

WHOLE SCHOOL EDUCATIONAL VISITS POLICY

This is a whole School policy from Nursery to Year 13 and includes co-curricular and boarding trips. This policy must be read alongside the School's Safeguarding and Child Protection Policy and Keeping Children Safe in Education 2025. The School's safeguarding arrangements apply to all educational visits, co-curricular activities, boarding visits, residential visits and overseas visits.

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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 Department will advise on such matters as insurance.

The Principal has appointed a Whole School EVC, supported by the Co-curricular co-ordinator, 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 School will consider the individual needs of pupils with SEND and disabled pupils and will make reasonable adjustments where required by law. Risk assessments will consider individual circumstances and avoid treating disability or SEND itself as a risk.

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 Executive Committee

The Principal and the Executive Committee are responsible for approving all residential visits. Day visits will be approved by the Vice Principals.

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. Other staff involved in visit co-ordination should also receive appropriate training for their role.

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. Final staffing teams for visits will be agreed by the Executive Committee. 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 Executive Committee in discussion with 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, on behalf of the School, will undertake proportionate safeguarding due diligence on external providers and their staff in accordance with KCSIE, the School's safeguarding policy and the nature of the service provided. Where individuals

are undertaking regulated activity or otherwise require suitability checks, the School will ensure that the appropriate checks or equivalent safeguards have been undertaken.

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 Department

The Finance Department 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 approved by the Executive Committee. Late plans for trips will be considered in the light of the overall year plan. The Executive Committee will give final approval and the annual plan will be assessed so that no particular interest ‘corners the market’.
- **The Finance Department** (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 Director of 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).

4 Procedural requirements for day or residential educational visits

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 the Executive Committee.

4.2 Evaluation of external providers

Assurances should be sought from all providers as to their safety and quality of provision. The School may use recognised accreditation or licensing schemes, including the Council for Learning Outside the Classroom (LOtC) Quality Badge and Adventurous Activities Licensing Authority (AALA) licensing where applicable, as part of its provider due diligence. Such accreditation does not remove the School's responsibility to satisfy itself that the provider is suitable for the particular visit, activity and pupils involved.

4.3 Data Protection considerations

Personal and medical information must be collected, accessed, stored and shared only where necessary for the safe management of the visit and in accordance with the School's Data Protection and Privacy Policy. Sensitive information must not be uploaded to external systems unless the School has confirmed that the system is authorised for that purpose and appropriate security arrangements are in place.

4.4 Finances

For all residential/overseas trips, Appendix D must be submitted to the Finance Department 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 Finance Department to be checked against bursary records. The Finance Department 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.

4.5 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.

4.6 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 and Director of Boarding. 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.

4.7 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.

4.8 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.

4.9 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.

Risk assessments must be reviewed during the visit where circumstances, conditions, activities, locations or individual pupil circumstances change. The Visit Leader has authority to modify, suspend or cancel an activity where the assessed risk is no longer acceptable. All adventurous or 'risky' activities must be assessed specifically e.g. surfing in Newquay or glacier walking in Iceland.

4.10 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 Executive Committee. The Principal will have the final decision on staffing for all trips.

- There is no universal statutory pupil-to-staff ratio for educational visits. The School's normal planning assumption is one adult to ten pupils, with a minimum of two adults, unless the EVC determines that a different ratio is appropriate following consideration of the activity, age, maturity, individual needs, location, environment, transport, supervision arrangements and staff competence. Please discuss ratios for trips with the EVC.
- Early Years visits must comply with the EYFS statutory framework applicable at the date of the visit. Staffing levels must meet or exceed the statutory requirements and must be increased where necessary following risk assessment. A current paediatric first aider must accompany children on outings in accordance with the EYFS framework.
- The recommended ratio for trips for the Early Years is one adult to four students, although one adult to six is acceptable. Pupils must always be within sight and hearing of staff.
- 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 although the EYFS statutory ratios depend upon the age of the children, setting/provider circumstances and qualification status of staff.
- 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.
- The Visit Leader should also consider the following when allowing remote supervision: pupil age/maturity; individual vulnerability; location; communications; safeguarding risks; agreed boundaries; check-in times; what happens if a pupil fails to check in; mobile-phone availability; weather/security changes.

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.

4.11 Lost/Missing Pupil Procedure

If a pupil is believed to be lost or missing during an educational visit, the following procedure must be followed:

Immediate search

- Establish when and where the pupil was last seen.
- Check the pupil's immediate surroundings and the last known location.
- Check with members of the group and relevant venue staff where appropriate.
- Use the pupil's photograph, description and relevant identifying information where necessary.
- Consider any known individual vulnerabilities, medical needs or safeguarding concerns when determining the urgency and nature of the search.

Maintain supervision of remaining pupils

- A designated member of staff must remain responsible for the supervision and safety of the remaining pupils at all times.
- The group must not be left unsupervised while other staff undertake the search.
- Where necessary, divide available staff so that an appropriate search can take place without compromising supervision of the remaining pupils.

Notify the Visit Leader

- Inform the Visit Leader immediately.

- The Visit Leader will coordinate the response, establish the circumstances and ensure that appropriate records are made.
- The Visit Leader should review the risk assessment and determine whether additional controls or changes to the planned activity are required.

Contact the school / DSL

- Notify the school's designated emergency contact and, where appropriate, the Designated Safeguarding Lead (DSL) as soon as practicable.
- Provide the School with the pupil's name, age, description, clothing, last known location, time last seen, circumstances and any relevant medical or safeguarding information.
- The School/DSL will advise on further safeguarding action and coordinate with senior leadership as necessary.

Escalation

- Escalate the search immediately where the pupil cannot be located promptly, where there is reason to believe the pupil may be at risk, or where the location or circumstances present significant danger.
- The Visit Leader, in consultation with the school where practicable, should determine whether the visit should be suspended, curtailed or otherwise changed.
- The search must take account of the location and associated risks, including roads, water, heights, public transport, crowded areas and other significant hazards.

Police / emergency services where appropriate

- Contact the police or other emergency services without delay where circumstances warrant, including where the pupil cannot be located promptly and there is a significant concern for their safety or welfare.
- Staff must follow instructions provided by the emergency services.
- The school should maintain communication with the Visit Leader and emergency services as appropriate.

Parents / carers

- Parents/carers should be informed by the school at an appropriate stage, normally following consultation with the Visit Leader and DSL, unless doing so would compromise the immediate response or safeguarding of the pupil.
- Communication with parents/carers should be coordinated by the School wherever practicable so that accurate and consistent information is provided.

Recording and review

- Record the circumstances of the incident, including the time the pupil was identified as missing, actions taken, persons contacted, decisions made and outcome.
- Report any safeguarding concern, accident, injury or other relevant incident in accordance with the School's safeguarding, health and safety and incident-reporting procedures.
- Following the incident, the Visit Leader and EVC should review the circumstances and identify any lessons learned or changes required to risk assessments, supervision arrangements or future visits.
- Where appropriate, the incident should be reported to the DSL, senior leadership and other relevant parties in accordance with the School's policies and procedures.

4.11 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 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. The Visit Leader must ensure that the visit has appropriate first-aid provision, determined by risk assessment and the requirements of the relevant first-aid policy. For Early Years outings, the statutory EYFS paediatric first-aid requirements must be met (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. This person must have successfully completed the OPUS training (please contact the Healthcare Assistant for a list of qualified staff). 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.

4.12 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 Department 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.

4.13 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.

4.14 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 Senior 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.

4.15 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 Department 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.

4.16 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.

4.17 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 4.8 and 4.9 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 (if swimming is listed in the initial itinerary letter prior to parents providing consent for their child to attend the trip, this will constitute written permission for their child to participate in said swimming activities). 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

Students must comply with the School's alcohol and substance-misuse rules throughout educational visits, including residential and overseas visits. Any exception for pupils aged 18 or over must be expressly authorised under the School's policies and must comply with the law of the country in which the visit takes place.

6.5 Alcohol: staff

Staff accompanying pupils must not consume alcohol while they have responsibility for pupils. On residential visits, the Visit Leader must ensure that sufficient staff remain completely alcohol-free and immediately available to respond to an emergency at all times.

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. AAIIs 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.

6.9 Other considerations for Overseas visits

The Visit Leader should also ensure that they show due consideration to the following: current FCDO travel advice; political/security risks; local laws; medical facilities; emergency services; consular arrangements; accommodation; communications; loss of passports; border/travel disruption; safeguarding abroad; repatriation/early return.

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 Division 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 Department.	
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	Arrange parental meetings if applicable	
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: • Lists of student names • Risk Assessment • Mobile phone/s • Copy of any Insurance details • Destination details, map, any cheques needed • First aid kit • Food and drinks • Student medical information sheets and medication, e.g. auto-injectors • Sick bucket and water • Work materials, paper etc.	
14	Cancellation policy Cancellation of previously approved trips must be authorised by the EVC	

APPENDIX B

Trips Guidelines: Senior Division Trip Planner

Visit

[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

[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

APPENDIX C

Trips Guidelines: Details of proposed trip abroad (For submission to SLT)
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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

APPENDIX D

Trips guidelines: Budgeting for a School trip
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Please contact Xavier Curtis (Finance Department) for the most up-to-date version of the trip budgeting form.

APPENDIX E

Trips guidelines: Code of Conduct – Student Agreement
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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

APPENDIX F

Trips guidelines: Essential information and Parental Consent Form for residential trips
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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. Please contact the School Administrator for further advice regarding this form, including the timing of sending to parents.

APPENDIX H

Trips guidelines: In the event of a disaster procedures
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Please visit

[EVP Appendix H - In the event of a disaster, Critical Incident Card.docx](#)

for the most up to date version of these procedures

APPENDIX I

Trips guidelines: Summary of policies - to be held by all staff on an educational visit
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Please visit

[EVP Appendix I - Summary of key policies for accompanying staff.docx](#)

for a copy of this document.

APPENDIX J

Record of medicine administered on a School visit
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Please visit

[EVP Appendix J - Record of medicine administered on a school visit.docx](#)

for a copy of this document

APPENDIX K

Trips guidelines: Evaluation of visit - please submit a copy to the School Administrator

Please visit [EVP Appendix K - Evaluation of Visit.doc](#)

for a copy of this document.

APPENDIX L

Trips guidelines: Itinerary template

Please visit

[EVP Appendix L - Itinerary Template.docx](#)

for a copy of this document