



School Trips and Educational Visits —Policy and Procedures

Mount House School takes the health and wellbeing of our staff and students and pupils very seriously. We take reasonable steps as stated in the Health and Safety at Work Act 1974.

This policy has been designed in line with the DfE and Health and Safety Executive (HSE) guidance and details our responsibilities for students and pupils while out on educational visits and school trips.

1. Definitions

- 1.1. 'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the students and pupils in place of a parent/carer.
- 1.2. 'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by Mount House School which takes students and pupils off-site.
- 1.3. 'Residential' means any school trip which includes an overnight stay.
- 1.4. 'Activities of an adventurous nature' include, but are not limited to:
 - Trekking
 - Caving
 - Skiing
 - Water sports
 - Climbing

2. Policy aims

- To develop a whole school approach to school educational visits
- To recognise the importance of good practice with regard to educational visits
- To provide a manageable framework to ensure staff are able to run educational visits safely and with confidence.

Educational visits form an important part of the education offered at Mount House School. The opportunity to travel and interact socially with their peers and adults is an important part of the students and pupils' and/or students and pupils' development at Mount House. Students and pupils can obtain a tremendous amount of educational benefit and enjoyment from school day trips, tours and exchanges. Students and pupils are able to participate in new experiences that are simply not available in a classroom environment. This in turn develops new skills, such as investigative skills and independence.

Educational visits are a valuable method by which the school's mission can be achieved:

- By striving to realise the full potential growth of each person, regardless of colour, race, gender and ability, and in so doing achieve academic excellence.
- By promoting a sense of personal value, mutual respect and self-responsibility.
- By seeking to establish a strong partnership with the families and parishes of those entrusted to our care.

Visits provide an important educational experience for the students and pupils at Mount House. As a school, we value the opportunity to learn in different environments and cultures. The School is committed to

incorporating educational visits into its scheme of work, providing that they will enhance the students and pupils' relevant understanding and experiences, and that their inclusion is practicable, considering the constraints of staffing and time. Mount House would like to support colleagues, students and pupils and their families by providing a policy where standard procedure is safeguarding all in our care and the professionals who volunteer to run these educational visits.

2. Key Roles and Responsibilities

- 2.1. The Board of Directors have overall responsibility for the implementation of the Educational Visits and School Trips Policy of Mount House School.
- 2.2. The Board of Directors have overall responsibility for ensuring that the Educational Visits and School Trips Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 2.3. The Board of Directors have responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 2.4. The Head will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.
- 2.5. The Director of Studies has overall responsibility for educational visits and school trips.
- 2.6. Staff will be responsible for following the Educational Visits and School Trips Policy, and for ensuring students and pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 2.7. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all members of the party.
- 2.8. Students and pupils are responsible for following instructions from teachers while on educational visits and school trips.
- 2.9. Students and pupils are responsible for behaving in a manner which matches the ethos of Mount House School and for following the behaviour rules set out in the school's Behaviour Policy as they relate to the Educational Visits and School Trips Policy.

3. Staff involved in the preparation of an educational visit

- 3.1. Teachers and support staff will receive training on the Educational Visits and School Trips Policy as part of their new starter induction.
- 3.2. All staff involved and/or participating in an educational visit must take part in all stages of the planning.
- 3.3. All staff involved and/or participating in an educational visit must attend all planning meetings and briefings that involve either staff, parents, students and pupils.
- 3.4. The Head of Department / Head of Faculty, who may not be personally participating, must attend all planning meetings and briefings, as above.
- 3.5. The full itinerary for the journey/visit must be completed and approved, well in advance of departure and before permission is sought from parent(s).

4. Obtaining permission

The member of staff organising the educational visit (**visit organiser**) may book a date on the Group Calendar by using the **School Trip Proposal Form (Appendix 1)**. **A Trips and visits checklist can be found at the end of this policy (Appendix 7)**

Staff must ensure that full applications for a proposed educational visit must adhere strictly to the following time limits. Special consideration will be given to educational visits that could not adhere to those time limits.

Type of Applications for educational visits	Deadline for completed applications to be given to Schooladmin
Full day / half day / evening, not requiring an overnight stay	4 weeks before the journey/visit
Journey/visit requiring an overnight stay or a full day trip abroad	4 calendar months before the journey

Consideration will be given to educational visits that could not be planned so long in advance.

It is the responsibility of the visit organiser to ensure that all the documentation required by the school, parents and host organisation is in order and that the correct documentation has been lodged with the appropriate people before the educational visit takes place according to the following time limits. The visit organiser must inform their Head of Department / Head of Faculty of any problems immediately. By signing the application for an educational visit, the Head of Department / Head of Faculty agrees that they have checked that all paperwork is in order and procedures are followed.

Following approval of the visit, the visit organiser must complete **The School Trip Information Form (Appendix 2 (5 parts))**. Completed forms must be checked by Schooladmin and copies of the form held in case of emergency.

5. Safe use of minibuses and seatbelts

- 5.1. The Bursar is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.
- 5.2. The driver must have a current driving license and hold a full licence in Group A, DI or PCV depending on the size of the bus.
- 5.3. If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.
- 5.4. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- 5.5. The minibus will carry strictly one person per seat and seat belts must be worn at all times.
- 5.6. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.
- 5.7. Starting and closing mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.

6. Risk assessment process

- 6.1. Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full.

6.2. The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record your findings and implement them
- Review your assessment and update if necessary

An example of a **FULL RISK ASSESSMENT** form is available (**Appendix 6**). A full risk assessment must be completed for all residential trips.

7. Staffing ratios

There must be sufficient supervisors to cope with an emergency, therefore the following supervision rates apply:

- day visit for KS3 & KS4: 2 staff per 30 pupils and 1 additional member of staff for each additional 20 pupils or part thereof. There must always be a minimum of two adults.
- day visits for Sixth Form: 1 adult for up to 12, one for every 12 additional students , or part thereof.
- overnight visits for KS3 & KS4: 2 adults per 20 pupils and 1 additional member of staff for every 15 pupils or part thereof. There must always be a minimum of two adults.
- overnight visits for Sixth Form: 1 adult per 12, 2 per 24 or part.

8. Parental Consent

8.1. Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

8.2. Parents will be asked to complete a 'one-off' consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays (**Appendix 3**). Parents will be required to update medical details at this time. Alternatively, you may wish to use the consent form (**Appendix 4**) for specific education visits/trips and/or residential trips.

8.3. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part (**Appendix 5**).

8.4. The visit organiser must ensure that he / she includes a draft letter for parents to the application for an educational visit.

- The letter must be typed on school letter-headed paper, and should include the following information:
- a brief explanation as to why the visit is necessary, including the purpose of the visit and specific educational objectives.
- details of the activities that will be carried out by students and pupils .
- the need for an individual passport and an EHIC card for visits abroad.

- any costs that are to be requested of parents.
- a permission slip to indicate parents' permission for students and pupils to participate.
- a specific date by which the permission slip be returned
- An example of an introductory letter to parents is attached in Appendix 6.

The letter needs to be emailed to the Head's PA for formatting. Only once the educational visit has been approved, the letter can be given to the students and pupils and sent to the parents via parentmail. All follow-up written communication must be approved by the Head and sent to the parents via parentmail.

Insurance and licensing

- 8.5. When planning activities of an adventurous nature in the UK, the visit organiser will check that the provider of the activity holds a current licence.
- 8.6. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.
- 8.7. Parents will be informed of the limits of any insurance cover.
- 8.8. For European trips, a valid European Health Insurance Card (EHIC) will be obtained for every participant.
- 8.9. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 8.10. Medical expenses will be recorded and stored in the Bursar's office.

9. If things go wrong

- 9.1. In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin as detailed in the Health and Safety Policy.
- 9.2. In the case of accidents and injuries while on a school trip abroad:
 - Organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or child outside of Great Britain may be subject to the law of the land where the accident occurred.
 - The first point of contact with the UK should be the Head who will contact the family of the injured person.
 - Students and pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
 - The British Embassy/Consulate will be informed.
 - Enquiries regarding insurance must be referred to the Bursar in the first instance.
 - Written records of the incident will be kept.
 - Media enquiries must be referred to the Head or, if he is not available, the Directors.

10. SEN and disabilities

- 10.1. Where possible, activities and visits will be adapted to enable students and pupils with SEN and/or disabilities to take part.

- 10.2. Where this is not possible, an alternative activity of equal educational value will be arranged for the student/ pupil.

11. **Finance**

- 11.1. The school's financial procedures must be followed when arranging trips.
- 11.2. Under no circumstances should school trip money be processed through personal accounts.
- 11.3. The cost of the trip should be checked and confirmed by the Bursar/Assistant Bursar.
- 11.4. School trips should be self-financing.

12. **Foreign trips**

- 12.1. Validity of passports and visa requirements will be dealt with within three months of the initial request to avoid problems when the trip is due to take place.
- 12.2. Organisers should ensure that they have emergency contact details for the insurance company covering the trip.

13. **Planning school trips**

- 13.1. Prior to planning a school trip, the following guidance should be read by organisers:
- The DfE's [Health and Safety: Advice on Legal Duties and Powers](#).
 - The HSE's [School Trips and Outdoor Learning Activities](#).

School Trip Proposal Form

Anyone planning to organise a school trip must complete this form in full, gaining signed approval from relevant members of staff as directed and give it to the Head as far as possible before the proposed departure date. **Please do not spend any money or inform students and pupils and/or parents that a trip is going ahead until it has been formally approved.**

Name of Organiser:	
Trip Leader (if different):	
Destination:	
Proposed Date:	
Alternative Date:	
Approximate time of departure:	
Approximate time of return:	
Educational value of the Trip:	
Year Group:	
Approximate numbers of students and pupils involved:	
Names of Staff accompanying the Trip*:	
Transport Arrangements:	
Approximate Cost: To a) Students and pupils : b) School:	
Other relevant information:	

Trip Budgeting Form

Trip Name:			
Department:			
Organiser's Name:			
Travelling to:			
Names of Staff Travelling:			
Departure Date & Time:		Arrival Date & Time:	
Year Groups:			
Number of Students Travelling:			

	£	Responsible Person
Trip Cost		
Transport:		
School Coaches (how many required?):		
Fuel Cost		SRA
Hire of Coach:		RNA
Accommodation inc VAT 20% (if any):		
Venue Entry Cost inc VAT 20% (If any):		
Catering Cost inc VAT 20%(If any):		
Activity Cost (If any):		
Other		
TOTAL	0	
Admin Charge 5%	0	
TOTAL COST FOR TRIP	0	

Amount to Charge per pupil #DIV/0!

Checked by:	<input style="width: 95%;" type="text"/>	Reshma Nagevadia
Approved by:	<input style="width: 95%;" type="text"/>	Bursar/Headmaster
Date:	<input style="width: 80%;" type="text"/>	

1. Head

The Head is responsible for all school trips and visits. For all **residential** trips, the trip organiser must discuss their plans with the Head and seek his approval for the trip to go ahead.

Head's signature..... Date

Comments:

2. School Calendar and staffing considerations

For all trips and visits to go ahead, the Head's P.A. must discuss the proposed dates and staffing needs with the trip organiser before giving approval. Appropriate cover arrangements (via Permission for Staff Absence) for lessons and duties, must be made for all staff involved with school trips.

Head's signature Date.....

Comments:

3. Finance

For all **residential** trips and visits which incur a significant additional cost to parents, the trip organiser must discuss the financial arrangements for the trip with the **Bursar**. This discussion should include an agreed billing date for parents, non-refundable deposits where appropriate and whether the cost of the trip will be split, any early payments by the school to the travel company and ordering foreign currency.

Bursar's signature Date.....

Comments:

4. Risk Assessment

The **School Trip Information Form (Appendix 2)** contains a section on risk assessment. For most 'routine' trips the thorough completion of this section is a sufficient process of risk assessment. **Any trips involving high risk activities e.g. canoeing, climbing, hill walking and all trips involving overnight stays require a full, separate risk assessment (Appendix 3).** A copy of the risk assessment must be approved by the Head prior to any communication with parents and students and pupils .

Head's signature Date.....

Comments:

School Trip Information Form Part 1

This form must be completed in full every time a member of staff leaves the school with students and pupils in his/her care. It must be given to Schooladmin before departure.

Date(s) of trip:	
Time of departure:	
Estimated time of return:	
Destination:	
Purpose of trip:	
Teacher in charge:	
Other staff/adults involved with the trip*:	
Mode of transport: If using a minibus (school or hired), name of driver:	
Mobile number of teacher in charge/ contact telephone number:	
Parent consent obtained in full? :	
Signature of teacher in charge: Date:	

***Appropriate cover arrangements (via Completed Staff Absence Form) for lessons and duties, must be made for all staff involved with school trips.**

School Trip Information Form Part 3

Risk Assessment

The member of staff in charge of the trip or fixture must make a positive risk assessment as part of the planning process. This assessment must consider all relevant factors and anticipate potential problems as far as possible. High risk activities, e.g. outdoor pursuits, and all overnight trips require **a full, separate risk assessment (Appendix 3)**. For **low risk activities**, e.g. day trips to safe locations, the completion of this form will suffice. However, trip leaders must be satisfied that their risk assessment is suitably comprehensive. Please tick or add a brief comment to the categories below:

Staff/Pupil ratio Please state the staff/pupil ratio for this trip	
Arrival/Departure Have all parents and students and pupils been given clear instructions about when and where to meet and when and where to be picked up?	
Travel Have all reasonable measures been taken to ensure that the journey to and from the venue is a safe one?	
Staffing Is the staff/student ratio suitable for the nature of the trip? Do staff on the trip have appropriate experience and/or qualifications?	
Venue Has the venue been checked and found to be a safe environment, via a reconnaissance visit if necessary?	
Have students and pupils been fully briefed about potential hazards? Are students and pupils prepared, in terms of fitness and experience, for the trip?	
Equipment Do staff have adequate and appropriate equipment/clothing for the trip? Has provision been made for handling any high risk equipment?	
Communication Have all reasonable measures been taken to ensure that clear communication can be made between relevant parties? A mobile phone is available from the Bursar, if required	
First Aid Are the first aid arrangements adequate and appropriate for this trip? First Aid kits are available from the Medical Centre.	
Emergency Procedures Has reasonable consideration been made of what action will be taken in case of emergency? Consideration should be given regarding delayed return.	
Other Comments Please outline other measures which have been taken to reduce risk	
Student Medical Information I confirm I am aware of all medical needs of the students and pupils taking part in this trip/activity, by reference to the School Medical Register in MIS and advice from the School Receptionist Signed (<i>Teacher in charge</i>) Date	

School Trip Information Form 4

Thomas Franks

CATERING REQUEST FORM

TO: GARRY STUBBS, Manager

FROM:(member of staff – please print)

EVENT NAME:	
DATE OF EVENT:	
TIME REQUIRED BY:	
CLASS/YEAR GROUP:	
No. STUDENTS AND PUPILS :	
No. STAFF:	
No. GUESTS:	
FOOD/DRINK REQUIREMENTS:	
SPECIAL DIETARY REQUIREMENTS: (Full details required)	
PERMISSION FOR THIS REQUEST SIGNED OFF BY HEAD/BURSAR:	

Please ensure you have gone through the proper process before this form is submitted to Thomas Franks

School Trip Information Form Part 5

INSTRUCTIONS TO SITE MANAGER FOR SCHOOL MINIBUS TRIP

Date of Journey	
Single/Return	
From (include address)	
Time of Pick-up	
To (include address)	
Time of Return Pick-up	
Number of passengers	
Requested by	
Special instructions	
For office use	
Booking confirmed: Yes/No	
Driver/s	
Mileage	
Cost of trip	

APPENDIX 3

Consent form for all educational visits and school trips

Please sign and date the form below if you are happy to give consent for your daughter,

Name:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

Please note the following important information before signing this form:

- The trips and activities covered by this consent form include:
 - All visits, including residential trips, which take place during the holidays or over a weekend.
 - Adventure activities at any time.
 - Off-site sporting fixtures outside the school day.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form.

Medical information

Details of any medical condition that my daughter _____ suffers from and any medication my child should take during off-site visits:

.....

.....

.....

.....

.....

Signed..... **Date**.....

Consent form for Specific educational visits and school trips (e.g. Residential Trips)

Pupil details		Visit details	
Name:		Destination:	
Form:		Date:	
Date of birth:		Time:	
Home telephone number:		I acknowledge the need for my child to behave responsibly <input type="checkbox"/>	
Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting, or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. All information will be treated in confidence.			
When did your child last have a tetanus injection?			
If your child is taking medication, please give details, including whether it can be self-administered.			
Is your child allergic to any medication? YES/NO. If yes please specify:			
Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:			
Family doctor:		Telephone number:	
Address:			
I am happy to let my son/daughter make their own way home <input type="checkbox"/>			
I will collect my son/daughter from the school at the end of the visit _____ <input type="checkbox"/>			

I give permission for my daughter to participate in the above educational visit, and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. **I understand that my child is covered by school's liability insurance, and that I am able to take out my own additional insurance if I wish.** I will inform the school of any change in the circumstances outlined above.

Signed: _____ Date: _____

Parent name in BLOCK capitals: _____ Address: _____ _____ Telephone number: _____	Please give an alternative contact name and telephone number in case we cannot reach you in an emergency: Name: _____ Telephone number: _____ Relationship to student/pupil: _____
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sample

June 201

Dear Parent/Guardian

Re: A2 Field Trip to FSC Epping Forest Wednesday 8th September 201

The FSC has been the UK’s leading provider of A level biology fieldwork for over 60 years. Through the A level programmes students can:

- Collect ecological data through sampling.
- Develop analytical skills through graphical and statistical techniques.
- Encounter real plants and animals in a variety of habitats.
- Make links with other areas of biology.
- Boost their understanding of ecology and its everyday application.

The content of their A level fieldwork Programme has been designed to meet the requirements of the different Awarding Bodies and has been developed following feedback from Chief Examiners and Principle Moderators about the problems students face in coursework and answering A level ‘ecology’ exam questions.

In particular, the students will be attending a one day course on Field work techniques and statistics which will help to prepare them for the Unit 4 and Unit 6 ISA exam papers. The course focuses on planning an investigation, sampling techniques and collection of primary and secondary data.

The cost of the course is £39 per student. This covers the course fee and travel to and from the centre. The girls will be returning to school at approximately 5.00pm.

Please find attached information about the centre which you and your daughter should read carefully. However, if you have any further queries please do not hesitate to contact me

Yours sincerely,

Dr. M Wall

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Biology Field Course to FSC Epping Forest
Wednesday 8th September 201

I give permission for my daughter to take part in this course, travelling to and from the school by minibus.

I enclose £39 to cover the cost of the course and the minibus.

I/We will pick up my/our daughter after the trip

My daughter will make her own way home after the trip

(Please delete as necessary)

Daughter’s name Form

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Signed.....

Appendix 6
FULL RISK ASSESSMENT FOR RESIDENTIAL TRIPS

Examples of Points for Risk Assessment Action plan

Hazards	People at risk	Risk	Control Measures	Resultant risk
GENERAL				
Suitability of educational visit	All	Low	The Group Leader attended the trips workshop run by the Visits Coordinator, and read all documentation on DfE good practice and HSE. The visit will comply with the guidelines specific to the school, the educational aims of the visit will be clearly identified, the visit will be appropriate to the age, ability and aptitude of the group, and the Head of Faculty will be involved in the preparation of the trip. The Group Leader will have filled in the documentation and passed them on to Schooladmin 4 weeks prior to the event for a day visit, and 4 months prior to the event for an overnight visit. The Head will agree to the Visit and sign the approval.	Low
Suitability of place(s) to be visited	All	Medium	The Group Leader will conduct a preliminary visit in order to familiarise themselves with the venue and assess hazards. Should the pre-visit not be possible, the Group Leader will make appropriate additional checks.	Low
Suitability of accompanying staff	All	Medium	All staff / adult helpers in the party will have the appropriate skills for the visit. For all adults who are not staff of Mount House, who accompany students/pupils on a school trip, a DBS will be made prior to their approval. All staff / adult helpers will be aware of and comfortable with their roles: they will read the relevant documentation on DfE good practice and HSE, date and sign the declaration, they will have a copy of the risk assessment, medical details of participants and all relevant documentation. The level of staffing will be sufficient for there to be adequate supervision at all times.	Low
Suitability of organising company	All	Low	The Group Leader will ensure that the organising company is safe and reliable, and that they have completed all arrangements for the visit.	Low
Suitability of	All	Medium	The Group Leader will discuss insurance requirements with the School Bursar. The Group Leader will	Low

insurance			consult with all insurance policies in force and bring to the attention of both parents and students and pupils any activities that are banned under the insurance.	
Problems with money	All	Low	The Group Leader will check all procedures for payment with the Bursar. The collection of money from students and pupils will follow the school procedure for money collection. Payment will be made by cheque (payable to Mount House School) wherever possible. No money will be left in an unsecured place in school – it will be given to the Assistant Bursar as soon as possible. For visits that require payment by instalments, this will necessitate that a payment card is issued where each instalment can be recorded. A small percentage additional cost will also be included to cover the administration and insurance cover for such visits. The Group Leader will also include a fee for emergency funds for the visit. The Group Leader will keep a record of all income and expenditure (with receipts) which should be made available for audit inspection, if requested. The Group Leader will communicate a recommended maximum amount of spending money to students and pupils and parents.	Low
Discipline away from home, on a journey, in a different environment	students and pupils	High	Teachers will know the students and pupils taken away and will be “in loco parentis” at all times. School rules may need to be reinforced whilst it may be prudent to apply other rules that may not normally apply to everyday school life.	Low
Children in group prone to be silly, can make mistakes in new situations, need to be under reasonable control at all times	students and pupils	High	Teachers will follow school guidance on management of educational visits. The Group Leader will give instructions to all before the visit, and they will sign a behaviour contract. Sanctions may have to be applied during the visit, and they may not be considered for future visits. Prior to the visit, the Group Leader will agree with the rest of the staff / adult helpers about the person who will go back early in case one of the students and pupils has to be sent home early.	Low
Illness / injury: child or supervising adult falling ill on trip	All	Medium	Special medical needs of students and pupils and adults will be obtained before the visit; the Group Leader will collect all medical forms and ask reception to print a spreadsheet with all relevant details. The assessment of activities and the suitable health implication of activities on the visit will be evaluated before the activity is undertaken. Professional medical opinion may be necessary in unusual circumstances.	Low
Coach journey: injury through accidents, mechanical breakdown	All	High	All party members on the coach will wear seat belts provided. This will be enforced and checked by teachers and will not be the coach driver. In the event of an accident, teachers will contact the local emergency services on 112. The Group Leader will bring a first-aid box.	Low

			Teachers will liaise with the driver in assessing whether to evacuate the passengers to a safe position. If on a road with a high speed limit, then it is most advisable to evacuate the passengers from the vehicle to a position of safety. If it is decided to evacuate the vehicle, then a suitable location off the main carriageway and a suitable distance from the coach should be selected. Coaches will be asked to park so that exit is non-road side or uses only mid-door as an exit, wherever possible. The identified assembly area will then be indicated to all adults and children on board the coach. Evacuation will then take place in a controlled manner to the suitable location. The group leader will make provision for torches in case a breakdown occurs during the night. The driver will call for assistance as soon as possible. The emergency services may be contacted depending on the location of the coach.	
Service stations and other public areas: "stranger danger" when in close proximity to general public, becoming lost or separated from group	All	High	Students and pupils will be made aware of dangers and supervised throughout by teachers. A designated adult member of the party will be in a designated location throughout. This location and adult member will be shown to them at the beginning. They will only move around in a suitably sized group of no less than four. . A suitable time will be conveyed to both adults and students and pupils of when to meet. Numbers will be counted by teachers to ensure all members are present. All students and pupils will have the Group Leader's mobile phone number. The Group Leader will also have a list of all students and pupils' mobile phone numbers, as well as photos of all students and pupils.	Low
Weather problems: falls, extreme temperatures	All	Medium	Teachers will access information about weather forecast prior to the trip and act upon it appropriately if necessary. Teachers will monitor students and pupils' behaviour and take action where necessary. Organisers should avail themselves of the national issued warnings via Drum Cussac available from the Bursar as part of the schools insurance policy.	Low
Supervision	Students and pupils	Low	The Group Leader will ensure that they are supervised by enough members of staff, even in the event of an emergency. Roll calls will take place frequently, and free time will be interrupted in order to conduct head counts.	Low
Preparation of students and students and pupils	Students and pupils	Low	The Group Leader will organise meetings prior to the visit in order to prepare students and pupils informing them of emergency procedures.	Low
Alcohol	All	Low	The Group Leader will make it clear to students and pupils that at no time during an educational visit may they, be allowed to consume alcohol. The Group Leader will request that all adults in a position of care on an educational visit not to consume alcohol.	Low

Smoking (including vaping)	All	Low	The Group Leader will make it clear to students and pupils that smoking and vaping by anyone is not permitted. No member of staff should be seen smoking or vaping in front of students and pupils.	Low
Loss of valuable items	Students and pupils	Low	The Group Leader will inform parents, students and pupils that any loss of the valuable items is at owner's risk.	Low
One or more students and pupils /pupil fail to arrive at the designated departure point, one or more parents fail to arrive at return point	Students and pupils	Low	The Group Leader will inform all students/pupils and their respective guardians of itinerary and know that the group will not wait for late-comers. In addition, during the planning phase, the Group Leader will obtain a full list of students and pupils and relative contact details. The Group Leader will collect reply-slips from parents regarding pick-up arrangements.	Low
Contacting the group in an emergency	All	Low	The Group Leader will have a mobile phone number for the duration of the visit, and will inform parents and school staff of the emergency phone number(s). A copy of all relevant documentation will be left with the Visits Coordinator at least 2 weeks before the visit.	Low
Contact with parents	Students and pupils	Low	The Group Leader will communicate with parents in writing, and will give them an information sheet with a detailed itinerary. The parents will be fully aware of the nature and purpose of the visit, and will have given their written consent.	Low
On going risk assessment	All	Medium	An on-going risk assessment will be conducted prior and throughout the visit. The programme may have to be adapted to suit changed or changing circumstances.	Low
ACTIVITIES				
Assessment of place to be visited	All	High	The Group Leader will make a preliminary visit in order to familiarise themselves with the venue and assess hazards. Organisers should avail themselves of the international issued warnings via Drum Cussac available from the Bursar as part of the schools insurance policy.	
Risk of injury to students and pupils and adults by vehicles while walking around town	All	High	Students and pupils will remain in groups and be accompanied by a supervising adult at all times.	Low

Theme parks	Students and pupils	High	Students/pupils will stay with their designated group. Rendez-vous points will be identified and informed to all girls and teachers on entry to the theme park. The instructions and procedures of the theme park will be followed at all times by teachers, students/pupils . The lost persons' desk within the park will be pointed out to the students and pupils on entry to the theme park. In addition, a count of the number of students and students and pupils should take place every time the party meets up. Students and pupils have the Group Leader's mobile phone number. The Group Leader has students and pupils' mobile phone numbers, as well as photos of all students and pupils .	Low
Shopping Centre	Students and pupils	High	Students and pupils will stay with their designated group. Rendez-vous points will be identified and informed to all girls and teachers on entry to the shopping centre. The instructions and procedures of the shopping centre will be followed at all times by teachers, students and pupils. In addition, a count of the number of students and pupils should take place every time the party meets up. Students and pupils have the Group Leader's mobile phone number. The Group Leader has students and pupils' mobile phone numbers, as well as photos of all students and pupils.	Low
Swimming / Water sports	Students and pupils	High	Permission will not be granted for students and pupils to swim unless they have written permission from parents (<i>Consent form for swimming activities or activities where being able to swim is essential</i>) and a qualified lifeguard is present. It is also a prerequisite that they can swim. For all organised water sports appropriate safety equipment will be worn in accordance with the centre's risk assessment.	Low
OVERNIGHT VISITS				
Assessment of accommodation	All	High	The Group Leader will make a preliminary visit in order to familiarise themselves with the venue and assess hazards.	Low
Finding the accommodation	All	Medium	The Group Leader will have maps, directions and contact details of the accommodation.	Low
Possible problems at the accommodation	All	Medium	The Group Leader will make sure teachers' rooms are close to students and pupils' rooms. Students and pupils will be informed of their teachers' room number and location and a procedure on how to contact them in an emergency. In addition, adults and students and pupils will be made aware of any emergency procedures for the accommodation (Fire Exits etc.).	Low

			Doors to sleeping accommodation will be locked at night. Each member of staff / adult helper will be responsible for a specific number of students and students and pupils in an emergency. Students and pupils' rooms will be checked on a regular basis to maintain the discipline and supervision of the group. Students and pupils will not be allowed to enter a room other than theirs. Male staff will not enter the room of a female student, unless in an extreme emergency.	
Health and Safety: fire, kitchens	All	Medium	Adults, students and pupils will follow any instructions, procedures and announcements at the accommodation at all times. Teachers will advise children of designated private areas.	Low
Food problems / poisoning	All	Low	Special medical needs of students / and adults will be obtained before the trip. Professional medical opinion may be necessary in unusual circumstances (use of EHC cards and insurance).	Low
VISITS ABROAD				
Assessment of place(s) to be visited	All	High	The Group Leader will make a preliminary visit in order to familiarise themselves with the venue and assess hazards. The Group Leader will ensure that he/she has contact details for the Consulate and the Embassy.	Low
Different language	Students and pupils	Medium	The Group Leader will prepare students/pupils prior to the visit, and teach them useful phrases to use in the foreign country. The Group Leader will issue students/pupils with a card to carry giving the details of their accommodation i.e. address/telephone number so that in the unlikely event of their getting lost they can return to that point.	Low
Cultural differences	All	High	The Group Leader will brief of students/pupils about foreign culture and customs prior to the visit. The students and pupils will be involved in the planning phase, this will help them to become more prepared and help them be more aware of any risks prior to the visit. The Group Leader will also inform the students and pupils about: <ul style="list-style-type: none"> • Crossing the Road — Vehicles driving on different side of road. • Food & Drink — e.g. it may be better to drink bottled water. • Money — How to safely carry their money. • Mobile phones — Storing them safely, how to phone home, dial codes. • Suitable dress codes. The Group Leader will familiarise himself / herself with the common law of the country/countries to be visited.	Low
Loss of passports	Students and pupils	Low	Prior to the visit, the Group Leader will collect copies of all students and pupils' passports, and will pay extra care to ensure that passports/visas are in place for foreign nationals children/adults to ensure that	Low

			they are not turned back at the point of departure from Britain or refused access to the foreign country and/or Britain.	
Injury / illness	All	Medium	Prior to the visit, the Group Leader will inform all parents to get an EHIC card for their child, and will collect copies of all EHIC cards	Low
Purchases	Students and pupils	Low	The Group Leader will have funds in the currency of the foreign country visited, and will inform all parents prior to the visit of the need for their child to have exchanged money. The Group Leader will warn students and pupils of the consequences of purchasing items that are either illegal in Britain and/or banned in school. They will be warned in advance that they may be searched either by customs or a member of staff. All items that are not approved will be confiscated and disposed of.	Low
On the ferry: control of children on board, sea sickness, stranger danger, becoming lost or separated from group, adult or student overboard, rough weather	All	High	Students and pupils will be made aware of dangers by teachers. A designated adult member of the party will be in a designated location throughout the crossing. This location and adult member will be shown to students and pupils on boarding ferry. They will only move around the ferry in a suitably sized group of no less than four. Adults, students/pupils will follow any instructions, procedures and announcements on ferry at all times. A suitable time will be conveyed to adults, students/pupils of when to meet before boarding the coach before arrival at port. Numbers will be counted by teachers to ensure all members are present. All will have the Group Leader's mobile phone number. The Group Leader will also have a list of all students/pupils' mobile phone numbers, as well as photos of all students and pupils. Students and pupils will be informed of the risk of falling overboard and given instructions not to climb barriers / railings. In the event of such an incident, then the crew will be alerted immediately and in the turn the supervising adults. Adults, students and pupils will follow any instructions, procedures and announcements on ferry at all times.	Low
Risk of injury to students/pupils and adults by vehicles while walking around town	All	High	Adults, students and pupils will be reminded that the direction of traffic is opposite from that in the UK. They will remain in groups and be accompanied by a supervising adult at all times.	Low

Appendix 7

Planning Trips and Visits

The following list is not exhaustive, but it tries to summarise what needs to be done during the planning and organisation of a trip.

Checklist	✓/✗
Ensuring all staff (volunteers/parents helpers where appropriate) understand their role and responsibilities	
Student behaviour and expectation	
Facilities/equipment the group will need to take	
Completion of the catering request form including details of students with special dietary requirements	
Facilities/equipment provided at the venue	
Staff training needs e.g. First Aid qualification.	
Designating someone to record the visit and carry accident forms, etc.	
Transport arrangements, including meeting arrangements for trips which leave before the start of morning school and collection arrangements for trips which return after the end of normal school	
Insurance arrangements	
Communication arrangements	
Supervision ratio	
Contingency plans for enforced changes of plans or late return	
Information to parents	
Information to school	
Preparing students and students and pupils , including special and medical needs	
Arrangements for sending students and students and pupils home early	
First Aid provision	
Medical information (Students, Pupils and Staff)	
Emergency procedures, including contact details and permission for emergency medical treatment if the parents cannot be contacted.	

Members of staff are strongly encouraged to plan their pattern of trips and visits for the coming academic year as early as they can, preferably by May half term. This allows clashes to be kept to a minimum. Trips and visits planned well in advance must be included in the termly school calendar. Events listed in the school calendar take priority over non-calendared events. The earlier a trip is planned, the more likely it is to be approved.

Students and pupils must miss lessons as rarely as possible. While it is often easy to justify a trip from the benefit to one's own subject, lessons missed in other subjects need to be considered. Obviously, there will be times when it is impossible to avoid taking students and students and pupils out during lesson time, but full consideration must be made of alternative times before making such a decision.

Staff organising a trip must consult as widely as possible with colleagues who might be affected and think carefully about the possible impact of a trip. For example, as far as possible, trips should not be organised on busy games afternoons, and **residential trips should take place during school holidays to avoid a loss of teaching time.**



MOUNT HOUSE SCHOOL

School Trips & Educational Visits Policy

Adopted

1/09/2017

Signed by

Head

Date:

Chair of the Board of Directors

Date:

Next review date: 30/06/2018