



Alley's School  
Policies & Procedures

Educational Visits Policy and Guidelines

Name of Policy	Educational Visits Policy and Guidelines
ISSR	Part 3: Welfare, Health & Safety
Reviewed by	SMT
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**This policy applies to the Senior School.**

**CONTENTS**

- A. Educational Visits Policy**
- B. Educational Visits Guidelines**
  - B1 Scope of the Policy
  - B2 The Visit Leader and Deputy Visit Leader
  - B3 Staffing
  - B4 Supervision
  - B5 Pupils
  - B6 Communication with Parents
  - B7 Planning
  - B8 Travel and Transport
  - B9 Mobile Phones
  - B10 First Aid, Medical Issues, Learning Differences
  - B11 Risk Assessments
  - B12 Contingency Plan
  - B13 Emergency Procedure / Critical Incident
  - B14 Visits Abroad

B15	Adventurous Activities and Water Activities
B16	Cost
B17	Insurance
B18	Final Approval
B19	Return
B20	Evaluation
B21	Reporting Incidents and Accidents
B22	Index of Appendices
B23	Useful Additional Publications, Websites and Contacts

## EDUCATIONAL VISITS POLICY

Educational visits have been, and continue to be, an important feature of the School's provision for its pupils. Over the years, our pupils have gained considerable personal development from participation in a wide variety of experiences that complement and extend the curriculum and enhance the learning process. The Governing Body greatly appreciates the fact that staff are prepared to organise and conduct educational visits, but are conscious of the need for all visits to be properly planned, so as to minimise the risk of accidents or mishaps.

The vast majority of all educational visits nationally result in happy memories but, unfortunately, it is the exceptions, which everyone else remembers. Accidents do happen but it is the responsibility of all staff to ensure, so far as is reasonably practicable, that the risk of hazardous incidents occurring on an educational visit is reduced to the absolute minimum.

The purpose of this policy document is to ensure that the School continues to offer pupils a variety of opportunities in a safe an environment as possible. The advice outlined in this policy document and accompanying guidelines cannot guarantee a problem-free visit, but should assist staff in reducing the possibility to a minimum. They are designed to stimulate a thinking process, which should be applied in all cases, although the precise detail and depth of planning will vary depending on the nature and scope of each visit.

The Educational Visits Coordinator regularly attends training which formulates the updating of this policy document in conjunction with the OEAP National Guidance for all School trips. The Outdoor Educational Advisors Panel National Guidance is relevant to all types of visit and all staff involved and can be found here: <https://oeapng.info/> for further information. In addition to the latest OEAP National Guidance the School refers to the guidance provided by the Department for Education, e.g. any latest advice around COVID-19.

**This policy document is supplemented by more detailed guidelines and appendices for each part of the policy, which staff should follow.**

*"Whilst your priorities are safety first, comfort and then enjoyment, your charges will experience enjoyment first, then comfort and safety."*

### Scope of the Policy

For the purposes of this policy, an "Educational Visit" is an event involving the school's pupils, which takes place away from school's premises, or an event involving an overnight stay, also known as a "Residential Visit". It does not include routine sporting fixtures, which are subject to the Sports Department's own procedures; see Appendix 23, Sport Fixtures Trips Policy.

### The Visit Leader and Deputy Visit Leader

One teacher, the Visit Leader, has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the health and safety of the group. The Visit Leader will undertake and complete preliminary and more detailed planning for the visit, including the actions on the checklist, the relevant Risk Assessment Forms and briefings for pupils, other staff and, where necessary, parents. The Visit Leader will hold all the relevant paperwork and oversee the supervision by other staff. Where necessary the Visit Leader is responsible for stopping the visit if the risk to the health or safety of the pupils is unacceptable. The Visit Leader should identify a Deputy Visit Leader at the outset of the planning phase and add the Deputy

Visit Leader's details to all trip paperwork. The Deputy Visit Leader will take full responsibility for the visit in the event of the Visit Leader being unwell or absent at any point during the trip, and will also act as the secondary point of contact with parents and staff back at 'base'.

### **Staffing**

Other staff accompanying the visit should support the Visit Leader and Deputy Visit Leader in running the visit and should be fully aware of all the key aspects of the visit. All visits should follow the School's guidelines with regard to pupil/staff ratios. Regular Educational Visit training is delivered to staff in conjunction with the CPD programme organised by Deputy Head, Personnel and Administration. As the Educational Visits Coordinator (EVC), the Assistant Head (Co-Curricular & Partnerships) attends regular CPD updates and training delivered by appropriate organisations. Some staff attend specific CPD courses (annually or biennially) relevant to their position or role e.g. Director of Sport, Duke of Edinburgh Award Scheme Coordinator, Contingent Commander, CCF, Coordinator of Local Partnership.

### **Supervision**

The Visit Leader and Deputy Visit Leader and accompanying staff are in 'loco parentis' i.e. they stand in place of the parents and it is expected that they behave at all times towards the pupils as a reasonable parent would. Staff are responsible for their group at all times and should exercise appropriate supervision and control (this may include remote supervision, detailed below).

The aim of visits for older pupils may be partly to encourage independence and investigative skills, and some of the activities on visits, such as fieldwork, may involve remote supervision. The Visit Leader and Deputy Visit Leader should establish, during the planning stage of the visit, whether the pupils are competent under remote supervision and should ensure that parents are aware that this forms part of the visit. Appropriate guidelines should be used; having pupils in small groups and not on their own; having mechanisms (Emergency contact cards including School mobile phone numbers) whereby they can contact staff e.g. by mobile phone. An example of this card can be requested from the Assistant Head (Co-Curricular & Partnerships). These should be fully documented in the Risk Assessment (Event Specific).

### **Pupils**

Structures/procedures for selecting the group should be clearly established (if numbers are limited or other restrictions have to be made) and agreed with the Assistant Head (Co-Curricular & Partnerships). It should be made clear to pupils that this is a School Visit and as such normal School Rules, including the Anti-Bullying Policy and the Sanctions Policy, will apply at all times, and that the normal high standards of mutual respect, sensible and responsible behaviour is expected. If abroad, pupils should be sensitive to local codes and customs. For overnight visits the Visits Code of Conduct should be used. This is signed by both pupils and their parents/guardians.

### **Communication with Parents**

The Visit Leader and Deputy Visit Leader are responsible for ensuring clear communication, in writing, via Alleyn's Post, before the visit so that parents may give informed consent. For overnight visits a separate consent form must be completed. All communications to parents should clearly state the itinerary of the trip, this should include details around the proposed method of transport that will be used. For all trips the Alleyn's Post communications should provide an opportunity to opt out/withdraw should the parent wish to do so.

**Oversubscribed Trips** – please include the following in the initial Alleyn's Post

*In the first instance places will be allocated to pupils who study, or participate in, the relevant subject and/or co-curricular activity. If the trip remains over-subscribed, pupils who have been unsuccessful in*

*gaining a place on other trips will be considered next. Following this process, a ballot may be necessary to allocate the final places.*

If a visit is oversubscribed, please speak to the Assistant Head (Co-Curricular & Partnerships) who monitors and keeps records of all pupils that miss out on visits.

### **Planning**

Preliminary Planning should be fully completed for each visit. A clear statement of the educational aims and justification for the visit should be prepared and also included in the first Alleyn's Post to parents. Careful thought should be given to the timing of the visit, the appropriateness of the activity and suitability of the venue. The appropriate Authorisation Form should be signed off before the visit is advertised to pupils and any information is sent to parents. Checking with the EVC regarding any current DfE guidance, OEAP National Guidance and/or FCO status/guidance around Coronavirus restrictions/vaccination requirements which will be included as part of the Risk Assessment.

Once the visit has been authorised detailed planning should be undertaken. The Checklist of all key actions should be used in conjunction with this Policy and the further Guidelines for Educational Visits.

### **Travel / Transport**

The Visit Leader and Deputy Visit Leader should select the most appropriate form of transport for the visit. Where coach companies are used, these should be reliable and well-established companies, booked through Reception. If minibuses are to be used, the procedure for the use of minibuses laid down in the School Minibus Policy document must be observed. Minibuses should be booked in advance via Reception.

### **Mobile Phones**

All visits or expeditions should be able to communicate by mobile phone. School mobile phones must be booked from Reception and now include key numbers for SMT, security, reception and other essential contacts. There is a wallet attached to the back of each school mobile phone containing the Critical Incident Checklist, which should be referred to in case of an emergency occurring during the educational visit. The SMT Emergency Action Plan (Base Contact) document is also listed in the appendices for information. It is not appropriate for Visit Leaders or staff accompanying trips to give their own personal mobile phone number to pupils or parents.

### **APPENDIX 2A: Critical Incident Checklist**

### **APPENDIX 2B: Critical Incident Checklist, SMT Emergency Action Plan (Base Contact)**

### **First Aid / Medical Issues / Specific Educational Needs**

Careful consideration should be given to First Aid requirements and individual medical needs of pupils on visits, including any pupils with asthma, diabetes, epilepsy and/or anaphylaxis, and any specific needs relative to the visit.

A first aid kit should be taken on all visits. The Visit Leader must collect Adrenaline Auto Injectors (AAI's) as well as oral antihistamines from the School Nurses prior to departure.

### **Risk Assessments**

**Risk assessment is not just a document, it is a process.**

**All school visits require a Risk Assessment to be completed and signed by the Visit Leader.**

There are three elements in the Risk Assessment process:

- (i) A Generic Risk Assessment (written before the visit)
- (ii) An Event Specific Risk Assessment (written before the visit)
- (ii) Ongoing Risk Assessment Evaluation (not written but undertaken during the visit).

Should circumstances change significantly during a visit please contact the designated member(s) of SMT (base contacts) for advice/approval should a different activity being planned/offered.

### **Contingency Plan**

It is essential to have a contingency plan in the event of the original activity not being possible e.g. bad weather, travel issues. This should also be included in the Risk Assessment.

### **Emergency Procedures**

Emergency procedures are an essential part of planning a school visit and procedures for dealing with both minor and major accidents and incidents must be fully considered before the visit. All staff accompanying school visits should ensure that they take with them an Alleyn's Emergency Action Card. This contains clear action points in the event of a Serious Accident/Incident, all telephone numbers for the relevant senior staff (who can be contacted 24/7 if necessary). The details of the School Insurance Policy and phone numbers can be obtained from the Critical Incident Checklist, which can be found in a wallet attached to the back of each School mobile phone.

### **Visits Abroad**

Before a visit abroad is authorised the Visit Leader should meet with the Assistant Head (Co-Curricular & Partnerships) to discuss the proposed visit.

### **Structured Homestay visits**

Should a potential structured homestay be part of the proposed visit this should involve a meeting with the Senior Deputy Head and Assistant Head (Co-Curricular & Partnerships) around the safeguarding requirements and be authorised before the trip is advertised.

### **Adventurous Activities / Water Based Activities**

These activities have intrinsic hazards over and above normal day-to-day risks and therefore require particular supervision. Staff must check the current regulations and guidance if their visit involves any adventurous activity, and ensure that the appropriate standards are met. Additional permission from parents may be required (e.g. SCUBA PADI qualification application form). Seek advice from the Assistant Head (Co-Curricular & Partnerships) and Chief Operations Officer/Operations Manager if there is any uncertainty. If any structured/supervised swimming is to take place on an educational visit, full details must feature in the Alleyn's Post communications, Risk Assessment and at the parents' information evening. This must be fully discussed with the Assistant Head (Co-Curricular & Partnerships) during the planning phase of the visit. All communications to parents should clearly state the itinerary of the trip, this should include details around the proposed method(s) of transport that will be used. For all trips the Alleyn's Post communications should provide an opportunity to opt out/withdraw should the parent wish to do so.

### **Cost**

The cost of Educational Visits is charged to parents via the Termly Fees Account. The Visit Leader should supply a budget template and the contract from the travel company to the Chief Finance Officer for authorisation before advertising the visit to pupils and parents. The Visit Leader should provide the Fees Accountant with a Custom Group from isams listing all pupils (and including all details listed in **APPENDIX 3: How to create a Custom Group on isams**) once the final group of pupils on the trip has been confirmed. All visits should have completed financial payment prior to departure.

### Insurance

All visits are covered by the School's Insurance Policy, details of which are available from the Bursary office. Parents should be provided with details of insurance if the travel operator or similar is providing a different policy. Some exceptional activities may require notification to the School's insurance company (e.g. SCUBA diving specialist OAA with higher risk activities). The Visit Leader must check all exceptional activities with the Assistant Head (Co-Curricular & Partnerships) and the Operations Manager before the trip is publicised to parents and pupils. Checking with the EVC and Operations Manager regarding the current DfE guidance, OEAP National Guidance and/or FCO status/guidance around Coronavirus restrictions (Communicable illness) /vaccinations around implications for the trip.

### Final Approval & General Data Protection Regulations (GDPR)

Once the detailed planning has been completed, the Visit Leader should submit for final approval the appropriate Signing-Off Form. Information will be kept centrally in the Head's office. For visits that fall outside the school term the Deputy Heads and Assistant Head (Co-Curricular & Partnerships) carry with them complete lists of all school pupils' details and the contact details for all school visits electronically on a School iPad/Surface Pro, which is fingerprint and password protected. The Visit Leader is responsible for ensuring that all relevant paperwork is taken on the visit and is kept securely following the School's Data Protection procedures.

**For Educational Day trips – *Essential Information* and *Risk Assessments*** should only be taken off the School site on School iPads/Surface Pro (hard copies of registers and brief medical alerts are fine).

**For Educational Residential trips – *pdfs of Parental Consent forms, Essential Information* and *Risk Assessments*** should only be taken off the School site on School iPads/Surface Pro (hard copies of registers and brief medical alerts are fine).

**ALL** sensitive information must be carried securely on an electronic device. Appendix 22 gives advice on the security of iPads/Surface Pro (including passwords and the general health of the device, battery life). If staff need additional support, they should contact the IT Help Desk **at least 24 hours** before the trip departs.

A minimum **of at least two staff** must have the above information on a School trip; the Visit Leader and Deputy Visit Leader and additional staff depending on the size of the group. All should carry this information on securely on an electronic device. If an additional School iPad is required, staff should contact the EVA to arrange the use of these additional devices.

In the event of a lost or stolen School device whilst on a School trip, staff must alert the School GDPR Privacy Officer (Chief Operating Officer) immediately so the device can be remotely wiped.

Please add the following standard section on GDPR to your Risk Assessments

Activity	Hazard and	Who?	Probability	Control Measures (Reducing the Risk)	Outcome
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	Associated Risk				
Any off-site educational visit	GDPR - security of sensitive information	All	Ongoing	All essential information (pupil and staff), Risk Assessments to be carried on a password protected School iPad/Surface Pro by the Visit Leader and Deputy Visit Leader and deleted from the device post trip	Low

**Current Information Commissioner's Office advice is:**

- Carry the minimum amount of data whilst on educational visits. It may be appropriate to consider leaving healthcare plans/sensitive personal data at the school and if there is a need to access the data have a contact point back at the school with access to the forms;
- Review the data carried immediately prior to leaving school premises to ensure you have the minimum amount of data required ensuring it is necessary and not excessive;
- Apply appropriate security measures to any documents held on the tablet or Surface Pro, for example, password protecting the documents on the file in addition to the password that would be required to access the tablet itself;
- Staff who regularly handle personal data must be aware of their responsibilities in respect to data protection and this should be supplemented with more localised training in specific tasks such as carrying personal data when not on school premises;
- When educational visits policy and associated risk assessment documents are updated, they should be circulated to all staff, so they are implemented consistently across the organisation.

**Return**

The Assistant Head (Co-Curricular & Partnerships) or the specified member(s) of SMT must be notified of the safe return of the visit, by either email or phone call. The Assistant Head (Co-Curricular & Partnerships) or specified member(s) of SMT) will then notify other members of SMT.

**Evaluation**

For all overnight visits, a Visit Evaluation Form should be completed via the Hub with the Educational Visits Administrator. This form will identify any safeguarding issues, near misses, accidents or behavioural concerns throughout the duration of the visit. This form will also remind Visit Leaders to return school mobiles phones, first aid kits, Adrenaline Auto injectors (AAs) and oral antihistamines. Visit Leaders should also return any hard copies of visit paperwork (registers, brief medical alerts, itinerary etc.) to Reception for shredding in line with the GDPR and School's Data Protection procedure. Post-trip all essential information, Risk Assessments and any images from the visits should be deleted from School iPads/Surface Pro.

As part of the ongoing support to all Visit Leaders the Assistant Head (Co-Curricular & Partnerships) will attend a number of trips each year. This will allow for feedback to the Visit Leader and an opportunity for staff to communicate any issues or suggestions around the management of all trips.

**EDUCATIONAL VISITS GUIDELINES**



## Introduction

When organising visits, staff should follow the Alleyn's School Educational Visits Policy and these guidelines.

Additional and current advice can be found from The Outdoor Educational Advisors Panel National Guidance which is relevant to all types of visit and all staff involved and can be found here: <https://oeapng.info/>

Further useful guidance and advice can be found on the Department for Education website [www.education.gov.uk](http://www.education.gov.uk) in the following resources:

- Departmental advice on health and safety for schools
- Health and Safety Executive: School Trips and Outdoor Learning Activities: Tackling the Health & Safety Myths.

## B1. Scope of the Policy

For the purposes of this policy, an educational visit is an event organised and led by an Alleyn's teacher, involving the school's pupils, which takes place off the school's premises or any event involving an overnight stay. However, it does not include routine sporting fixtures, which are subject to the PE Department's own procedures.

## B2. The Visit Leader and Deputy Visit Leader

The Visit Leader and Deputy Visit Leader should be able to control and lead pupils of the relevant age range, take responsibility for ensuring that all relevant tasks have been assigned, should be suitably competent to instruct pupils in the proposed activity and be familiar with the location/centre where the activity will take place.

Prior to departure the Visit Leader and Deputy Visit Leader should ensure that all staff accompanying the visit attend a pre-visit briefing and are fully aware of the following:

1. The aims of the visit.
2. The areas of responsibility and roles of all accompanying staff.
3. The full itinerary of the visit.
4. Emergency procedures.
5. The information contained in the Risk Assessment Form submitted by the Visit Leader
6. Any specific and relevant information for the pupils and staff on the visit, including dietary, medical, learning differences, pastoral/safeguarding requirements.

Educational Visits Administrator; for those departments without support staff/technicians that organise their trips currently, the Educational Visits Administrator (EVA) is a direct support to the Visit Leader for:

- Planning the trip
- Preparing the trip
- Post evaluation of the trip

However, it is important to stress that the EVA is **not the Visit Leader**. Therefore, all Risk Assessments, Budgeting & financial management, Safeguarding, Medical/Allergy management remain the **direct** responsibility of the Visit Leader for the duration of both the planning stage and the actual visit.

Duties of the EVA include:

- Prior to a trip being advertised an initial meeting with the Visit Leader – objective of trip discussed
- Research of tour companies, potential costs and sustainability around the proposed trip
- Suggested itineraries following this research
- Set up and keep TAG Groups up-to-date and working closely with Fees Accountant
- Draft written communications to parents (AP's) and the follow up approval from Visit Leader
- Support with booking transports and tickets, nb for day trips tickets might be purchased in advance via Dept. administrators/Dept credit cards
- Booking of School mobile phones
- Booking first aid kits
- Booking of meetings for the VL to see nurses (allergy management), DSL (safeguarding) and if relevant EVC (Residential Trip Leader refresher meeting)
- Collating of Residential consent and code of conduct forms
- Support/advise Visit Leader for lead in time with ordering foreign currency and use of REVOLUT cards
- Preparation of the actual trip pack in an electronic format
- Post trip meet with Visit Leader making sure evaluations are complete and any follow up forms are required to be completed for accidents and/or safeguarding issues
- Support Visit Leader post trip to make sure all information has been deleted from a GDPR perspective
- Support Visit Leader post trip with making sure that photos/articles are submitted to newsletter and Scrib
- Work closely with and on behalf of the EVC to help ensure consistency with standards and compliance and thoroughness of preparation of trips across the senior school, adhering to the Educational Visits Policy deadlines

### **B3. Staffing**

In creating a team of staff, consideration should be given to establishing an appropriate balance of experience and skills, and how well the proposed staff team will work together.

It is the responsibility of all staff accompanying the visit to be aware of key aspects of the visit as outlined in (2) above.

The ratios of male/female staff and the overall ratio of staff to pupils should also be considered. The Department for Education recommends one adult to every 15-20 pupils in Year 7 onwards for activities such as visits to local sites and museums. However, depending upon the nature of the activity a higher staff/pupil ratio may be required. Where the visit is residential and/or going abroad, higher teacher/pupil ratios will need to be considered to allow for appropriate supervision arrangements. If the residential visit involves both male and female pupils, we would strongly recommend that the staff accompanying the trip should ideally include a balance of gender and experience. There should be a sufficient number of staff to accommodate emergencies, such as the need for a pupil to return home early through accident/ill health.

Notes:

- If staff have one or more of their own children accompanying a visit, then they do not count in the staff numbers when working out the staff / pupil ratio.
- If support staff accompany a visit, then their position(s) and areas of responsibility should be clearly defined and agreed with the Assistant Head (Co-Curricular & Partnerships) and the Chief Operating Officer before the visit.
- On all Educational Visit documentation Support Staff should be referred to using their full name, not mnemonics e.g. Mark Hill, not MH.
- If a volunteer is to accompany a School Visit, then this should be discussed and agreed with the Deputy Head Administration & Personnel and the Assistant Head (Co-Curricular & Partnerships) and appropriate safeguarding checks will be undertaken by HR. These checks must take place before the trip takes place.
- Staff accompanying a visit might be required to provide first aid, or transport a pupil to hospital, at any time during a visit, therefore, at all times at least two members of staff must remain alcohol-free.
- All staff accompanying School Visits must be aware that their primary responsibility is the care of the pupils in their charge so any consumption of alcohol should be taken with this duty of care in mind.
- The Visit Leader should plan a rota that identifies clearly which staff are to be alcohol-free on which day.
- For any member of staff the excessive consumption of alcohol on School Visits is unacceptable, and a clear breach of the Staff Code-of-Conduct.

For ALL overnight visits ALL staff accompanying the visit should complete either the form entitled

**APPENDIX 1A:** Overnight Visit Abroad, Staff Emergency Details **OR APPENDIX 1B:** Overnight Visit UK, Staff Emergency Details.

Consult with the Assistant Head (Co-Curricular & Partnerships) if there is any doubt regarding the appropriate ratios or staffing issues.

#### **B4. Supervision**

Staff should carry a list of all group members (including medical details and emergency contact details) on their School iPad/Surface Pro and check regularly that everyone is present, particularly when leaving a location.

The supervisory position of staff is not relinquished until the pupils are returned to the care of their parents/guardians.

All educational visits involving pupils in Years 7-9 should depart from, and return to, Alleyn's School. Bespoke arrangements, if necessary, can be made with the Visit Leader and parents for the collection of pupils (in the form of a written email at least 48 hours before the visit) should this not detract from the safety and welfare of the group.

Visits involving pupils in Year 12 and 13 to a local venue (including into London) can meet at and depart from that venue *providing clear details are contained in the Alleyn's Post to parents*. Parents of Year 10 and 11 pupils will be sent an Alleyn's Post regarding the visit, including whether independent travel is an option for the journey home. There will still be occasions when a

group either leaves from, or is brought back to, Alleyn's but we shall offer the option of independent travel where possible. Parents of Year 10 and 11 pupils must give their consent for independent travel home after the trip via the online reply button in the Alleyn's Post. Pupils must be registered at the start and end of the visit. All pupil absences must be followed up directly with parents to ascertain that each pupil is safe.

The PE and Games Department have their own separate policy for transport to and from sports fixtures and games, see Appendix 23.

### **Attendance / Departure**

If a pupil is absent / withdraws and does not go on the Educational Visit, the Visit Leader should inform Reception and / or the Section Administrator before the trip departs. If the Educational Visit takes place outside school hours, the Visit Leader should inform the member of SMT 'on-call' (base contact).

If a pupil requests collection from an Educational Visit and/or departs early, the Visit Leader should inform the member of SMT 'on-call' (base contact). Requests for early collection from parents should be made in writing before the Educational Trip departs and should not impact the travel arrangements for the group.

### **Staff Absence**

If a member of staff accompanying a trip is absent / withdraws and does not go on the Educational Visit, the Visit Leader or Deputy Visit Leader must inform the member of SMT 'on-call' (base contact), and/or Deputy Head, Personal & Administration and the Assistant Head (Co-Curricular & Partnerships), before the trip departs.

## **B5. Pupils**

Which pupils will go on the visit?

- Is it a specific year group - all or selected?
- Is it subject based?
- If different ages are included, is the age range appropriate?
- Is the visit mixed or single sex? (This question directly affects staffing.)
- Are there grounds for not allowing a child to attend?

Structures/procedures for selecting the group should be clearly established (if numbers are limited or other restrictions have to be made) and agreed with the Assistant Head (Co-Curricular & Partnerships).

*In the first instance places will be allocated to pupils who study, or participate in, the relevant subject and/or co-curricular activity. If the trip remains over-subscribed, pupils who have been unsuccessful in gaining a place on other trips will be considered next. Following this process a ballot may be necessary to allocate the final places.*

If a visit is oversubscribed, please speak to the Assistant Head (Co-Curricular & Partnerships) who monitors and keeps records of all pupils that miss out on visits.

Once you have a list of pupils interested in participating in the visit, you should pass the list of names to the Senior Deputy Head (Designated Safeguarding Lead) so that any pupils with specific safeguarding issues can be identified and appropriate plans put in place. This may also result with further consultation with parents if the School is worried about the pupil attending the trip. Should you be concerned about the inclusion of a particular pupil(s), for any reason, you must discuss this with the Assistant Head (Co-Curricular & Partnerships) in the first instance.

The School reserves the right not to permit, or to withdraw permission for, a pupil to go on a particular trip, for various reasons including, but not limited to, disciplinary, pastoral, health/fitness, academic or safeguarding reasons (including medical). In such instances the reasons for the decision will be communicated to parents. The School will be under no obligation to refund the deposit or the cost of the trip, but will exercise its discretion depending on the circumstances (including but not limited to whether or not such monies are otherwise recoverable).

## **B6. Communication with Parents**

The Visit Leader should ensure that parents are given sufficient written information prior to the visit. All written information should be sent to parents via Alleyn's Post. All communications to parents should clearly state the itinerary of the trip, this should include details around the proposed method(s) of transport that will be used. For all trips the Alleyn's Post communications should provide an opportunity to opt out/withdraw should the parent wish to do so. For pupils that are yet to join the School (most common at 16+ admissions) please include the following statement if the pupil is eligible for the trip: 'Alleyn's School is happy to provide the opportunity for your child to sign up for an educational residential visit before joining the School at the start of the Advent term (include year). However, should your child not join the School, then I'm afraid that the unavoidable costs of cancelling them from the trip would be deducted from the deposit currently held by the School which would then be returned to you.'

In the event of visits that require a more detailed briefing, parents should be invited to the relevant sessions. The Visit Leader should explain to parents how they can prepare the pupil for the visit, in particular, if the visit is overnight, reinforcing the relevant Code of Conduct (Appendix 7A, 7B, 7C). Code of Conduct forms for CCF and Duke of Edinburgh's Award need to be completed by parents and pupils once, on an annual basis, and prior to the pupil's first CCF/DofE educational visit. The Visit Leader should keep a register of all attending parents and follow up with any absent parents by sharing the presentation with them via Alleyn's Post or email.

For one-day non-residential visits within the UK, the Parental Consent Form for Educational One-Day Visits applies. All parents sign or authenticate via an Alleyn's Post with an electronic password protected signature the Parental Consent Form for Educational One-Day Visits when their child(ren) join Alleyn's School. This form is kept on the individual pupil's school file and/or on isams. For overnight residential visits, the relevant Overnight Visit form must be completed. See Appendix 4A, Overnight Visit Parental Consent Form (UK) and Appendix 4B, Overnight Visit Parental Consent Form (Abroad). CCF and DofE Overnight Visit Parental Consent Forms could cater for two visits if the visits fall within a short time period (i.e. a DofE practice expedition followed by a qualifying expedition three weeks later). Both visits must be identified on the relevant parental consent form.

For all visits covered by the Parental Consent Form for Educational One-Day Visits, Visit Leader must include, in addition to the details of the visit, the following statements in the Alleyn's Post to parents no less than 72 hours before the visit departs:

- The information used by Visit Leader for each visit regarding medical conditions and emergency contact information of pupils on that visit will be taken from the School database. It is essential therefore, that if there are any changes the School is notified immediately. For changes in contact information you should notify the School Office by email at [reception@alleyns.org.uk](mailto:reception@alleyns.org.uk) and for changes in medical information you should notify the School Nurse by email at [nurses@alleyns.org.uk](mailto:nurses@alleyns.org.uk)
- If you do not want your child to participate in this event / activity you should email the Visit Leader [insert school email address for Visit Leader]. *(Only include this sentence if the visit is compulsory.)*

If the trip is residential, and there is a charge to parents, please insert the following sentence in the first Alleyn's Post sent to parents:

*If you are interested in this visit but are concerned that, for financial reasons your child might not be able to participate, then please contact us. The School has some funds available, via the Pupil Support Fund, that are held for this purpose among others. If you would like to discuss this, please contact the Chief Financial Officer by email at [bursay@alleyns.org.uk](mailto:bursay@alleyns.org.uk)*

See Appendix 4A, Overnight Visit Parental Consent Form (UK)

See Appendix 4B, Overnight Visit Parental Consent Form (Abroad)

See Appendix 5 Template for Overnight Trip Letters to parents via Alleyn's Post

See Appendix 6, Information for Parents

See Appendix 7A, Code of Conduct (overnight visit only)

See Appendix 7B, Code of Conduct (CCF)

See Appendix 7C, Code of Conduct (DoE).

No pupil may participate in an overnight visit without the relevant signed Parental Consent Form from their parent/guardian.

However, in exceptional circumstances, with the agreement of one of the Deputy Heads or the Assistant Head (Co-Curricular & Partnerships), parental permission may be obtained by telephone or email.

## B7. Planning

### **Purpose of the visit: what are the aims and justification for the visit?**

It may be to aid the fulfilment of the curriculum (e.g. Biology, Geography, History etc.), PSHE development, cultural visit, acquisition of new skills, (sports tours, outdoor pursuits, ski visit etc.) development of existing skills or a combination of these.

### **Timing: when will the visit take place?**

- Is there more than one suitable date for the visit? If so, this flexibility may help planning and booking.
- Is the weather normally suitable at this time?
- How does this fit in with the rest of the school calendar? (You can check online for the whole of the current academic year (Outlook: Public Folders/All Public Folders/School Calendar)
- What will the pupils miss?
- How seriously will other classes or sets be affected by their absence?
- Which activities will be affected by their absence?

- Is there long enough for thorough planning?
- Is there time enough for reasonable payment schemes?

Details of day visits should be displayed on the Common Room Notice Board so that other staff can be informed, and/or announced at the Monday morning staff briefing to inform colleagues. Visits of longer duration should be planned further in advance and should normally appear on the list that is sent home to parents at the end of the Trinity term for the following academic year.

If pupils will be absent from morning or afternoon registration, then the relevant Section Administrator(s) should be notified.

### **Virtual Event & Academic Lectures not run as School trips**

More recently there have been increased online and virtual events taking place. If this is being directly organised by the School – please fill in and submit a Virtual Event Authorisation Form (Appendix 24). At the start of the academic year Upper School students and their parents are notified by the Assistant Head Co-Curricular & Partnership (EVC) and the Assistant Head Upper School that it is very common place for academic lectures and academic events to be encouraged with attendance by teachers but these are not run as School trips and is at the discretion and responsibility of the parents should their child attend. If any such trip to an event is being run by the School parents will receive an Alleyn's Post with the exact details.

### **Adventure activities using licensed providers**

When planning an activity that will involve adventurous activities e.g. skiing, SCUBA diving or water sports, the Visit Leader must currently check that the provider holds an Adventure Activities Licensing Authority (AALA) license.

Additional recommended travel certification / quality assurances to look out for:

- AALA: Adventure Activity Licence Association
- [OEAP](#): Outdoor Education Advisors' Panel: National Guidance
- STF: School Travel Forum
- LOTC: Council for Learning Outside the Classroom
- Quality Badge awarded by Council for Learning Outside of the Classroom



The best practice is to carry out a pre-visit inspection, if logistically practical, to carry out a full risk assessment. Visit Leaders should ensure that all adventure activities are covered by the School insurance policy. Visit Leaders should also take advice from the Assistant Head (Co-Curricular & Partnerships) on

whether to seek additional parental permission before the trip takes place. The specific activity should be referred to in the One-Day or Overnight Visit (UK or Abroad) Parental Consent form. The activity may also require an additional form supplied by the provider and signed by parents, e.g. the qualified SCUBA centre providing SCUBA training (PADI certification) to pupils prior to an Educational Visit.

### **Authorisation Form for One-day or Overnight Visit**

This form should be fully completed by the Visit Leader and signed off before the visit is advertised to pupils and any information sent to parents. This would normally be at least 3 weeks prior to the date of a day visit, 6 weeks before an overnight stay and 12 weeks or more before a longer visit.

To complete this form you will need to have a clear proposal that includes (i) the purpose of the visit; (ii) the venue for the visit; (iii) the date(s) of the visit and (iv) the number and Year group(s) of pupils involved and (v) the proposed methods of transport. You should also agree verbally with appropriate staff that they are willing and able to accompany you on the visit.

This form should be passed to the Deputy Head (Personnel & Administration) who, in addition to a general oversight, will consider any staffing/cover and calendar implications (and add the visit to the calendar). It will then be passed to the Assistant Head (Co-Curricular & Partnerships) who will consider planning and health and safety issues. Once approved, the form will then be passed back to the Visit Leader.

**See Appendix 8, One-Day Visit Authorisation Form**

**See Appendix 9, Overnight Visit Authorisation Form**

### **Checklist**

The Checklist must be carefully completed, and all relevant items addressed and initialled. The checklist should be handed in with the completed Signing-Off Form.

**See Appendix 10, One-Day Visit Checklist**

**See Appendix 11, Overnight Visit Checklist**

### **B8. Travel/Transport**

In selecting the most appropriate method of transport the Visit Leader should have regard to;

- Passenger safety
- The number of driving hours required
- The competence of the driver and the numbers of drivers needed
- Contingency funds/arrangements in case of breakdown or delay
- Supervision on or around transport

Colleagues should not give lifts in their cars to individual pupils. If this is unavoidable, the pupil should travel in the back seat.

### **Sixth form drivers**

Upper school students who have a drivers' licence are not permitted to give organised lifts to fellow students to and from educational visits venues, including sports fixtures.



### Taxi and Uber

Pupils are permitted to use taxis and Uber drivers providing this has been authorised and arranged by parents / guardians.

See Hub/Staff/Policies and Procedures/Minibus Policy

### B9. Mobile phones

Staff should **not** give out their personal phone numbers to pupils, but should ensure that pupils and their parents have the relevant school mobile phone numbers.

### B10. First Aid, Medical Issues, Learning Differences

Before undertaking any off-site activities, the Visit Leader and Deputy Visit Leader should assess what level of first aid might be needed. On any kind of visit there must be a member of staff with a good working knowledge of first aid. Arrangements for collecting the first aid kit should be made well before the day it is required. (Please ensure that the first aid kit is returned promptly.)

For adventurous activities, visits abroad or residential visits it is essential for at least one of the group's teachers to be a fully trained first aider (holding a minimum one-day Emergency First Aid at Work course or the three-day First Aid at Work course). Please see the Nurses/HR department well in advance of the visit to arrange for one or more of your staff to undertake the necessary training.

For residential visits and visits abroad, teachers should contact the Nurses with a list of pupils and the returned medical information from parents at least 4 weeks before the visit to discuss whether any pupils need extra help while away. VL & DVL should have a meeting with the nurses at least 2 weeks before about pupils with specific medical needs or allergy management. This will allow the nurses the opportunity to identify the additional risks that should be included in the Trip Risk Assessment and any subsequent refresher training needed for staff on the trip (i.e. AAI Use). Further contact with the Trip provider, airline etc may result with regards to Allergy Management.

For all non-regular Residential Trips VL & DVL should have an additional refresher training session at least one week prior to departure with the Assistant Head Co-Curricular & Partnerships (School Educational Visit Coordinator) to talk through the latest trip guidance and have an opportunity to ask trip related questions.

If pupils carry medication such as an inhaler, Adrenaline Auto Injector (AAI's) or insulin etc. then staff should ensure that the pupils have it with them before departure. Medical details are collated before every off-site visit but a list of pupils with asthma, diabetes and other severe allergies can also be found on the Common Room Notice Board or in the essential medical information on isams.

Some pupils have particular medical issues or learning differences which may need extra provision and support from staff on the visit (e.g. diabetes). The Nurses are always willing to offer advice and support on any medical issue. Some pupils have particular food allergies which will need to be taken into consideration when planning a trip. Should an educational visit require the pupils to bring a packed lunch from home the following wording should be used in the Alleyn's Post to parents: ***Please ensure that no nut, coconut or sesame products are included in your child's packed lunch.***

Allergy Management - a member of staff should be identified for all trips who will take ownership and provide support to pupils that have specific allergies on the trip. Ideally the 'Allergy Champion' should not be the Visit Leader

If travelling to a country where the language is unfamiliar staff should arrange translations of essential medical information to take on the visit.

All adults in the group should know how to contact the emergency services.

### **B11. Risk assessments**

Generic Risk Assessments may be prepared by an external agency or organisation. These are applicable to the activity whenever and wherever it takes place, for example, a specific activity e.g. SCUBA diving where the organiser has a pre-prepared Risk Assessment that works in conjunction with the Alleen's Risk Assessment.

**See Appendix 14(B): event/location specific risk assessment for South Africa Multi-Sports Tour 2019.**

Event Specific Risk Assessments are prepared by the Visit Leader and will differ from place to place and from group to group.

Pupils should clearly understand what is expected of them, and what the visit will entail. They should also be informed about potential dangers and how they should act to ensure their own safety and that of others. Involving pupils in the Risk Assessment process ensures that they will have a sense of ownership and fully understand why it is important to follow the safety instructions.

NB. The Visit Leader and Deputy Visit Leader should carry a copy of the Risk Assessment (Generic and Event Specific) on the visit and should have shared this information with all accompanying staff at the pre-visit briefing meeting.

On-going Risk Assessment Evaluation is made while undertaking the visit. Judgements and decisions are made as the need arises. Clear communication with all those on the visit is essential and any changes should be communicated to the SMT base contact(s).

All Risk Assessments should;

- Identify the activity
- Identify the significant hazard and its related risk
- Identify who might be harmed
- Assess the probability of the risk happening
- Identify controls to reduce the risk
- Assess the residual probability of the risk happening
- GDPR guidelines
- Current status/specific mitigation on Coronavirus (Communicable illness) for the trip – (below in italics)
- Include standard agreed School guidelines on **Terrorism** (below in italics):

***With particular regard to visits in large cities:***

- *be especially vigilant (all pupils as well as staff);*

- *pupils reminded to report*
- *keep an eye on the news for any changes;*
- *ensure that you have a 'Plan B' in place for the day, if necessary;*
- *continue to undertake due diligence and dynamic/ongoing risk assessment.*
- *Staff should be confident to alter plans depending on the situation, and particularly if periods of 'remote supervision' have been planned but no longer seem appropriate;*
- *brief participants what to do if separated from each other in the event of a security incident. This should include pre-identified designating specified physical meeting points and contact telephone numbers for staff. (Remember that mobile phones may not work in the immediate hours after an incident, so it is additionally important to designate a meeting location).*
- *consider providing all pupils with a printed 'emergency card' with school identifying information and contact details on it, as well as the mobile number for a designated adult.*

**Remind pupils that:**

- *If they see anything anything suspicious or worrying, they should report it to a teacher or other responsible adult at the earliest opportunity;*
- *if an emergency does occur, they should follow the instructions of the police or emergency services at all times and move to a place of safety as soon as possible.*

**Current status/specific mitigation on Coronavirus (Communicable illness)**

Activity	Hazard and Associated Risk	Who?	Probability	Control Measures (Reducing the Risk)	Outcome
Communicable illness	Virus transmission due to poor hygiene	All	Low	Staff to advise party from outset to be mindful of the continuing need for good hand hygiene and hygiene with any colds etc	Pupils, staff and Parents better informed.

**Include in risk assessment wording:**

Activity	Hazard and Associated Risk	Who?	Probability	Control Measures (Reducing the Risk)	Outcome
Any off-site educational visit	Terrorist threat	All	Ongoing	<p>Make sure that all staff, both on the trip and at school, are clearly briefed on what actions should be taken in case of an emergency. Written instructions should be provided to all adults and volunteers on the day.</p> <p>Always have alternative travel routes planned in advance, including for public transport, and ensure that travel plans are held on paper as well as on electronic device in case there are issues with mobile networks;</p>	Standard advice for all staff leading or accompanying trips

				Assess the various additional needs (medical etc.) of the pupils and their ability to react and respond to dynamic situations.	
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**Please see Appendix 13 and Appendices 14A and B before writing the Risk Assessment for your visit**

**See Appendix 13, Guidelines for writing Risk Assessments**

**See Appendix 14A, Exemplar Risk Assessments**

**See Appendix 14B, event/location specific risk assessment for South Africa Multi-Sports Tour 2016.**

Copies of all Risk assessments appropriate to the visit should be attached to the Final paperwork.

## **B12. Contingency plan**

Never go ahead with something that you know needs changing or adapting.

This may be as a result of last-minute changes in travel arrangements, worsening weather conditions or it may be that motivation or even the mood or behaviour of the group make it unwise to continue.

## **B13. Emergency Procedure / Critical Incident**

### **WARNINGS AND ADVICE IN THE EVENT OF A SERIOUS ACCIDENT/CRITICAL INCIDENT**

**Each school mobile has a copy of the Critical Incident checklist that will be used by the SMT contact should an emergency occur during the Educational Visit.**

- Assess the situation
- Safeguard the group – move to a safe area if necessary
- Call Rescue Services and/or Police as appropriate
- Render First Aid/attend to victims
- Brief group members and guard against unauthorised pupil and staff use of mobile phones
- Contact the Senior Deputy Head at Alleyn's School and refer all enquiries there
- Preserve vital evidence. Photos may help.
- Help with official enquiries BUT do not allow any group member to be spoken to without a member of staff present
- Avoid confrontation
- Don't make any comment to anyone about fault/liability
- Don't make any comment to the media; refer all enquiries to the School
- Write up notes following the incident and fill in the Evaluation Form once the visit has returned
- If a major incident involves the CCF this must be reported to the Ministry of Defence by the CCF Contingent Commander following consultation/approval from the Senior Deputy Head.

For visits outside normal term time, the Visit Leader and Deputy Visit Leader will be informed, by the Assistant Head (Co-Curricular & Partnerships), which senior staff are available and who should be contacted in the first instance. Visit Leaders will be notified of at least two members of SMT on duty for the duration of the educational visit. Visit Leaders will have emergency contact numbers for SMT, and all school mobiles are now pre-programmed with emergency contact numbers.

Once the School contact has been informed, factors that should be considered include:

- Is there any further assistance required for the Visit Leader and Deputy Visit Leader?
- When should parents be informed? By whom? What should they be told?
- UK Trips Safeguarding incident – Alleyn's DSL will decide if localised LADO needs to be informed, i.e. from within the Borough or County that the trip is taking place in.

**APPENDIX 2A:** Critical Incident Checklist

**APPENDIX 2B:** Critical Incident Checklist, SMT Emergency Action Plan (Base Contact)

## **B14. Visits Abroad**

These can be hugely rewarding for both staff and pupils. However, some additional factors need to be taken into account when planning these visits. It is strongly recommended that a reputable tour operator is used. We have built strong relationships with several companies, the Assistant Head (Co-Curricular & Partnerships) can advise. Visit Leader should ensure the company is reputable, in particular that it is appropriately bonded. Ascertaining this should form part of the Risk Assessment. If planning a visit without using a tour operator, then best practice is to make a pre-visit to gather as much information as possible on the area to be visited, and the facilities provided. Staffing ratios (which can include members of support staff) should also be carefully considered; plan for a ratio of one adult to 10 pupils, but the key is to ensure that there are enough adults in the group to cover an emergency, and a minimum of three adults (if numbers dictate). Mixed gender groups should ideally have one male and one female teacher. It is also particularly important to have a contingency plan identified through the Risk Assessment (Event Specific), in particular for alternative accommodation, activities and what to do if the staff are taken ill.

Additional factors that should also be considered:

### **Preparing Pupils**

- Language; consider a help sheet of common phrases
- Culture; body language, dress codes, local customs, attitudes to gender
- Drug/alcohol usage
- Food and drink; difficulties with drinking water, raw fruit and vegetables, shellfish, cooking standards
- Money; local currency, sterling equivalent, how to carry it safely
- How to use phones abroad
- All group members should carry with them an appropriate amount of foreign currency and also the details of the accommodation, including its address, and School mobile phone numbers on emergency contact cards. Please speak to Assistant Head (Co-Curricular & Partnerships) who can provide examples of cards from previous trips.
- Identification; school uniform/similar sweatshirt or similar?
- Suitable clothing/equipment etc.
- Emergency procedures.

### **Preparing Parents**

- Good practice is to hold a briefing meeting for Residential Trips – this can be either in person or an online meeting using a School platform. Consider inviting the tour operator. Provide as much information as possible before departure. The Visit Leader should follow-up contact, and forward any

documentation/presentation, to any non-attending parents before departure. This can be done via Alleyn's Post.

### Medical/Vaccinations

- Which vaccinations are required, including 'lead-in time', should be discussed with the Assistant Head (Co-Curricular & Partnerships) at the early planning stage, and reference should be made in the initial information sent to parents. The Department of Health provides information. Some trips may require specific vaccinations, and this can be added as a bespoke part of the Parental Consent Form for Overnight Visits Abroad.
- We may make participation in the visit conditional on being immunised or vaccinated, where indicated in the relevant trip documentation.

### Visas/Passports

- Visa and Passport requirements should be ascertained and communicated to parents. The Visit Leader should ensure that all requirements have been fulfilled at an early stage.
- Consider any special visa needs for any pupils who are not Nationals or of any EU member state. Parents are now required to submit the nationality of their child(ren) as part of the Parental Consent Form for Overnight Visits Abroad as this may have repercussions on Visa requirements. Remember some countries need additional blank pages in the child(ren)s passport and to allow a minimum of six months (or more) remaining on the passport expiry date in order to travel.

### B15. Adventurous Activities and Water Activities

Staff must check the current regulations and guidance if their visit involves any adventurous activity and ensure that the appropriate standards are met. Seek advice from the Assistant Head (Co-Curricular & Partnerships) if there is any uncertainty. Visit Leaders must check the insurance requirement.

### B16. Cost

The key to this part of the process running smoothly is having a good budget from the outset, and the detailed guidelines/ notes contained in **APPENDIX 15: Policy for the Financial Management of Educational Visits** are designed to help you to achieve this.

Each School Visit, unless it is a requirement of a subject specification, should be self-financing.

Parents do not need to give permission for the School to bill them for visits. Charges are added to parents' termly account. For more expensive trips it is recommended that the costs are staggered over a number of terms to make financial planning easier for parents. The cost of the visit should be specified in the Alleyn's Post sent to parents not on the Parental Consent Form.

In the body of the Alleyn's Post describing the visit please use the following wording, completing the relevant sections:

I am delighted to invite your child on the (insert name of trip) from (insert date) to (insert date). The aim of this trip is (insert a short summary of the aims of the trip).

We shall travel to (insert destination) by (insert form of transport) and will engage in a number of activities including (include a list of activities here and any other trip specific information that you would like families to know).

The cost of the trip is estimated at (include price here) and will be confirmed once final numbers and transport have been finalised. The cost of the trip is budgeted to include a contingency, as there are some costs that are estimated rather than known at this stage. However, educational visits are non-profit making so any remaining surplus will be redistributed to parents at the end of the visit.

The non-refundable deposit/cost of this trip will be added to your next Termly Account (and subsequent Termly Accounts). In addition to this cost, pupils *(or students if in Upper School)* will also need to bring spending money for *(include amount of meals and other costs here)*.

Your response to this email will act as an authorisation to add an initial non-refundable deposit of *(include deposit here, approximately a third of the final cost)* to your Termly Account.

Please note that if your child subsequently withdraws from the visit nearer the departure date, it is likely further cancellation costs will be incurred. In the event of circumstances beyond the School's control causing a cancellation of the planned trip, it may not be possible for parents to receive a reimbursement of money already paid towards the trip. The School will endeavour to ensure that there is the appropriate insurance cover for any cancellation of educational visits, however there may be circumstances out of the School's control where the insurers will not provide cancellation cover.

Or ....

Please note that should your child accept a place on the trip and subsequently withdraw, [x%] of the cost will not be recoverable and the full cost of the trip will still be charged if we are unable to fill the place. Please also note that, in the event of circumstances beyond the School's control causing a cancellation of the planned trip and not covered by the School's insurance policy, it may not be possible for parents to receive a reimbursement of money already paid towards the trip. The School will endeavour to ensure that there is the appropriate insurance cover for any cancellation of educational visits, however there may be circumstances out of the School's control where the insurers will not provide cancellation cover.

If you are interested in this visit but are concerned that for financial reasons your child might not be able to participate, then please contact the Bursary. The School has some funds available, via the Pupil Support Fund, that are held for this purpose among others. If you would like to discuss this please contact the Chief Financial Officer by email at [bursar@alleyns.org.uk](mailto:bursar@alleyns.org.uk) as soon as possible and no later than a week from receiving this letter

If you would like your child to participate in this trip please reply using the Reply button on this Alleyn's Post by *(include deadline here)*.

Please be aware that the number of pupils we can take is limited in order to ensure a safe and enjoyable excursion. In the event that the trip becomes oversubscribed, the usual system for selection will be used (this can be seen on the latest Residential Visit list released every January) by the Assistant Head (Co-Curricular & Partnerships) and myself, the Visit Leader, to select pupils for the trip, and place others' names on a waiting list, in case further places should become available.

I do hope that your child would like to join us on this exciting trip and please do not hesitate to contact me on *(insert telephone number if you wish. A generic email reply address can be inserted into the Alleyn's Post)* if you require any further information.

*Insert Name and Title here*

For longer visits parents need to be made aware that the final cost may vary slightly from that which is initially quoted due to changes in factors that may fluctuate e.g. air fare, exchange rate etc.

For any overnight visit you must speak to the Chief Financial Officer and agree with them the budget **before** any Alleyn's Post is sent to parents. Whilst preparing the budget for a trip the Visit Leader should consider

value for money, but it is essential that all costs are properly budgeted for, including an allowance for unexpected emergencies (either 5% or 10%). It is not appropriate for the school to have to incur a loss on a trip.

Once completed send the attached spreadsheet (using Appendix 16, Budget Guidelines and Template) to inform the Bursary of the names and the amount to be charged to each pupil. The total charges on your completed template should add up to the total cost of the visit.

**APPENDIX 15:** Policy for the Financial Management of Educational Visits

**APPENDIX 16:** Budget Guidelines and Template

Staff will be required to account for monies paid by pupils/parents for the visit and to retain receipts for expenses during the visit.

### **B17. Insurance**

The School's insurance is comprehensive and wide-ranging, but staff must check that ALL proposed activities are covered, including adventurous activities and sports. Please refer specific enquiries to the Bursary office (Operations Manager) which will deal directly with the School's Insurers. The School's insurance policy is likely to be at least as comprehensive as that offered by a travel operator. If insurance is provided by a travel company or similar, ensure that it extends beyond the proposed date(s), so that, if there is a delay, the insurance is still valid. The trip leader should also ensure that the insurance provides suitable recompense in the event of the trip not being possible for reasons beyond the School's control. A card giving contact details for travel insurance and a summary of cover is available from the Bursary office (Operations Manager) to be taken on visits. Be careful when you are away that you do not add activities that are not included on the School's insurance or insurance provided by the tour company. For example, when away on World Challenge you are not insured for any activity in the air or under water – such as bungee jumps or diving. The School's Insurance Company should also be made aware if the visit involves staying with host families. Safeguarding procedures must be carried out and in place prior to the visit involving host families. A meeting with the Designated Safeguarding Lead must take place before a trip involving host families is advertised to parents and pupils.

### **B18. Final Approval**

The Signing-off Form should be submitted to the Deputy Head (Personnel & Administration) three days before departure for a One-Day Visit and seven days before departure for an overnight visit.

It should include ALL of the following information, in the order listed below:

- Signing-Off Form
- The completed Checklist
- The initial original Authorisation Form
- A copy of ALL of the information given to participants prior to departure
- A complete list (Tag Group) of all of the pupils taking part in the educational visit including emergency contact details (information to be taken from isams) and Medical Information (information to be obtained from School Nurses).
- See Appendix 3: How to create a Tag Group on isams.
- The completed Risk Assessments SIGNED by the Visit Leader.

**APPENDIX 17:** One day Visit Signing-Off Form

**APPENDIX 18:** Overnight Visit Signing-Off Form



Paperwork to take on the visit

The Visit Leader should ensure that the following are taken:

- Adequate copies of lists of group members and their details
- Parents' Emergency Contact details – on School iPads/Surface Pro
- Details of Pupils' Medical conditions/Allergies/learning differences – on School iPads/Surface Pro
- Original Consent Form for each pupil (Overnight visit) – on School iPads/Surface Pro
- Additional details of significant medical histories
- Travel tickets
- Copy of any contract with a centre/hotel
- Alleyn's EMERGENCY ACTION CARDS for all staff
- Name, address and telephone number of group accommodation, tour company representatives and any reps.

#### **Additional paperwork for Trips Abroad**

- Overnight Visit Abroad, Staff Emergency Details (Appendix 1)
- Passports and Visas. Photocopies of documents should be retained by the Visit Leader and Deputy Visit Leader – on School iPads/Surface Pro
- Copy of School Insurance Policy (from Bursary office/Operations Manager)

The Visit Leader should retain the original trip paperwork for 12 months.

Copies of trip documentation must be kept for 7 years.

#### **B19. Return**

If your return from a visit falls within 'normal school hours' i.e. before 6.00 pm, you should inform the School Reception of your safe return, and also if there are any changes to the expected time. If you return later, then you should ensure that parents have a means of finding out if there are any changes to your expected time of return.

On return you should inform the Assistant Head (Co-Curricular & Partnerships) of the successful completion of the visit (if there are no immediate issues the next working day is fine).

#### **B20. Evaluation**

Following the return home for all residential trips the trip evaluation Hub task must be completed with the Educational Visits Administrator. A report of a visit is useful for future reference and can take the form of a report which can be published via the termly newsletter, Scriblerus and the school website. A School Assembly could also be considered.

**See Hub / Educational Visits / Evaluation Form**  
**Or APPENDIX 21 Evaluation Form**

#### **B21. Reporting incidents and accidents**

Accidents and Incidents and near misses must be reported in writing to the Chief Operations Officer as soon as possible, and in any event within 48 hours, using Appendix 19: Accident Report Form for Visits or Appendix 20: Dangerous Occurrence Form for Visits. Staff should use their professional judgement; it is not necessary to report minor accidents or injuries that occur on a school visit. If in any doubt about whether to a written report is necessary, seek advice from the Senior Contact.

**APPENDIX 19:** Accident Report Form

**APPENDIX 20:** Dangerous Occurrence Form

Final tasks:

- Has the Evaluation Form been filled in on the Hub?
- Do the group and/or staff need de-briefing?
- Has all of the paperwork, finances etc been completed?

## Index of Appendices

- **APPENDIX 1A:** Overnight Visit Abroad, Staff Emergency Details
- **APPENDIX 1B:** Overnight Visit UK, Staff Emergency Details
- **APPENDIX 2A:** Critical Incident Checklist
- **APPENDIX 2B:** Critical Incident Checklist, SMT Emergency Action Plan (Base Contact)
- **APPENDIX 3** How to create a Custom Group on isams
- **APPENDIX 4A:** Overnight Visit Parental Consent Form (UK)
- **APPENDIX 4B:** Overnight Visit Parental Consent Form (Abroad)
- **APPENDIX 5:** Template for Overnight Trip Letters to parents via Alleyn's Post
- **APPENDIX 6:** Information for Parents
- **APPENDIX 7A:** Code of Conduct (overnight visit only)
- **APPENDIX 7B:** Code of Conduct (CCF)
- **APPENDIX 7C:** Code of Conduct (DoE)
- **APPENDIX 8:** One-day Visit Authorisation Form
- **APPENDIX 9:** Overnight Visit Authorisation Form
- **APPENDIX 10:** One-Day Visit Checklist
- **APPENDIX 11:** Overnight Visit Checklist
- **APPENDIX 12:** Minibus Policy – see Hub / Staff / Policies and Procedures / Minibus Policy
- **APPENDIX 13:** Guidelines for writing Risk Assessments
- **APPENDIX 14A:** Exemplar Risk Assessments
- **APPENDIX 14B:** Example of an event/location specific risk assessment (South Africa 2019)
- **APPENDIX 15:** Policy for the Financial Management of Educational Visits
- **APPENDIX 16:** Budget Guidelines and Template
- **APPENDIX 17:** One day Visit Signing-Off Form
- **APPENDIX 18:** Overnight Visit Signing-Off Form
- **APPENDIX 19:** Accident Report Form
- **APPENDIX 20:** Dangerous Occurrence Form
- **APPENDIX 21:** Evaluation Form
- **APPENDIX 22:** Downloading Pupils' 'Essential Information' (and other documents) onto your iPad/Surface Pro prior to an Educational Visit
- **APPENDIX 23:** Sport Fixtures Trips Policy
- **APPENDIX 24:** Virtual Event Authorisation Form

## Useful Additional Publications, Websites and Contacts

- [www.education.gov.uk](http://www.education.gov.uk) (Department for Education)
- [www.oeap.info](http://www.oeap.info) (Outdoor Education Advisors' Panel: National Guidance)
- [www.rgs.org](http://www.rgs.org) (Royal Geographical Society training and guidance)
- [www.lotc.org.uk](http://www.lotc.org.uk) (Learning outside the classroom)
- [www.hse.gov.uk](http://www.hse.gov.uk) (The Health and Safety Executive)
- [www.field-studies-council.org](http://www.field-studies-council.org) (The Field Studies Council)
- [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk) (The Quality Badge Scheme)
- [www.outdoor-learning.org](http://www.outdoor-learning.org) (The Institute for Outdoor Learning)
- [www.aals.org.uk](http://www.aals.org.uk) (The Adventure Activity Licensing Authority)
- [www.ahoec.org](http://www.ahoec.org) (The Association of Heads of Outdoor Centres)
- [www.thebmc.co.uk](http://www.thebmc.co.uk) (The British Mountaineering Council)
- [www.mlte.org](http://www.mlte.org) (Mountain Leader Training England)
- [www.bcu.org.uk](http://www.bcu.org.uk) (British Canoe Union)
- [www.nssa.org](http://www.nssa.org) (National Schools Sailing Association)
- [www.britishorienteering.org.uk](http://www.britishorienteering.org.uk) (British Orienteering Federation)
- [www.bsoa.org](http://www.bsoa.org) (British Schools Orienteering Association)
- [www.snowsportengland.org.uk](http://www.snowsportengland.org.uk) (Skiing and Snowboarding)
- [www.canoe-england.org.uk](http://www.canoe-england.org.uk) (Canoeing/Kayaking Qualifications)
- [www.gvi.co.uk/resources/british-standards-8848/](http://www.gvi.co.uk/resources/british-standards-8848/) (British Standards 8848, Assistant Head Co-Curricular & Partnership has attended this training course and holds the resources from this course should they be of interest)
- [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice) (travel advice from the Foreign Office including travel alerts for the country of destination)