



Sidcot  
Live Adventurously

---

**Policy Name: Educational Trips and Visits Policy**

**Policy Number: 2.9**

**Date: 5 December 2019**

---

---

## Table of Contents

1	<a href="#">Introduction</a> .....	3
2	<a href="#">Scope</a> .....	3
3	<a href="#">Aims</a> .....	3
4	<a href="#">Trip Protocols</a> .....	4
5	<a href="#">Procedure for Trip Protocols</a> .....	4
6	<a href="#">Information and Communication Prior to the Trip</a> .....	5
7	<a href="#">Trip Cancellation</a> .....	6
8	<a href="#">Consent and Medical Issues</a> .....	6
9	<a href="#">Risk Assessments</a> .....	7
10	<a href="#">Hazardous or Unusual Activities</a> .....	8
11	<a href="#">Travel Arrangements</a> .....	9
12	<a href="#">First Aid</a> .....	10
13	<a href="#">Staff/Student Ratios and Responsibilities</a> .....	10
14	<a href="#">Parents Accompanying Visits</a> .....	11
15	<a href="#">Emergency Procedures</a> .....	12
16	<a href="#">Additional Procedures for Visits Overseas</a> .....	13
17	<a href="#">Insurance</a> .....	13
18	<a href="#">After the Trip</a> .....	14
19	<a href="#">Monitoring and Review of this Policy</a> .....	14
20	<a href="#">Related Policies</a> .....	14
21	<a href="#">Document Change History</a> .....	15
Appendix 1	<a href="#">Identity of the Educational Visits Co-ordinator</a> .....	16
Appendix 2	<a href="#">Activity Provider Checks</a> .....	18
Appendix 3	<a href="#">DFE Guidance</a> .....	18
Appendix 4	<a href="#">Provider Form</a> .....	19
Appendix 5	<a href="#">Example of an Evolve Consent Form</a> .....	20

---

## 1. Introduction

- 1.1 The Governing Body and Senior Leadership Team of Sidcot School 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 Sidcot's aspiration to foster curiosity in learning. Additionally, outdoor activities, such as Duke of Edinburgh (DofE) expeditions embody our central value of living adventurously. Oversees visits aim to combine adventure, charity work and educational enrichment, such as the annual trip to Tanzania.
- 1.3 Recreational visits enrich boarders' weekend activities, providing both enjoyment and cultural enrichment. When appropriate, recreational outings may be extended to day students, such as end of term activities off site.
- 1.4 Sidcot School is active in its responsibilities under the Equality Act 2010 and has an Equal Opportunities Policy - Children in place and a separate policy to support students with medical conditions and disabilities. This ensures that reasonable adjustments are made to enable all students have 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 Deputy Head (Pastoral) oversees the EVC. Ultimate responsibility for educational and recreational trips rests with the Senior Leadership Team (SLT).

## 2. Scope

- 2.1 This policy applies to all staff at Sidcot School 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 and applies to the Junior School and Senior School including boarding. This policy does not apply to the Early Years Foundation Stage who have their own protocol.
- 2.3 Group Leaders and Assistant Group 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 Group Leaders and their assistants appears in Appendix 1.
- 2.4 This policy is available to staff and Governors for reference via the Staff Handbook on the intranet. It is available to parents upon request. For ease of reference, the policy is also linked to the electronic trips management system, [Evolve](#).

## 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 Group Leaders, such as risk assessment templates and checklists for trips 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 or any trip as part of Sidcot Saturday or PASS;
- 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 annual Tanzania expedition.
- Duke of Edinburgh Expeditions (please see additional policy).

## **5. Procedure for Trip Proposals:**

- 5.1 Initially, via Evolve, trip proposals are approved by the Head of Department/Head of the Junior School followed by referral to the EVC. If the event is either residential or hazardous, the Senior Leadership Team (SLT) will need to provide additional sign-off.
- 5.2 Group Leaders will be responsible for the safe and thorough execution of the trip, following all protocols, assisted by the Assistant Group Leader. All Group 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.
- 5.3 Evolve will require Group Leaders to:
- Explain educational (or other) rationale for the proposed trip;
  - Designate an Assistant Group Leader and appropriate staffing, following ratio guidance;
  - Provide detailed information about the place(s) to be visited;
  - Provide costings for both parents/guardians and the Director of Finance;
  - 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 base contact within school (SMT) and by the EVC.

### **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. Group Leaders must liaise with the EVC at the start of the planning process and arrange a planning meeting with the EVC/Head of the Junior School, 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).

---

5.4.2 The timings for trip planning are as follows:

Type of trip	Proposal submitted	Risk assessments and completion of planning (Evolve Form Cleared)
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 Group Leader must liaise with both the EVC & Accounts (completing a costing spreadsheet – on Firefly) 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 Group Leaders. This is done via a 'Trip Presentation' and the dates and times of which shall be displayed on the 'Sidcot Calendar'. Group Leaders must always inform the Head & EVC of the event so that he/she can attend. Group Leaders must also liaise with the EVC before such an event to go through what they are going to present to parents/guardians. Expected content of such a presentation may be found Firefly.
- 6.2 For UK Residential and International trips, Group Leaders shall set up a Firefly Webpage which contains relevant information (including insurance, contact details, times etc) about their trip and inform students / parents / guardians via InTouch (or whichever school IT system is in operation) as to the existence and whereabouts of this webpage (on the dedicated area on the Parents' Portal).
- 6.3 Group 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 'Blue 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 Group Leader in consultation with a member of SLT.

- 6.5 Parents/guardians will also be advised that the Head/Head of Junior School reserve the right to exclude a student from a visit on behavioural or medical grounds. 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 in the Group Leader's discretion as to whether each trip is safe to go ahead up to the day of departure. The Group 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 Group Leader must liaise with the SMT member on duty / SMT Base Contact / EVC before making a final decision. If the Group Leader is unsure about any arrangements regarding their trip, they must liaise with either the SMT member on duty, or SMT Base Contact or EVC

## **8. Consent and Medical Issues**

- 8.1 It is a requirement of admission to the School, that parents/guardians complete and sign the School's Annual Consent form. Annual consent granted by parents/guardians at the beginning of the academic year covers day trips including recreational trips. This form also gives permission for emergency medical treatment if the parents/guardians cannot be contacted. Parents/guardians will receive information prior to any trip, regardless of whether their permission for the individual trip is required. This offers an opportunity for parents/guardians to qualify permission or seek further clarity about any details regarding a proposed trip. Additional consent is required for residential or hazardous trips and this will be done via Evolve.
- 8.2 The Annual Consent 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 Group 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 on the Annual Consent. Parental consent is sought, as part of the Annual Consent form, 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.
- 8.4 Appropriate adjustments to the trip content or itinerary and risk assessment will be made by Group 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. The Supporting Students with Medical Conditions policy applies.
- 8.5 Group Leaders will meet or communicate with the student, parent/guardians, the School Nursing Team and other health care professionals where relevant, prior to any offsite visit. They will need to make plan 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 in the student's individual healthcare plan, 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.

- 8.6 The Group Leader must obtain a copy of the full medical details for those students on the trip. Information which has been entered into SIMS will automatically import to Evolve trip information. This information must also be available in hard copy format on the trip. All emergency contact details and medical information must be readily available to the Group Leader at all times.
- 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 by virtue of the School's Privacy Notice 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 Group Leader must complete detailed a written risk assessment for the agreed trip or for activities out of school. This must be submitted via Evolve where templates are available. Generic risk assessments for frequent trips such as sports fixtures, Duke of Edinburgh expeditions and musical events, are available on the Intranet and are linked electronically to Evolve. Group Leaders for these frequent events must modify generic risk assessments **in RED type** and group lists for each event via Evolve to ensure their trip has a bespoke risk assessment. Group Leaders should also consider their risk assessments with their colleagues who are attending the trip and 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 clandestine use of the alcohol), the effect of peer pressure, and the anti-bullying procedures. Where appropriate, group 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 Group 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 Group Leader, a pre-visit may be replaced with detailed reference to the provider's expertise.
- 9.4 Group Leaders must arrange a planning meeting with the EVC/Head of the Junior School, using the timings in 5.4.2 to ensure protocols are being followed and that a detailed risk assessment has been carried out.
- 9.5 During a trip, the Group 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 named base contacts in the school. The Group Leader will take this on the trip in hard copy format. This list will usually include the EVC and members of the SLT and SMT. Where possible, staff will be on call for the trip on their normal duty or weekend duty days. During the school holidays, base contacts will agree coverage of the trip prior to the trip departing. Base contacts will have access to the full details of the trip, including detailed student information and itinerary.

## **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 Group 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 Group Leader will ensure that any organisation that is providing activities holds the LOTC 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 detailed on a 'Provider Form'. The completed Provider Form 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 Group 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 Sidcot 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 Sidcot 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 Group Leader.
  - 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/Head of Junior School, via the Group 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 detailed at the end of this policy.

## **11. Travel Arrangements**

- 11.1 Students will be given clear safety instructions based upon the risks associated with the particular 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 students have been collected.
- 11.2 Every member of staff must complete submit a "Drivers' Declaration Form" before s/he drives any school minibus, school Land Rover or privately owned vehicle on school business. If employees use their own vehicle on school business either to transport themselves or students, they are required to complete a Driver's Declaration Form. This form must should be renewed annually and can be found in the electronic Staff Handbook under "Getting Things Done" – "Driving on School Business." Those who have submitted the Drivers' Declaration Form, and had it approved, are covered by the School's occasional business use insurance whilst they are driving on School business.
- 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 Group Leader in such circumstances to ensure that the member of staff has a valid driving licence that has been checked and verified by the Operations Manager and that the staff member has submitted a Driver's Declaration Form. 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 in the Staff / Student Code.

- 
- 11.4 When travelling by coach the Group Leader must ensure that all students are wearing seatbelts and shall brief the students on appropriate behaviour prior to the commencement of the journey.
  - 11.5 If more than one vehicle is required, a passenger manifest shall be completed and handed in to Reception, (House on Duty or SMT on Duty if weekend or evening) prior to departure that lists which students and staff are travelling in which on what vehicle (the relevant vehicle registration should be written at the top of each register).
  - 11.6 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 manifest handed in to Reception, (House on Duty or SMT on Duty if weekend or evening) prior to departure which lists which students and staff are on what minibus (the relevant minibus registration should be written at the top of each register).
  - 11.7 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 (Senior School) and 1.5 hour (Junior school), there should be a second available member of staff either travelling with or in convoy with the trip. For journeys with younger children, a risk assessment should must be made to assess the level of supervision required.

## **12. First Aid**

- 12.1 All trips must have a qualified First Aider. A list of qualified first aiders is found on in the staff handbook. 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.
- 12.2 If the Group Leader or Assistant Group Leader do not have a current First Aid qualification, another member of staff with this qualification must 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 Group Leader is responsible for having a First Aid kit available at all times.

## **13. Staff/Student Ratios and Responsibilities**

- 13.1 The Group Leader, assisted by the Assistant Group 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. For some visits, including trips abroad, a higher ratio may be appropriate because the Group 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 Group Leaders must be experienced and/or have undertaken training as recommended by the National Guidance published by the Outdoor Education Advisers Panel. Group 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 1 - 2      1 x Teacher to every 8 students

Year 3 - 6      1 x Teacher to every 8-10 students

Years 7 +      1 x Teacher for every 10-15 students

Residential or hazardous trips, overseas      1 x Teacher to every 8-10 students (unless the relevant national governing body or accreditor specifies otherwise).

The Group Leader must discuss the ratios for their particular trip with the EVC during the planning stage.

### 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/Head of Junior School 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/Head of the Junior School. 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/Head of Junior School may make exceptions to this general rule provided that the Group 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 (assisting with washing, toileting, changing or feeding).

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, **the Critical Incident Management policy** will apply which can be [found here](#). Group Leaders must follow the procedure in that policy in the event of such an incident.

15.2 Group Leaders must follow the procedure below in the event of such an incident:

- The Group Leader, SMT or SLT member on duty immediately contacts the Head, who in turn contacts the rest of the team when an issue or crisis has been reported.
- No member of staff may speak to the press. All inquiries must be directed to the Head.
- Trip leaders and those accompany must not hesitate to act in an emergency and to take lifesaving action in an extreme situation if they feel qualified to do so.

Emergency procedures are an essential part of planning a school visit. If an emergency happens, following the school's critical incident plan, the priorities are to:

- Assess the situation
- Inform the emergency services and follow advice
- Safeguard the uninjured members of the group
- Attend to any casualty
- Inform everyone who needs to know of the incident

### 15.3 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

15.4 Following the incident, complete an accident form, attaching all relevant documentation to their trip on Evolve. The Group Leader must attend a de-brief

---

meeting with the EVC and Director of Operations. The Director of Operations will inform insurers and the HSE.

15.5 Group 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

15.6 The Group Leader shall record all relevant detail appropriately in Evolve.

The Group Leader will have a mobile phone obtained from the school office, published the number via the risk assessment and to the school office/base contact

## **16. Additional Procedures for Visits Overseas**

16.1 Prior to the visit, the Group 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 Director of Finance prior to the trip
- The Group Leader shall consider the Foreign and Commonwealth Office's detailed guidance on safer adventure travel and volunteering overseas when organising adventure visits abroad.

## **17. Insurance**

17.1 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. (See schedule attached for full details). International trips insurance will be provided by the tour operator (unless advised by the Director of Operations).

17.2 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.

17.3 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 Finance Director, 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.

17.4 In accordance with the Supporting Students with Medical Conditions and Disabilities policy, Group Leaders will meet or communicate with the student, parent/guardians,

---

the School Nursing Team 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 in the student's individual healthcare plan, which must accompany the child on any out of school activities, and which form part of the trip's risk assessment.

## **18. After the Trip**

- 18.1 The Group Leader must inform the Deputy Head, EVC (or whomever has been delegated as the school base 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 Group Leader shall complete a brief follow up report, via Evolve for day trips, and meet with the EVC following a residential or hazardous trip.
- 18.3 If any difficulties or minor incidents have occurred on a school trip, the Director of Operations 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 Director of Operations 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.
- 18.4 Near-miss events or safety concerns must be carefully noted by the Group 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.
- 18.5 Group Leaders must complete any appropriate follow up communication with parents/guardians and conclude budgetary issues with the Director of Finance. Curriculum feedback via faculties and a report in the school newsletter is also good practice.
- 18.6 When a trip returns to school, the Group Leader must ensure that all Trip Packs are collated and securely disposed of ie shredded, placed in a white confidential waste sack or returned to the EVC for proper disposal. Trip packs contain sensitive personal information for example health information and a data breach could result from a failure to securely dispose of this material.

## **19. Monitor and Review of Policy**

- 19.1 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.

## **20. Related Policies**

- Accidents, Disaster or serious incident policy (1.1)
- Safeguarding and Child Protection Policy (2.1)
- Staff student code (2.2)
- Equal Opportunities Children (2.11)
- Duke of Edinburgh Operating Policy (2.14)
- Medical policies (4.1 – 4.3)

- Supporting children with disabilities and medical conditions 4.3)
- Behaviour policies (5.1 – 5.1c)
- Search confiscation and seizure (5.10)
- Smoking drugs and alcohol (5.6)
- Health and safety policy (8.1)
- Vehicle Movement Policy (8.6)
- Volunteers Policy (9.14)
- Critical Incidents Policy

### Legislation and Guidance

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

### **Document Change History** – document any changes 8th September 2016

Date of change	Detail significant changes and any new legislation / guidance taken into account
8 September 2016	Policy Rewritten
8 October 2016	Policy adopted by Board
4 January 2017	Policy updated following Critical Incident planning
7 October 2017	Policy reviewed and adopted by Board at Annual Safeguarding Review. References updated. Para 4.1 updated to reference Duke of Edinburgh Expeditions
27/04/2018	Paragraphs 4.4 and 4.5 updated in line with the requirements of GDPR to advise parents that external trip advisors will need to be provided with data concerning their children.
1 September 2019 (Started 7th Feb 2019)	Policy reviewed to take in account the latest DfE guidance, Evolve Consent and the school's 'Provider Form'. Sidcot Saturdays has been added as well as the schools Range Rover.  Adopted by Chair of Governors, Governor with responsibility for Safeguarding and link Governor for Educational Trips and Visits.
5 December 2019	Para 18.6 inserted re destruction of Trip Packs

---

## **Appendix 1 - Identity of the Educational Visits Co-ordinator – Matthew Curtis-Dyke**

### **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 Group 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 Group Leaders, Assistant Group Leaders and accompanying staff
- Ensuring that any accident/incident on a visit is notified to the EVC, a member of the SLT and Director of Operations, 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 Director of Operations
- Completing the EVC training as recommended by the Outdoor Education Advisers Panel
- Holding meetings prior to and after residential or hazardous trips
- Refer to the Deputy Head (Pastoral) for issues or concerns regarding educational or recreational visits

### **Senior Leadership Team**

The responsibilities of SLT are:

- To consider the suitability of all proposed educational visits;
- 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;
- 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;
- To provide relevant evidence, witness statements and insurance details following any serious incidents, including media coverage.

### **Group Leader**

The responsibilities of the Group Leader are to:



- 
- 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 Group 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 Director of Operations 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 base contact(s) 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 the trip
  - 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 Sidcot Staff.
  - Follow the critical incident and emergency procedures policy 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](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-educational-visits/health-and-safety-on-educational-visits>

## Appendix 4 – Provider Form

### Sidcot School PROVIDER FORM

For completion by 'external providers' used by Sidcot School

Providers that do not hold an LQAC Quality Badge and that are to be used by Sidcot School are required to complete and return this form in advance of Sidcot School making a commitment.

Establishment: Sidcot School Staff member in charge: .....

Date(s) of visit: ..... Name of provider: .....

The provider or tour operator providing services to the establishment named above is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

#### SECTION A - ALL VISITS

##### Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection. ☐

2. Accident and emergency procedures are maintained and records are available for inspection. ☐

##### Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are used. ☐

##### Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people. ☐

5. There are adequate regular opportunities for liaison between establishment staff and the provider's staff, and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff. ☐

6. The provider has never been dismissed from any employment or had a contract ended. ☐

##### Insurance

7. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'. ☐

##### Accommodation (if provided)

8. UK accommodation is covered by a current fire certificate or advice has been sought from a fire officer and implemented, and a fire risk assessment has been completed. ☐

9. If abroad, the accommodation complies with fire, health and safety regulations which apply to the country concerned. ☐

10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation. ☐

11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation. ☐

#### SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

12. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit: ☐ YES ☐ OUT OF SCOPE

13. If YES, AALA Licence number: R

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

#### Activity management

14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties. ☐

15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned. ☐

16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser. ☐

17. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies. ☐

18. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practised and competent in accident and emergency procedures. ☐

19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants. ☐

20. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary. ☐

#### SECTION C - TOUR OPERATORS

Where a tour operator delivers services to establishments using other providers eg, eg, establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

22. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection. ☐

23. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies. ☐

24. ATOL, ABTA or other bonding body name and numbers: .....

#### SECTION D - OVERSEAS EXPEDITIONS

25. The provider complies with 'Guidance for Overseas Expeditions, Edition 3' (GOE3). ☐

+

If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation, eg, with National Governing Bodies, tourist boards, etc.

#### DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed: ..... Date: .....

Name (print): ..... Position in organisation: .....

Full name and address of company, firm, person or corporation: .....

Tel: ..... Fax: ..... Email: .....

---

## Appendix 5 – An example of an Evolve Consent Form

I understand that all medical and contact details must be up to date with the Health Centre at Sidcot School	Yes  No (I understand that my son/daughter will not be able to attend this trip)
I give consent for staff to administer medication and emergency treatment if required	Yes  No
If yourself and/or your normal emergency contacts will not be available during the trip, please provide details of an emergency contact who can act on your behalf. In the unlikely event that your son/daughter is required to return home, they will be prepared to facilitate this	
Is there anything else that we need to know about your son/daughter in order to help us facilitate a safe and enjoyable trip?	
I understand that my son/daughter must follow the schools behavioural expectations as laid out in the Blue Book. Failure to do so could result in your son/daughter being sent home at your expense	Yes  No (I understand that my son/daughter will not be able to attend this trip)
Do you consent to the following data being passed to ..... to facilitate a safe and smooth trip: Full Name, DOB, Passport Details, Health & Dietary Details, Emergency Contact Details	Yes  No (I understand that my son/daughter will not be able to attend this trip)

Sicily Trip 2018 - Friday 19th October - Monday 22nd October 2018

I understand that all medical and contact details must be up to date with the Health Centre at Sidcot School.

☐ Yes\* *Mandatory Response*

☐ No (I understand that my son/daughter will not be able to attend this trip)

I give consent for staff to administer medication and emergency treatment if required.

☐ Yes ☐ No

If yourself and/or your normal emergency contacts will not be available during the trip, please provide details of an emergency contact who can act on your behalf. In the unlikely event that your son/daughter is required to return home, they will be prepared to facilitate this.

Is there anything else that we need to know about your son/daughter in order to help us facilitate a safe and enjoyable trip?

I understand that my son/daughter must follow the schools behavioural expectations as laid out in the Blue Book. Failure to do so could result in your son/daughter being sent home at your own expense.

☐ Yes\* *Mandatory Response*

☐ No (I understand that my son/daughter will not be able to attend this trip)

Do you consent to the following data being passed to Select School Tours to facilitate a safe and smooth trip: Full Name, DOB, Passport Details, Health & Dietary Details, Emergency Contact Details

☐ Yes\* *Mandatory Response*

☐ No (I understand that my son/daughter will not be able to attend this trip)

*This section is automatically added to ALL Consent Forms*

Do you want to grant consent?

☐ Yes ☐ No