

## WHOLE SCHOOL EDUCATIONAL VISITS POLICY

This is a whole School policy from Nursery to Year 13 and includes co-curricular and boarding trips.

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## 1 Introduction

As a School, we are committed to providing our students with a broad and balanced education. An integral aspect of this is the provision of opportunities to learn outside of the classroom. At New Hall, we actively encourage the use of educational visits where it can be demonstrated that the experience will add value to the students' learning. Visit the following webpage for a mind map of potential benefits and learning outcomes from educational visits - <https://oeapng.info/downloads/download-info/8-2a-learning-outcomes-mind-map>. As far as the educational content of the visit is concerned, this requires consideration of:

- How the visit fits into the School's curriculum
- The amount of time which can justifiably be spent on the visit in view of its educational value
- How follow-up activities can be fitted into the School's arrangements when students return from a visit.

Teachers who take students out of School on a School activity are responsible for all students in their care, just as they are in School during School hours. The obligation is to take all reasonable measures to ensure that no student is exposed to unacceptable risk. In other words, to act reasonably, carefully and not carelessly. The law does not expect anyone to do the impossible, but a teacher who either does something which a reasonable teacher in the same circumstances would not have done, or fails to do what that reasonable teacher would have done, is negligent.

Out-of-School visits are usually popular and enjoyable activities. However, the fundamental point about any out-of-School event is that the teacher-student relationship remains in place. The senior management of the School and the staff involved have a professional and legal responsibility for the safety and success of the event. "Co-curricular" does not mean outside the normal standards of care and attention.

It is impossible to overstate the significance of adequate preparation both to the success and to the safety of an out-of-School visit. Where tragedy has struck on an out-of-School visit the importance of full preparation, including a Risk Assessment, has been thoroughly endorsed in inquests and inquiries. As far as safety planning is concerned, preparation should identify potential dangers and difficulties which could arise, and then set up strategies to avoid those dangers or to keep them at acceptable levels. In order to do this, knowledge of the students and the location is required. Those involved in organising the visit should be aware of, and familiar with, the activities and objectives of the out-of-School visit.

Communication is an important part of preparation. The management of the School needs to know exactly where the location is, what activities and facilities are on offer and how those activities or facilities are to be supervised.

The Educational Visits Co-ordinator (EVC) must be contacted to check on current legislation and codes of practice as they have taken responsibility to keep abreast of all current information relevant to School trips. The School has adopted the Outdoor Education Advisers Panel (OEAP) National Guidance for educational visits which should be referred to by staff in the planning of their intended trip (documents available at <http://oeapng.info/>). Where there is a conflict between the National Guidance and the advice contained within this document, staff should always follow the School's policy and seek clarification as required from the EVC.

For any residential trip, the Finance Department must be contacted to review the proposed financial arrangements and assess the financial exposure to the School. The Finance Manager will advise on such matters as insurance.

The Principal has appointed a Whole School EVC who reports to the Vice Principal. The Heads of the Preparatory and Pre-Prep Divisions have also undertaken EVC training and will act in this capacity for approving visits for their Divisions.

In organising and planning an educational visit, staff should be mindful of their obligation to take reasonable steps to avoid putting disabled students at a substantial disadvantage (the 'reasonable adjustment duty') and not treat disabled students less favourably. The definition of 'disability' must be applied in the broadest sense and includes students with special educational needs.

## **2 Clarification of roles**

### **2.1 Governors**

As part of their responsibility for the general conduct for the School, the Governing Body has adopted this policy for the effective and safe management of educational visits. The Governors have delegated to the Principal the responsibility to approve all visits.

### **2.2 The Principal & The Educational Visits Co-ordinator (EVC)**

The Principal has delegated to the EVC the responsibility to approve all visits in principle, although all residential visits should be discussed amongst members of the School's Leadership Team before final consent is given for a visit to take place.

### **2.3 The Educational Visits Co-ordinator**

The EVC must receive appropriate training from a certified provider and this must be revalidated every three years.

The EVC is responsible for ensuring that all educational visits are properly planned, appropriately supervised and that this policy is implemented. The EVC should ensure that the aims of the visit are commensurate with the needs of the students, including those with special educational needs. The EVC should ensure the suitability of all staff appointed to the visit and ensure that the Visit Leader fully understands their responsibilities. The EVC will have an overview of all arrangements including emergency contacts, insurance and parental consent. The EVC must approve the Risk Assessment Form for each visit which must be completed by the Visit Leader.

### **2.4 The Visit Leader**

The EVC is responsible for confirming the suitability of the designated Visit Leader. The Visit Leader is the designated person responsible for the visit and who will have overall responsibility for the safety and conduct of participants and the visit leadership team. Where applicable, the Visit Leader is also responsible for ensuring that any tour company/organisation to be used has completed enhanced DBS checks for its employees. The Visit Leader will allocate responsibilities to all adult supervisors. The Visit Leader will ideally have assisted on at least one New Hall trip before and should normally have been on a minimum of three School trips (whilst at New Hall or elsewhere) with the participating age group in question.

If the Visit Leader is likely to have family members as participants or staff on the trip, the EVC and Vice Principal will need to make a judgement as to whether it is in fact appropriate for this person to lead the trip given the potential implications for effective supervision in the event of an incident.

The Visit Leader is responsible for fulfilling all procedural and organisational requirements set out in this policy, before, during and after the visit.

## **2.5 The Finance Manager**

Must have an overview of financial arrangements for all residential trips and in particular the schedule of payments and details of all students signing up, and subsequently the financial exposure for the School.

# **3 Planning for an Educational Visit – Procedural requirements**

A member of staff who is planning to run an educational visit should ensure that they have fully consulted the Educational Visits Policy and made use of appropriate appendices. The Visit Leader should use the policy and appendices contained therein.

No visit may be advertised to students or parents until agreement to it taking place has been obtained from the following:

- **The Vice Principal and the Educational Visits Co-ordinator** who, between them, will confirm provisional availability of the dates involved. Residential/overseas trips will need to be cleared with the EVC who will discuss the trips with the SLMT and late plans for trips will be considered in the light of the overall year plan. The Senior Leadership Team will give final approval and the annual plan will be assessed so that no particular interest ‘corners the market’.
- **The Finance Manager** (in the case of residential trips), with whom a meeting must be arranged to assess the proposed budget and schedule of payments.

## **3.1 Boarding House visits – Senior & Preparatory Divisions**

Heads of Boarding of the relevant Houses are responsible for the organisation of all visits specific to Boarding Houses. These visits are approved via the member of SLT with oversight for Boarding. In addition, details of all non-standard or activity-based boarding visits (e.g. paintballing, go-karting, London attractions, etc.) are uploaded to the School’s EVOLVE database for additional approval by the EVC. Regular trips to the local supermarket or to the local town for shopping/eating do not need to be entered to the EVOLVE database. The fact that these trips are not entered onto EVOLVE does not exclude them from meeting the standards for all other visits. Boarding staff are required to follow all standard School visit guidance when supervising boarders away from the School site.

## **3.2 Day visits - Senior Divisions**

Consultation with the Vice Principals is a vital prerequisite for any planned departmental outing or event with a duration of less than one day. The Vice Principals will ensure that the date is suitable, including not clashing with other events or staff being out on INSET. A day when the subject is taught should be given preference, as far as possible. Once a visit has been approved, the Visit Leader should enter the details to the School’s calendar via SOCS.

Departments are limited to a maximum of one day per year group during term time; anything other than this has to be negotiated with the Deputy Principal. The visit must provide significant educational benefits.

For residential visit planning, please see sections 3.1-3.16.

### **3.3 Day visits - Preparatory Divisions**

Approval or cancellation of all trips must be made through the Prep Divisions' Educational Visits Co-ordinator (Heads of Prep/Pre-Prep Divisions) to ensure the appropriateness and timeliness with regard to the curriculum, and to maintain the School's reputation with the venues. Please refer to the Preparatory Divisions' Trips Planner (Appendix A).

<b>4 Procedural requirements for day or residential educational visits</b>
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The designated leader should use the Visit Leader Checklist throughout the planning stages:  
<http://oeapng.info/downloads/download-info/3-3e-visit-leader-check-list/>.

#### **4.1 Approval of visit plans**

Approval for a day visit should be sought from the Vice Principals. Approval for a residential and/or overseas visit requires submission of Appendix C to the EVC or a meeting with the EVC to discuss the proposal. The EVC will seek final approval from SLMT.

#### **4.2 Evaluation of external providers**

Assurances should be sought from all providers as to their safety and quality of provision. Licences from the Adventurous Activities Licensing Authority (AALA) or the Quality Badge awarded by the Council for Learning Outside the Classroom are nationally recognised schemes that negate the need for seeking further assurances.

#### **4.3 Finances**

For all residential/overseas trips, Appendix D must be submitted to the Finance Manager prior to a meeting to agree the financing of the visit. Before places are confirmed to parents, a list of students must be provided to the Head of Finance to be checked against bursary records. The Head of Finance will make all decisions relating to students on means-tested financial assistance being allowed to join School trips. As a rule, the School's stance would not be to prevent such students from benefitting from the opportunities of an educational visit. However, some visits may be deemed less essential than others.

#### **4.4 Information to and from parents – parental consent**

Parents should be given written details of the trip in order that they can provide consent for their child to participate. This must include details of its purpose, date and time, the programme, destination and location, transport information, estimated charge to parents, the code of conduct expected of students, names of staff (and, where possible, helpers accompanying the trip), special clothing or equipment required and emergency telephone numbers here and at the venue (where appropriate). In the case of a visit requiring specific insurance arrangements, full details must be given to parents. All letters in relation to educational visits will be sent via the School Secretary/ Administrators.

#### **4.5 Checking of student lists by Head of Division/Head of Year**

The Visit Leader should share the list of students attending a visit with the DSL/Head of Division/Head of Year. This will enable the sharing of relevant pastoral/safeguarding information with the Visit Leader to inform their planning for supervision and group management and assessment of particular risks associated with specific individual circumstances.

#### **4.6 Hotel sleeping arrangements**

Under no circumstances is it acceptable for students to have to share beds during overnight visits. It is the Visit Leader's responsibility to ensure that hotel rooms have separate beds for the number of people allocated to each bedroom. Be wary of the room for three that in fact has one double and one single bed.

#### **4.7 Standards of behaviour**

Students and staff should be briefed on standards of behaviour. This will include:

- The necessity for good manners.
- The importance of sitting down on coaches and wearing seat belts.
- Adherence to normal School rules on chewing gum, smoking, vaping, energy drinks, alcohol, CBD products, etc.
- Students' responsibility for their own property.

#### **4.8 Risk Assessments**

It is the responsibility of the Visit Leader to produce an assessment of the risks. The links to forms on Appendix G should be used as the template for risk assessments. It is the responsibility of the EVC to approve the risk assessments for trips prior to departure. In this respect, risk assessments should be passed to the EVC in good time for full consideration to be given and for amendments to be made as necessary. Copies of the risk assessments must be given and explained to all supervising adults.

All adventurous or 'risky' activities must be assessed specifically e.g. surfing in Newquay or glacier walking in Iceland.

#### **4.9 Group management & supervision**

For further guidance on good practice please download & read the following document <http://oeapng.info/downloads/download-info/4-2a-group-management-and-supervision/>).

Every trip must have a clearly designated Visit Leader. The EVC is responsible for decisions on appropriate staff:student ratios for each visit. The Visit Leader should discuss the proposed staffing with the EVC who will confirm suitability with the Vice Principal. The Principal will have the final decision on staffing for all trips.

- The standard recommended ratio for trips is one adult per ten students, with a minimum of two adults. Please discuss ratios for trips with the EVC.
- The recommended ratio for trips for the Early Years is one adult to four students, although one adult to six is acceptable. Pupils must usually be within sight and hearing of staff and always within sight or hearing.
- The ratio for Nursery Division trips is one adult to two students for Cedar and Sycamore Class and one adult to four students for Hazel Class.
- In the case of local trips, such as sporting fixtures, students may be accompanied by one member of staff, but there must be another adult on call in the event of an emergency.
- A party of both sexes must normally be accompanied by adults of both sexes.
- If non-teaching staff or non-New Hall employees accompany the trip, their duties must be made clear. Support staff may attend trips, provided that they take place

during planned holiday time (School holidays or weekends), and provided that any absence from work can be covered.

- Any adult accompanying a residential trip must have an enhanced DBS disclosure.

Visit Leaders must explain clearly to all adult supervisors what their particular responsibilities are in advance.

Head counts should be undertaken regularly during all off-site visits. The frequency will need to be increased at certain points such as crowded public areas, getting on or off transport, and when arriving at or leaving a location or near a significant hazard (e.g. water). A head count should always be part of the initial response to an incident or emergency.

Students must be correctly supervised at all times during a visit. If there is an obvious hazard (e.g. flowing water, etc.), staff must be with students at all times. In the absence of such hazards, students who are of sufficient age may be allowed 'down time' provided that the following guidelines are adhered to:

- They must be in groups of **not less than four** and be told to stay together.
- The students must carry with them suitable identification and, where appropriate, a map of the location.
- All students must have been told where and how a member of staff can be contacted at all times in the event of an emergency.
- Students should not be allowed down time for prolonged periods, normally not more than one/two hours' duration, dependent on location and the age of the students concerned.

Staff should take a School mobile telephone (obtainable from the Attendance Office). In addition, they should have with them an emergency contact number for the designated member of the Senior Leadership & Management Team.

Day students must not be allowed to return home unaccompanied or left unattended outside School (after School hours) unless this has been specifically agreed with parents.

In the event of a possible return from a trip after the normal Reception times, it is essential that the trip organisers contact Reception in good time so that a message can be sent to parents if required.

#### **4.10 Medical Care Senior Division**

- The Visit Leader must provide the Health and Wellbeing Centre with a list of names of all students attending the educational visit.
- Full details of medical and dietary information must be requested via the Health and Wellbeing Centre for all one-day educational visits. This information is sufficient for all educational visits of one day or less.
- For residential/overseas educational visits, the form *Appendix F (Essential Information & Parental Consent Form for Residential Trips)* must be sent to parents for completion. This is available as a form that is distributed on MySchoolPortal by the School Administrator.

- The Visit Leader must take a copy of each student's *Appendix F* (containing the medical information & parental consent) with them on the visit & provide a set of copies for the Health and Wellbeing Centre in order that they can update records accordingly.
- The Visit Leader should discuss any queries or concerns with the Health and Wellbeing Centre prior to the visit.
- The Visit Leader should nominate one of the supervising adults on the visit to be responsible for the first aid kit and with matters of first aid. Where possible, this should be someone with a current first aid qualification (please contact the Estate Administrator for a list of qualified staff). This person must request the first aid kit from the Health and Wellbeing Centre who will be able to discuss with them any specific medical/dietary needs of individual students & provide other medication as appropriate.
- The Visit Leader should nominate one of the supervising adults on the visit to be responsible for any prescription medication for students. Prescription medication must be kept securely by an adult and under no circumstances should students be allowed to look after their own medication. The member of staff should take copies of *Appendix J (Record of medicine administered on a School visit)* which must be completed at the time and retained by the Visit Leader following the visit's return to School.
- All first aid kits and medication should be returned immediately on arrival back at School.

### **Preparatory Divisions**

- Medical information is gathered, via medical information forms, when a pupil enters the Preparatory Divisions. The information gathered is regarded as current unless updated by a parent, in writing. These forms, once completed and returned, will suffice for all UK trips organised in the current academic year.
- All medical information forms and Health Care Plans are saved here: P:\Medical Conditions.
- All trip letters will request that known changes in medical circumstances be noted in the response.
- Visit Leader to request from the Health and Wellbeing Centre, in good time, relevant medical information forms relating to trip participants.
- A separate Medical Information form will be required for all overseas trips. This must include parental authorisation granting permission for emergency medical treatment if the parents cannot be contacted.
- Before any trip, one of the supervising adults should be nominated as responsible for the first aid kit (to be obtained from the Health and Wellbeing Centre) and to deal with matters of first aid. It is the duty of the Visit Leader to ascertain the availability of local first aid facilities. At this time, detail of any "current" medical information relating to trip participants should be obtained from the Health and Wellbeing Centre.
- A member of staff able and willing to administer an Auto-injector (e.g. epipen) must accompany all trips where a student has this medical requirement.
- A qualified Early Years First Aider must attend any Early Years trip.

#### **4.11 Transport (booked via School Administrator)**

If staff wish to use their own vehicles in connection with a School visit, they should check with the Finance Manager that they are adequately insured to use the vehicle for that purpose and complete any relevant forms as directed by the Finance Department. The

School does not authorise students to travel in other students' cars and will not accept responsibility if they do so.

If a School minibus is to be used, the driver must be on the School list of approved minibus drivers (see Estate Administrator for details). Minibus drivers should ensure that their total working day (the normal teaching day and driving time) does not exceed 10 hours. Drivers should take a minimum 20-minute break every two hours.

At all stops on a journey, students must be checked back onto the coach against a written list. In the case of more than one coach there should be an adult in charge of each with a separate list of the students on that vehicle and responsible for checking that all students are accounted for after each stop. The adult in charge of each coach must carry a mobile phone and staff must exchange mobile phone details.

The Visit Leader should ensure that staff are distributed evenly throughout the coach to enable better monitoring of student behaviour, in particular to ensure seatbelts remain fastened at all times.

#### **4.12 Meeting with students**

Prior to a residential visit, a meeting should be held with students to go through key information, notably that pertaining to health & safety and behaviour expectations.

#### **4.13 Guidelines for dress on School trips**

As ambassadors for the School, students should be neatly and tidily dressed at all times when out of School. When visiting an indoor venue or other place where their clothes are not in danger of being damaged, Preparatory pupils and Girls' & Boys' Divisions students should be in full School uniform. Sixth Form trips to conferences should have a 'smart casual' dress code. This information should be included in the letter home.

When a visit takes place out of School hours, students may not necessarily be expected to wear uniform. Residential visits may include a requirement for School uniform to be worn at times, for example to formal functions or events.

#### **4.14 Travel insurance**

The School has an annual travel insurance policy. A copy of the policy with details of the cover is available from the Finance Manager or on the shared drive at [K:\Educational Visits\Insurance documents](#). Staff accompanying a residential trip should ensure that they have the insurance policy number and emergency assistance telephone number, in particular to authorise medical treatment costs on overseas visits.

#### **4.15 Sunday Mass**

For visits spanning a weekend or any Holy Day of Obligation, all students should be offered the opportunity to attend Mass. The Visit Leader should explore the options in advance and make arrangements within the itinerary as appropriate. There may be instances where it is not possible to arrange this option for students, in which case staff will endeavour to provide an appropriate liturgy. The Visit Leader should contact the Chaplaincy Team who will provide appropriate guidance and resources. Parents should be informed either way in respect of this matter.

#### 4.16 Communication to colleagues

Where a visit takes place in School time, a list of all students who will be missing lessons should be emailed to all teaching staff in advance (Senior Divisions only). Specialist subject teachers in the Preparatory Division will be advised as necessary.

All details of the visit, including a list of all staff and students on the trip (if any adult helpers are not members of staff, their address and emergency contact number must be included), must be entered to the EVOLVE database ideally two weeks in advance and at least 48 hours before the visit takes place. Mobile contact numbers for staff should also be included in the documentation uploaded to EVOLVE.

### 5 The Visit

The Visit Leader must recognise that, whilst leading the visit, they are in effect representing the Principal and hold delegated responsibility for Health & Safety and Duty of Care.

#### 5.1 On the day

It is the responsibility of the Visit Leader to ensure that every adult supervisor is fully briefed on the appropriate procedures and policies outlined in this document. Each adult must be given copies of the following:

1. Risk assessment
2. *Appendix H – in the event of a disaster guidelines (collect card with this from School Administrator)*
3. *Appendix I – summary of key policies for accompanying staff*
4. Emergency staff contact numbers e.g. School reception, SLMT contact, School out-of-hours contact

Check that students requiring specific medication e.g. AAI's, diabetic medication, have the appropriate equipment/medication with them.

Ensure the following is uploaded to the EVOLVE database:

1. Itinerary – to include hotel/accommodation names, addresses & contact numbers
2. Student names
3. Staff names
4. Contact numbers for all staff
5. Risk Assessment
6. Details of tour operator (residential/overseas visits only)
7. Transport details including flight numbers (residential/overseas visits only)

If students will be under remote supervision at any stage, collect student mobile phone numbers before departure.

All staff should carry a mobile phone, whether their own or a School mobile. The Senior Divisions Attendance Office has ten mobile phones available to book for educational visits. Reception must be given the number of personal staff mobiles if School ones are not being used.

## **5.2 During the visit**

It is the responsibility of the Visit Leader to ensure appropriate supervision is in place in relation to the age of the students and the activities being undertaken (see 3.8 above). There should be a system in place to safeguard young people at all times.

## **5.3 On return**

Check all students off the coach and ensure all students are collected by a parent or guardian or have an appropriate other activity/location to go to e.g. Boarding House. A member of New Hall staff must remain with uncollected students until all parents have arrived and all children have been collected or are supervised in another location.

# **6 Key procedural advice**

## **6.1 Emergency/Critical Incident Procedures**

All leaders must carry the School's 'In the event of a disaster' guidance card (Appendix H), available from the Admin Office, with emergency telephone contacts and the action plan for if an incident should happen. It is the responsibility of the Visit Leader to collect and distribute this document to all staff on the trip. In the event of an accident, the final decision on whether a student can or cannot participate further in activities lies with the Visit Leader and the School.

## **6.2 Swimming**

Swimming should not form part of a residential trip unless as a supervised activity for which parents have given written permission. Please also see the two national guidance documents for natural water bathing and swimming pools found at <http://oeapng.info/downloads/specialist-activities-and-visits/>. In any situation where students are swimming, at least one member of staff must remain out of the water at all times in a vigilant supervisory capacity. This is in addition to any lifeguard cover that may be in place already at the venue.

*"Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a School group. They should only be allowed as formal and supervised activities, preferably in recognised bathing areas which have official surveillance i.e. qualified lifeguard cover. Nonetheless, students should always be in sight of their supervisors. One supervisor should always stay out of the water for better surveillance.*

*The group leader, or another designated teacher in the group, should hold a relevant lifesaving award, especially where lifeguard cover may not be available. For further advice contact the Royal Life Saving Society.*

*Some LAs advise their Schools that a ratio of 1 adult per 10 students is a minimum. The group leader should assess the risks and consider the appropriate safe supervision level for their particular group before the activity takes place." (DfE Educational Visits guidelines).*

## **6.3 Money**

An amount appropriate for the trip should be recommended. In the case of Years 7-9, arrangements should be made for money to be held centrally in the hotel safe and issued on a daily basis.

## **6.4 Alcohol: students**

If there is prior written authorisation from the Principal and parents, one alcoholic drink may be consumed with meals, by students aged 18 years, if this is legal in the country. The

group leader has discretion about whether to allow this (e.g. due to student behaviour on the trip). Any student drinking alcohol should always be supervised by a member of staff on duty.

#### **6.5 Alcohol: staff**

Staff on duty, and at least two members of staff at any time, must refrain from consuming alcohol on each day of a School trip. This is to ensure that, should there be an emergency situation, one member of staff can deal with the emergency, and another member of staff can be fully responsible for all other students.

If alcohol is consumed by staff not on duty, this would be limited to a modest amount and responsible conduct is expected at all times. Staff should be aware that they are *in loco parentis* and a good example must be set to students in their care.

#### **6.6 Passports and EHICs**

Passports should have a minimum of six months' validity. It is advisable to make photocopies of both passports and EHIC/GHICs which can be kept for record keeping purposes. These can be uploaded to the EVOLVE form in order that they are accessible at all times.

#### **6.7 ID Cards**

For residential/overseas visits, all students should be issued with an ID card. Please contact the Reprographics Manager for a copy of the template and to discuss your requirements.

#### **6.8 Prescription medication**

With the exception of those who would normally carry their own medication e.g. AAls or diabetic medication, students should not have any medication (prescription or otherwise) in their possession. If prescription medication is required, this must be kept securely by a member of staff on the visit. *Appendix J* must be taken on the visit and completed to record when the medication was administered.

### **7 Evaluation & reporting**

For residential visits, the evaluation form (*Appendix K*) or, for day visits, the evaluation section of the EVOLVE form for the visit, must be completed as soon as possible after the trip returns.

If necessary, accident or incident forms should also be completed immediately upon return. If forms were completed at a venue, details should be provided to the appropriate people at School e.g. Health & Wellbeing Centre, Head of Middle Division, Head of Upper Divisions etc. Accidents can be reported at the time of the event using the EVOLVEGo app.

## Trips Guidelines: Preparatory Division Trip Planner

		Date completed
1	Plan in year group	
2	Check date with destination	
3	Seek approval and check date with Head of Division/Educational Visits Co-ordinator. For overseas/residential trips, submit budget and schedule of payments to Head of Division and Finance Manager.	
4	Cost and confirm booking	
5	Prepare parent letter and send via My School Portal	
6	Monitor responses via My School Portal	
7	Plan any accompanying staff confirming with EVC that they are available and the ratio is commensurate with the activity and level of risk. Minimum ratio of 1:10 For the Early Years minimum ratio is 1:6. For Pre-School, the minimum ratio is 1:4. For Nursery, the minimum ratio is 1:2.	
8	Arrange for School Administrator to book coach and food	
9	<b>Arrange parental meetings if applicable</b>	
10	Finalise Risk Assessment and submit to EVC	
11	Ensure medical staff are aware and arrangements made for First Aid bag etc. and who will be responsible for this	
12	Complete EVOLVE form with all details of the visit	
13	Take: <ul style="list-style-type: none"> <li>• Lists of student names</li> <li>• Risk Assessment</li> <li>• Mobile phone/s</li> <li>• Copy of any Insurance details</li> <li>• Destination details, map, any cheques needed</li> <li>• First aid kit</li> <li>• Food and drinks</li> <li>• Student medical information sheets and medication, e.g. auto-injectors</li> <li>• Sick bucket and water</li> <li>• Work materials, paper etc.</li> </ul>	
14	<b>Cancellation policy</b> Cancellation of previously approved trips must be authorised by the EVC	

<b>APPENDIX B</b>
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<b>Trips Guidelines: Senior Division Trip Planner</b>
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Visit [K:\Educational Visits\EVP Appendix B - RESIDENTIAL TRIP planning checklist NEW.docx](#) for the most up to date version of the visit planning guidelines for Senior Divisions' residential visits

Visit [K:\Educational Visits\EVP Appendix Bii - DAY TRIP planning checklist \(Senior Divisions\).docx](#) for the most up to date version of the visit planning guidelines for Senior Divisions' day visits

<b>APPENDIX C</b>
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<b>Trips Guidelines: Details of proposed trip abroad (For submission to SLT)</b>
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Visit [K:\Educational Visits\EVP Appendix C - Details of proposed trip abroad.doc](#) for the most up to date version of the proposal form for a trip abroad

<b>APPENDIX D</b>
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<b>Trips guidelines: Budgeting for a School trip</b>
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Visit [K:\Educational Visits\EVP Appendix D - Budgeting for a school trip.doc](#) for the most up to date version of the budgeting form for a school visit.

<b>APPENDIX E</b>
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<b>Trips guidelines: Code of Conduct – Student Agreement</b>
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Visit [K:\Educational Visits\EVP Appendix E - Code of Conduct.doc](#) for the most up to date version of the Code of Conduct Student Agreement

<b>APPENDIX F</b>
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<b>Trips guidelines: Essential information and Parental Consent Form for residential trips</b>
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Visit [K:\Educational Visits\EVP Appendix F - Essential Information & Parental Consent Form for Residential Trips.doc](#) for a copy of this form. The form is now sent via My School Portal – please contact the Whole School Administrator for further advice regarding this form, including the timing of sending to parents.

<b>APPENDIX H</b>
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<b>Trips guidelines: In the event of a disaster procedures</b>
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Please visit <K:\Educational Visits\EVP Appendix H - In the event of a disaster.doc> for the most up to date version of these procedures

<b>APPENDIX I</b>
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<b>Trips guidelines: Summary of policies - to be held by all staff on an educational visit</b>
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Please visit <K:\Educational Visits\EVP Appendix I - Summary of key policies for accompanying staff.docx> for a copy of this document.

<b>APPENDIX J</b>
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<b>Record of medicine administered on a School visit</b>
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Please visit <K:\Educational Visits\EVP Appendix J - Record of medicine administered on a school visit.docx> for a copy of this document

<b>APPENDIX K</b>
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<b>Trips guidelines: Evaluation of visit – please submit a copy to the School Administrator</b>
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Please visit <K:\Educational Visits\EVP Appendix K - Evaluation of Visit.doc> for a copy of this document.

<b>APPENDIX L</b>
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<b>Trips guidelines: Itinerary template</b>
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Please visit <K:\Educational Visits\EVP Appendix L - Itinerary Template.docx> for a copy of this document