Educational Trips and Visits Policy

INTRODUCTION

At St Hilary's School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative, and to spend time together in an informal environment. Trips enable pupils to acquire new knowledge and make good progress according to their ability so that they increase their understanding and develop their skills. They foster in pupils' self-motivation, the application of intellectual, physical and creative effort, interest in their work and the ability to think and learn for themselves.

Some trips are directly related to the curriculum, while others are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world, with a particular focus on British society. This has been explained by the DfE as '…developing in every young person the values, skills and behaviours they need to get on in life. All children should receive a rich provision of classroom and extra-curricular activities that develop a range of character attributes, such as resilience and grit, which underpin success in education and employment.' Our school is dedicated to preparing our pupils for their adult life beyond formal education and ensuring that it promotes and reinforces British Values to all our children.

We actively promote democracy, the rule of the law, individual liberty and mutual respect of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to (please see the Safeguarding and Child Protection Policy).

St Hilary's acknowledges that trips, visits and outdoor activities are not without risk but by adhering to this policy, and with careful planning, the school endeavours to sensibly manage these risks.

The following policy applies to all approved educational visits, journeys, theatre trips, exchange visits, leisure excursions, field trips and indeed to any accompanied group of pupils leaving the school premises and travelling in the name of the school.

ROLES & RESPONSIBILITIES

All staff attending the trip have responsibility for ensuring the safety of the pupils.

The Governing Body has the following role:

- To approve this Educational Trips and Visits policy.
- To maintain, through the Business Manager, the appropriate insurance cover.
- To provide procedures to review this policy.

The Headmaster is the Educational Visits Co-Ordinator and:

- Is responsible for approving the trip/s.

- Is responsible for signing off the Risk assessments.
- Acts as the Schools Educational Visits Co-Ordinator.

The Headmaster ensures that:

- All educational visits comply with the guidelines and procedures outlined in this policy.
- The group leader is competent to monitor and manage the Health and Safety risks throughout the trip.
- The ratios of staff to pupils are appropriate.
- The Risk Assessment has been completed and been signed off by the Headmaster **(see Appendices).**
- Adequate First Aid provision has been addressed and arrangements have been made for medical needs. In the case of an Early Years Foundation Stage trip, a Paediatric First Aider must accompany the trip and where possible a member of staff with First Aid training will accompany other trips.
- The mode of transport is suitable.
- A school emergency contact has been nominated.
- The group leader and the school emergency contact have a copy of all the adults and pupils travelling in the group.

The Business Manager ensures that:

- There is adequate insurance cover for all pupils, staff, parents and any adults accompanying the visit. The school insurers for trips are as follows: Independent Schools Policy supplied by Hayes Parsons.
- The school is comprehensively insured for most school visits. However, if the trip involves potentially hazardous sports/activities then the Group Leader should arrange a meeting with the Business Manager to ensure that there is sufficient insurance in place to cover the proposed visit. In cases such as this, the Group Leader must inform the parents of the level of insurance cover and give them the opportunity to purchase extra insurance should they wish to do so.
- The Group Leader and the Business Manager are responsible for checking that external activity providers have appropriate safety standards and liability insurance. The Group leader will check to see if the provider has **The Council for Learning Outside the Classroom (LOtC) Quality Badge**. If the provider does not hold the LOtC the following checks will be made:

a) safeguarding (their DBS status, training, policy and procedures).
b) their insurance.
c) they meet legal requirements (appropriate qualifications and proof of standards, including necessary licences, staff qualifications and competence).
d) their Health and Safety and emergency policies and procedures.
e) their risk assessments and control measures.
f) their use of vehicles.
g) the accommodation is fit for purpose, including staff accommodation.
h) any sub-contracting arrangements they have.

- Any charges must be agreed prior to the organisation of the trip.
- That regular checks and maintenance are carried out on the School minibuses, if being used.

The Group Leader ensures that:

- S/he is competent in instructing pupils in an activity and /or be familiar with the activity location by performing a pre-visit if necessary.
- Approval is sought from the Headmaster before any educational visit takes place. The Educational Outing request form and the Planning and off-site visit form must be completed (see Appendix 1 and 2).
- The planning documents have been completed and submitted to the Headteacher.
- The trip/workshop/event should, where possible, be booked into the school calendar at least one term in advance and ideally a year for residential trips. Communication is given to the parents as per the Communications section of this document.
- When a trip includes high-risk activities such as rafting, abseiling, canoeing, skiing, cycling or caving, there must have evidence that the host company has their **Adventure Activity Licence** as required by

the Adventure Activities Licensing Regulations (2004). The Group Leader will need to identify proof of this and ensure it is part of the Risk Assessment.

- The Group Leader is responsible for checking that external activity providers have appropriate safety standards and liability insurance as outlined above.
- The Group Leader will request a copy of the Centre's or venue's emergency plan and communications plan
- The Risk Assessment is submitted to the Headteacher for approval.
- Adequate information regarding the educational visit has been provided to parents and pupils.
- The necessary coaches are booked through the Account's Assistant, with the exception of the Year 6 French trip. Where possible, the school mini-buses should be used, which will also require booking (See Appendix 11 and 12).
- A School Post reminder is sent with key information for parents given ahead of the trip.
- Relevant cover and planning are discussed with the Deputy Head.
- The Catering Team are notified about the year group absence, and if packed lunches are required.
- The Business Manager is kept abreast of all financial matters relating to the trip.
- A briefing pack for all volunteers and staff supporting the trip/residential is distributed. The pack should contain information about the trip and venue, all Health and Safety procedures, risk assessments and relevant contact information. The group leader and the school emergency contact have a copy of all the adults and pupils travelling in the group.
- All pupils are briefed on the trip, including aims/objectives, travel information, health and safety, expected behaviour and what to do in an emergency e.g. separated from the group.
- An information meeting is held (for residential trips only) detailing information for parents, which should include all relevant information and allow for questions.
- School uniform will be worn by pupils except in exceptional circumstances for day trips. For residential trips, some identifiable item of clothing will be necessary, such as the school sunhat or, in the case of Year 6 residential trip, leaver's sweatshirts, t-shirts and school hats.
- The school office is given a copy of the trip documents. They should also be informed if a late return is expected so that parents can be notified.
- For journeys to Europe, the Group Leader must ensure that all pupils are in possession of an E.H.I.C (European Health Insurance Card).
- If passports are required, then the Group Leader must ensure that all pupils have their own current passports. Photocopies of the passports must be taken for emergency use.
- A trip evaluation form is completed (see Appendix 6).

RISK ASSESSMENT

All Group Leaders at St Hilary's School conduct a risk assessment on the potential hazards involved in a visit or trip they are planning. The following will be considered when completing the Risk Assessment:

- Identification of potential hazards of the place being visited.
- List the groups of people that are especially at risk from significant hazards.
- List exist controls or notify where the information may be found.
- Consider how s/he would cope with hazards which are not currently identified or fully controlled.
- Carry out continued monitoring of hazards throughout the visit.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Provided that s/he is satisfied, it will meet our requirements for the activity part of the visit. Risk assessments carried out by the School for previous visits can generally be updated and re-used, unless there has been a change of circumstances.

SUPERVISION

The law places the Group Leader 'in loco parentis'. It is their responsibility to 'act as any reasonable parent would do in the same circumstances'. Staff who take part in visits and activities outside School may feel

concerned about the possibility of being personally liable if an accident should occur. However, they can be assured that St Hilary's, as their employer will support them in the unlikely event of an accident occurring, providing the employee has exercised reasonable care and followed the School's guidelines.
Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should follow the school policy considering the activity to be undertaken and the age and maturity of the pupils. Pupils are to be properly supervised through the appropriate deployment of school staff. The group leader must be a teacher at the school. Should the trip involve any form of hazardous activity, the Headteacher must be satisfied that the organiser is fully qualified to lead such an activity or alternatively to supervise the selection of qualified instructors. A member of the Senior Leadership Team should accompany all trips abroad.

There should normally be a minimum of two members of staff accompanying any visit. The following ratios should, where feasible, be met:

- One adult to every four pupils in Nursery and Kindergarten.
- One adult to every six pupils in Reception.
- One adult to every six pupils in Pre-Prep.
- One adult to every eight pupils in Prep (this may be extended to 10 pupils for local trips e.g. church visit).

There should be at least one responsible adult supervising visits to the toilet. Both a female and male member of staff should attend any international trips, to ensure visits to both female and male toilets can be supervised, and likewise for day visits, in which boys are unable to use female toilets. This needs to be considered when preparing the Risk Assessment for each trip. Adults who have not previously volunteered and have not had the necessary vetting checks should not be left alone with children or take them to the toilet unaccompanied. In larger groups of children, encourage groups to take a comfort break together with one responsible adult while the other adult(s) supervises the remaining children and keep a head count.

As the staff members remain responsible for pupils throughout, no alcohol will be consumed on either day or residential trips.

TRANSPORTATION
The use of private cars is discouraged. However, if an employee uses their own car, they are covered by the School's insurance policy. The Business Manager must be given a copy of their driving licence.

Only those authorised by the school, and with the appropriate category (D1) on their driving licence, are eligible to drive the 17-seater minibus. The school approves and retains a list of authorised drivers. All authorised drivers must be over the age of 21 and under the age of 71. Please see the **Minibus Policy.**

It is accepted that, occasionally, public transport may be the preferred method of transportation. In these cases, Group Leaders must ensure that they have prepared the appropriate risk assessment which considers alternative routes/methods of travel in case of public transport cancellations/failure.

COMMUNICATION
For those pupils in Nursery, Kindergarten and Reception (EYFS) written permission and consent will be required before the children are taken anywhere off the School site**.** Children will not be taken off site if parents do not give consent or the consent has not been received by the School**.** The consent form should be returned to the School three days before the trip is planned. Written consent from parents is not required for pupils in Year 1to Year 6 to take part in the majority of off-site activities organised by the school if these take place during school hours and are a normal part of the child's education at the school. However, parents are notified when their child will be when not on school premises and of any extra safety measures required. This communication is effective through the use of the school calendar, the Friday Notes, the school Clarion system and written communication. Written individual consent is usually only requested for activities that need a higher level of risk management, those that take place outside school hours or high-risk activities and

residential visits. An educational visits consent form is used for parents to sign when their child enrols at the school but, as advised by the DfE, parents are to be told of each visit and of any extra safety measures required and given the opportunity to withdraw their child from any particular visit or activity.

PARENTS/VOLUNTEERS
Parents/Volunteers may accompany trips but are not included as part of the staff/pupil ratios. All volunteers are required to read and sign that they have read the Safeguarding Policy.

ACCOMODATION GUIDELINES FOR RESIDENTIAL TRIPS
The sleeping arrangements must be organised to be in line with current regulations, namely the group should ideally have adjoining rooms with teachers' quarters; the Group Leader must obtain a floor plan of the rooms reserved for the group's use in advance.

Group Leaders should take laminated signs for staff bedrooms so that, should the need arise, pupils are able to find them at night.

The immediate accommodation area should be solely for the group's use. There must be separate male/female sleeping/bathroom facilities. The Group Leader will need to have checked that the accommodation has appropriate and safe heating and ventilation, during the Inspection trip. In addition, balconies should be stable, windows secure and electrical connections safe.

The group must be informed of the layout of the building and fire exits etc. on arrival and a fire drill organised. There must be an audible fire alarm. Security arrangements must be checked by the Group Leader.

FINANCIAL ARRANGEMENTS
The organiser is to record all receipts and payments and these must be handed to the Business Manager. Please request a kitty at least two weeks prior to the trip, should this be required. All charges will be added to parents' termly account.

When costing the trip, please consider the following:
- Admission and workshop charges
- Transportation costs
- Supply cover charges
- Refreshments for staff and volunteers
- Refreshments for children (not always necessary)

Once the visit has taken place, accounts showing receipts and payments must be handed to the Business Manager.

EMERGENCY
The Group Leader is responsible for ensuring that there are first aiders present on site or that accompanying staff have first aid training (this may include online Educare Training). All trips undertaken by the EYFS must have a qualified Paediatric First Aider in attendance. Pupils who are thought to be particularly at risk due to certain health issues must be considered separately. Such pupils will be attended on a trip by those members of staff who have had the training in how to address those health issues.

The Group leader will be responsible for carrying a school phone and for contacting the School office to confirm their arrival at the destination. All staff members accompanying a trip will take their own personal phone, in case of emergency and this should be fully charged on departure. It is recommended that at least one staff member also takes a phone charger. Staff are not permitted to use their phone for personal reasons, to take photographs to check emails or social media.

The app Whats3Words has been added to the school phones and staff have been encouraged to add this app to their own phones in order to be able to give an accurate location to the emergency services or to inform the school office of their exact location in the event of a delay.

In the event of an accident or injury, please treat the injured persons following the **Medical and First Aid Policy**. If the injury or illness is serious, contact an Ambulance on 999. All injuries, accidents and medical emergencies must be reported and recorded on your return to school.

Staff should refer to the Critical Incident Checklist (Appendix 8), Exemplar Scenarios (Appendix 9) and Emergency Action Plan (Appendix 10).

All adults on the trip should have a copy of these guidelines

- Establish nature and extent of the emergency
- Make sure that all other members of the party are accounted for and safe
- If there are any injuries, establish their extent and administer First Aid
- Establish names of all injured and call relevant emergency services
- Advise all 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 are adequately supervised throughout and arrange for their early return to base, if appropriate
- Arrange for one member of staff to remain at the incident site to liaise with emergency services until the incident is over and all pupils are accounted for
- Control access to telephones, contact the Headteacher or Deputy Head in her absence and give a full report
- Identify alternative phone numbers in case telephone lines become busy
- The school will arrange to contact parents of those involved. In serious incidents, the parents of all-party members should be informed
- Any contact with the media will be handled by the Headteacher
- The Group Leader should write down all relevant details as soon as is possible. A record should be kept of any witnesses. Any associated equipment should be kept in its original condition
- Legal liability should not be discussed or admitted
- All accident forms should be completed (Appendix 7).
- Parents should be informed of any delays which may occur as a result of the incident.

DURING THE VISIT

Primary responsibility for the safe conduct of the visit remains with the Group Leader. S/he has the sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. S/he may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Head count of pupils (on / off transport, at arrival and departure of the venue and during the trip).
- Checking that pupils are wearing seat belts.
- Checking that pupils are wearing high vis tabards.
- Checking the fire exits and escape routes at each hotel / venue.
- Ensuring that sleeping accommodation is suitable and located together or close by.
- Enforcing standards of behaviour.
- Looking after passports / valuables, including cash and tickets, etc.
- Keeping records and receipts of all expenditure.
- Recording accidents and near misses.

ILLNESS OR MINOR ACCIDENTS

If a pupil has a minor accident or becomes ill, the Group Leader, or other member of staff will take him / her to the local clinic / hospital. If the trip is outside the UK, s/he will notify the insurer on their helpline to

arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken bone) the School's insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The Group Leader should phone the pupil's parents if their child has suffered a minor accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

UNSUPERVISED TIME (only applicable for Year 6 residential trip)
This should be kept to a minimum and only be allowed when it is safe and reasonable to do so (traditionally this only applies to the French town experience). At such times, pupils must be in groups of no less than three and report to staff at regular intervals.

Pupils will have a note written in the relevant foreign language asking for help, the details of the meeting point and the address of the venue at which they are staying, together with the mobile phone number of the Group Leader. Pupils will wear high vis jackets.

MOBILE DEVICES AND SOCIAL MEDIA
Pupils are not permitted to take phones, 4G/5G or Wi-Fi enabled devices on educational trips at any time. Where possible, school cameras and iPads should be used.

The school has an Instagram, Facebook and Twitter accounts which Group Leaders may have permission to access. Social media can be a good way to keep parents abreast of what is happening whilst their sons/daughters are away. Content on Social Media should always be in line with the school ethos and formal written English should be used. Please refer to the photo permissions list before posting on Social Media.

STAFF ROLE ON A TRIP
On the coach
All staff attending on the trip to place themselves strategically throughout the coach/minibus to support and monitor the children during the journey.
Walking across roads
All staff to be spaced out throughout the group. Trip/Staff lead to be at the front of the group and to share with all staff before setting off the roads that they will be crossing and their role on the journey. All staff to be monitoring the children and the road situation at all times.
Walking around the venue and engagement
When walking around the venue all staff to be scattered throughout the group if walking in pairs or with your allotted group. Staff should be interacting, communicating and engaging with the pupils at all times throughout the trip to enrich and maximise the full potential of the trip/outing.

BEHAVIOUR
Expectations of behaviour are the same as though the pupils were in school, directly in line with the school's **Behaviour, Discipline and Exclusions Policy**. Pupils are encouraged to accept responsibility for their behaviour, show initiative and understand how they can contribute positively.

AFTER THE TRIP
The Group Leader is expected to evaluate the trip and pass a copy of the Trip Evaluation Form (APPENDIX 6) to the Educational Trips Co-Ordinator for their and the School's records. And complete the Near Miss section at the end of the RA, if necessary, documenting any near misses and action taken.

All appendices can be located in X:\Outings, Events, Trips & Visitors\Educational Visits Co-Ordinator

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Reviewed annually. Last review, June, 2025, September 2026
Next review date: June 2027
Person responsible: Duncan Sinclair (Headmaster) and Mark Parton (Deputy Head)