid policy
- Behaviour and Discipline Policy
- Search confiscation
- Smoking, Alcohol and the Misuse of Drugs and Substances Policy
- Health and Safety Manual
- Missing Student Policy

Legislation and Guidance

- The Independent Schools Inspectorate Regulations (2014) (ISSRS)
- Health and Safety at Work Act 1974
- Management of Health and Safety Regulations 1999
- Health and Safety of Students on Educational Visits – DfE 2018
- <http://www.hse.gov.uk/services/education/faqs.htm> Adventure Activities Licensing Regulations 2004
- Keeping Children Safe in Education, DfE, 2019
- 'Working together to Safeguard Children', DfE, 2018

Appendix 1 - Identity of the Educational Visits Co-ordinator – Eddie Falshaw

Responsibilities in connection with the administration of visits, trips and this policy:

The Educational Visitors Coordinator (EVC) is responsible for carrying out the following duties:

- Coordinating all educational visits to ensure this policy and all procedures are complied with and that all documentation is completed
- Providing staff training regarding the protocols for educational or recreational visits
- Liaising with Trip Leaders to ensure the approval requirements for each visit are clearly met and communicated
- Retaining all documentation in relation to each school visit
- Providing support and guidance to Trip Leaders, Assistant Trip Leaders and accompanying staff
- Ensuring that any accident/incident on a visit is notified to the EVC, a member of the SLT and the Health and Safety Advisor, and that a record is kept and that future visits are reviewed in the light of previous incidents or near-miss scenarios
- Ensuring that this policy is kept up to date and that amendments are notified to the Health and Safety Advisor
- Completing EVC training as recommended by the Outdoor Education Advisers Panel
- Holding meetings where appropriate prior to and after residential or hazardous trips
- Refer to the Head for issues or concerns regarding educational or recreational visits

Senior Leadership Team is responsible for carrying out the following duties:

- To scrutinise the proposed arrangements and if appropriate to 'sign off' documentation and risk assessments for day, residential or hazardous trip making any alterations or suggesting further safeguards as appropriate, in the absence of the EVC;
- To support and advise the EVC in all matters regarding educational or recreational visits;
- To ensure that related policies such as Child Protection and Safeguarding policies and procedures in the school are maintained and communicated via regular staff training;
- To respond to critical incidents following planned protocols;

Trip Leader (and Assistant Trip Leader) is responsible for carrying out the following duties:

- Complete all relevant Educational Visits documentation, using Evolve, including risk assessments and consent forms as required. Upload all documentation required to Evolve
- Complete risk assessments (amending them in RED) or acquire assessments completed by external agencies (for example, a tour operator) as appropriate, ensuring the competence and licensing of providers
- Ensure when planning the trip that there will be a safe level of supervision in accordance with the ratio requirements of this policy
- Ensure that all accompanying staff, and parents (if accompanying), are properly prepared and briefed and fully aware of their responsibility for the children and their behaviour. It is the responsibility of the Trip Leader to ensure that every member of staff, or parents if used, has read this policy and has a copy of the risk assessment for the trip
- Ensure that all students have made necessary payments and completed the necessary documentation, keeping the Bursar and EVC informed of budget throughout the planning process
- Ensure photocopies of student passports, visas (and EHIC cards if relevant) have been taken and retained within the trip pack kept centrally in Reception For overseas visits. Additional hard copies of the trip pack will be assigned to the Emergency Contact with all necessary personal details
- Forward a copy of the insurance policy to the Finance Director where a tour company has been engaged for residential and hazardous trips and insurance is included in the cost of the trip and upload a further copy to Evolve, verified by the EVC
- Meet with the EVC to discuss and plan risk assessments prior to the trip and again to de-brief from the trip afterwards for residential or hazardous trips
- Ensure that all non-British citizens have visa entitlements to re-enter the country in respect of overseas visits
- Plan for students with special educational needs, pre-existing medical conditions or a disability and ensure appropriate provision is in place
- Lead the trip in accordance with the approval given by the SLT and ensure all staff and students are fully briefed and that emergency arrangements are in place
- Record the details of any accident or incident in line with the school policies.
- Have completed the Visit Leader training as recommended by the Outdoor Education Advisers, or have sufficient experience to verify their suitability to lead, if the trip is of an adventurous nature
- Ensure that all equipment provided by the School conforms to the appropriate safety standards (e.g. Personal Protective Equipment) and is properly maintained. Risk assess and manage the extra member of staff through the usual school procedures (including the volunteer process) where an extra qualified instructor may be required to support Leighton Park Staff.
- Follow the Visit Leader Emergency Action Card in the event of an emergency
- Follow the procedure outlined in the policy following the conclusion of a trip

Appendix 2 – Activity Provider Checks

<http://lotcqualitybadge.org.uk/search> - LOTC

http://www.aals.org.uk/aals/provider_search.php - AALS License

Appendix 3 – DFE Guidance

<https://www.gov.uk/government/publications/health-and-safety-on-educationalvisits/health-and-safety-on-educational-visits>

Author:	Eddie Falshaw, Deputy Head
Sign off:	Matthew Judd, Head
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Appendix 4

Visit Leader Emergency Action Card

KEEP THIS INFORMATION SOMEWHERE SAFE

Emergency Procedure:

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

1. REMAIN CALM - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
 - ✓ accounted for
 - ✓ safe
 - ✓ adequately supervised
 - ✓ briefed to ensure that they understand what to do to remain safe.
3. Delegate Assistant Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to
 - a. Preserve life
 - b. Prevent the condition worsening
 - c. Promote recovery

Essential First aid:

1. casualties need to be able to breath – if they are unconscious this means being put into a safe airway position
2. you need to try to find and stop any serious external bleeding
3. you need to protect the casualty from the environment - keep them warm
4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

Once the immediate situation is contained:

- Inform the school/Establishment Emergency Contact. They will need the following information:
 - What number can you be called back on?

- What is the nature of the emergency?
- How many casualties there are and their status
- The total number of people in your party?
- Your current location?
- Whether you are staying where you are or moving – if you are moving where to?
- What time did the accident/incident happen?
- Liaise with, and take advice from, emergency services if they have attended the scene.
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Keep a written log of all actions taken, conversations held and a timescale.
- Refer all media, parental or other enquiries to the School/ Head
- Inform the Foreign Office Consular Assistance Team if abroad.

Emergency Numbers

To be completed by the Trip Leader:

Name	Telephone	Mobile
My telephone number		
School/Establishment	01189879600	
Nominated Emergency Contact		
Nominated Emergency Contact (2)		
The Head		
Emergency Services (if travelling abroad)		
Foreign Office Consular Assistance	+44 20 7008 1500	