

## **POLICY FOR EDUCATIONAL VISITS (Senior and Junior Schools)**

(This document is available on the school website or on request)

*Reviewed November 2018*

The School regards educational visits as a valued part of pupils' education, and it acknowledges the contribution that teachers and other adults make in enabling young people to take advantage of a variety of out of school activities. The school accepts that trips, visits and outdoor activities cannot be completely without risk and it requires that those staff in charge take all reasonable precautions to protect staff and pupils' health, safety and welfare and to minimise the risk of untoward or dangerous situations.

The school notes the extra commitment required of staff to undertake residential visits in particular. Some part of, or whole visits may be undertaken in term time.

The QEH Educational Visits procedural documentation provides guidelines, checklists and the necessary forms that have been designed to assist staff to plan visits with due regard to the health and safety of participating pupils and adult supervisors. The careful preparation and supervision of school visits is essential in order to ensure the safety and enjoyment of pupils.

Reference may be made to: *Health and Safety Executive School Trips and Outdoor Learning Activities 2011, DfE Departmental Advice on Health and Safety for Schools 2013, reviewed February 2014, Department for Education and Skills Good Practice Guide Health and Safety of Pupils on Educational Visits (HASPEV) 1998 and Health and Safety at Work, etc. Act 1974.*

### **Management Structure and Responsibilities**

*Approval:* all school trips must be approved by the Headmaster.

*Monitoring:* John Matthews is the senior school Educational Visits Coordinator (EVC). The Headmaster of the Junior School is the EVC for the Junior School. The main functions of the EVC are to support the Headmaster in ensuring that all visits follow regulations and guidelines, together with the school's relevant policies and procedures, and to act on behalf of the Headmaster. A job description can be found as an appendix to this policy.

*Pupil Behaviour:* responsibility for the behaviour of pupils on any trip lies with the party leader. The Headmaster reserves the right to exclude any pupil from participating in a trip or expedition.

### **Procedure for Planning Visits**

Staff should complete form V1, along with the budget proposal form V1A, and submit it to the Headmaster to gain agreement, in principle, for the trip. A provisional version of form V1A should be signed off by the Bursar before the Headmaster signs the V1. Any non-QEH staff, volunteers or students should be identified on this form. This form should supply as much information as possible (type of trip, dates/times, year groups involved, numbers, staffing, First Aid qualified staff, etc.). **Outline approval must be obtained before any bookings are made or letters sent to parents.**

If the trip leader has limited relevant experience or if the proposal is for a new trip, he/she should first meet with the EVC to discuss the trip and how to compile any risk assessment(s). Staff should

be made aware of the guidelines available through HASPEV concerning their particular trip. Copies of this booklet are available from the EVC in his office.

The EVC discusses the trip and any risk assessment(s) with the trip leader. At least two weeks prior to departure, the completed paperwork should be checked and signed off by the EVC. For residential trips copies of the trip information should be left with the bursary, the school office and the SMT contact.

A post-trip review should be undertaken with the EVC. Any lessons learned will be highlighted at the next meeting of the Health and Safety Committee.

## **Supervision**

Every trip must have a clearly designated leader who must be a teacher or other member of staff approved by the Headmaster, employed at the school or schools if a joint trip is arranged. Where there is a large party a deputy leader should be designated. A large party would be one where over 30 pupils are involved.

Members of staff are reminded that in all circumstances they have a duty of care to ensure that the pupils are safe and a common law duty to act as a reasonably prudent parent would do.

The level of adult supervision must realistically reflect the purpose and nature of the trip, the age and maturity of the pupils, the experience of the accompanying adults, and any special needs. In general, the preferred supervision ratio for QEH School trips/visits is 1:15 plus 1 (i.e. a trip with 15 pupils will have two staff). In the Junior School, the normal ratio of adults to children will be ideally 1:10 for low risk trips. For higher risk trips the ratio should be 1:10 plus 1. If there are children under the age of 8 years, staffing ratios for these children should be 1:8 (i.e. for Year 3). Advice may be sought from the EVC who will advise on the appropriate final staff: pupil ratio for the trip.

The staffing ratio and relevant experience of staff on the trip will be considered by the trip leader and the EVC when planning the trip. The trip leader should also take into account the children's age, experience away from home, capabilities, discipline and nature of activities. Hazardous and adventurous activities (e.g. Duke of Edinburgh's Award Scheme expeditions, climbing, sailing and Ten Tors) will require fully trained staff. Such trips may require the employment of qualified staff from Activity Centres.

Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location, and the efficient use of resources. However, there must always be enough supervisors to cope with an emergency situation.

If the numbers on the trip are such, that the party needs to be split into two or more groups. Each group must be seen as a separate entity. Each group must have its own designated party leader, appropriate supervision ratios, first aid kit, details of pupils and sufficient finance to cover unexpected costs. An example of this would be – travelling to an airport in two coaches. If one coach broke down and was unable to continue the journey; pupil details and supervision ratios are essential and school credit card per coach would be useful to cover any unexpected costs.

If a parent or volunteer is permitted to be included on an overnight trip or will have unsupervised access to pupils they must be DBS-checked and must be issued with the risk assessment form.

Party leaders must detail, in writing, the responsibilities of staff and adult supervisors on each visit; a briefing meeting is considered best practice. Specific details for levels of supervision and any 'free time' should be made clear to parents, together with expectations of pupils, best covered by a behavioural contract, with a consent form signed by parents and pupils.

Pupils must know where they can contact an adult member of the party at all times. All staff must carry a list of all pupils on the visit. Checks and roll calls should be frequent.

Co-educational groups must wherever possible contain at least one member of staff of each sex. If organising the appropriate staffing for a co-educational trip is proving difficult then the trip leader must consult the EVC as soon as possible. The party leader must ensure that he/she has access to a mobile phone. Ideally at least one member of staff should be competent in First Aid and hold a valid First Aid certificate – if this is not the case the party leader must consult the EVC. Each member of staff should receive written or oral instructions specifying his or her duties, although ultimate responsibility for ensuring these duties are fulfilled rests with the party leader.

It is accepted that on residential trips pupils cannot be supervised throughout the full 24 hours of any day, but staff must use their professional judgement when assessing how much freedom pupils are given when unsupervised. Much will depend on the age and maturity of the pupils concerned and on the potential hazards of the location.

If pupils are to be unsupervised, they must be given clear instructions to stay in groups of a minimum of three (groups of four in the Junior School), to confine themselves within a certain area, to obey instructions about what is and what is not permissible, and to rendezvous at a predetermined point within a specific space of time. Pupils should carry a form of personal identification and the trip leader's emergency contact details with them at all times; cards may be issued at the start of the trip (see details of card below). For overseas trips, this information should include a note in the relevant foreign language giving the reader instructions on how to contact the trip leader. Members of staff are urged to err on the side of caution.

On overnight visits it is understandable that some staff may have alcohol, however at least one member of staff must refrain in case of an emergency and/or having the need to drive.

For day trips:

- a) draft copies of letters to parents must be sent to the Headmaster for approval and/or amendment. Letters must include the following line *'We have your child's medical information on file. Please let us know if anything has changed since you submitted that form.'*
- b) written parental consent must be obtained prior to any pupil going on a school visit (excluding those trips taken during the normal school working day 8.35am-4.00pm). Consent slips should be included at the bottom of the letter (no signed consent form, no visit for that pupil)
- c) include a GDPR statement stating – As part of the trip, photos and video might be taken. These may be used for printed publicity such QEH News and The Elizabethan, on rare occasions a photo might be used on our website. If you do not want photos / video of your child taken, please email the trip leader to inform them.
- d) leaders, Form Tutors or set teachers must ensure that all the forms are collected
- e) The School Nurse should be contacted and asked to provide a list of known special medical requirements concerning pupils on the visit and appropriate first aid kits.
- f) Emergency telephone numbers these must be taken on the trip.
- g) Coaches/minibuses should be booked using only reputable firms, with advice from the Bursar where necessary; all vehicles must be fitted with seat-belts, fire extinguishers and other appropriate safety equipment. Those driving minibuses are bound by the school's codes of practice.

- h) A list of pupils going on a visit along with the destination and estimated time of return must be given to the school office in advance of the visit; any last minute alterations should be notified on the day.
- i) A list of pupils going on the visit should be emailed to the Attendance officer and teaching staff in advance of the visit
- j) Lists carried by all staff on the visit must be checked on the day of departure and amended for absentees if appropriate.
- k) Senior management must be notified of any pupils who are not intending to go on a visit which is compulsory as far in advance as possible.

### **For residential trips:**

When organising a trip abroad it is good practice to make an exploratory/inspection visit to the location. If this is not possible the group leader should gather as much information as he/she can about the area to be visited. The minimum staffing ratio detailed above is required and there should be enough staff to cover an emergency. This will be discussed during the initial risk assessment discussion with the EVC, as will the travel and accommodation details.

Leaders should be familiar with the nature of the conditions likely to be encountered. Prior information must be obtained about local hazards and safety requirements that are likely to be encountered. Where appropriate, contact should be made in advance with local agencies, guides or establishments in order to ascertain local conditions. Informed and responsible local advice must always be heeded and acted on accordingly.

Pupils and adults must be suitably clothed and equipped for particular activities and the conditions likely to be encountered.

For all foreign trips (to countries which require passports) parents will be requested to provide a photocopy of their son/daughter's passport, which will be checked by the trip leader to ensure that it is valid. These photocopies will be taken in the hand luggage of the member of staff responsible for that pupil on that trip and / or they may be scanned and taken electronically on an encrypted device.

For trips to countries where the European Health Insurance Card (EHIC) can be used, parents are asked to provide a photocopy of this. These photocopies will be taken in the hand luggage of the member of staff in charge of that pupil on the trip and / or they may be scanned and taken electronically on an encrypted device.

The Foreign and Commonwealth Office (FCO) website must be checked for certain visits where there may be political unrest or medical considerations. (FCO's website: [www.fco.gov.uk](http://www.fco.gov.uk)). The trip leader and other staff should know where the nearest British Embassy or Consulate is located and the relevant telephone number(s) should assistance be required.

For all foreign visits, the party organiser will need to research whether additional medical considerations need to be accommodated. Vaccinations, blood transfusions, provision of sterile suture kits, syringes and needles may be required, as may proof of vaccination in certain countries. The trip leader should advise parents to consult their son's or daughter's GP prior to departure if there is any cause for concern. As with all trips, the group leader must ensure that the group has comprehensive travel insurance. The group leader must liaise with the Bursar well in advance of departure, especially if any hazardous activities are to be undertaken (e.g. SCUBA diving).

### **Consumption of Alcohol**

The consumption of beer and wine (never spirits) in moderation by senior pupils during a trip is permitted under certain supervised conditions only. Permission is at the discretion of the trip leader and must be declared on the trip application form so that the EVC can cover this important issue at the planning stage. No alcohol will be bought or drunk privately by pupils and staff will undertake random bag and room checks to monitor the situation. Parents must be made aware of the trip policy on the consumption of alcohol at the planning stage and are given the option to withdraw this privilege if they so wish. If a pupil has to be returned home for a breach of the trip rules on the consumption of alcohol, this will be at the parents' expense.

Leaders must have a sufficient 'float' of money to cover unforeseen expenditure on visits.

A point of contact must be established at the school in order to transmit information to parents in certain circumstances (e.g. late returns); on residential visits a contact must be designated and his/her telephone number given to parents in advance of the visit.

### **Preparing Pupils and Communication with Parents**

There should always be an educational value to any proposed School trip/visit. Pupils will be informed of the purpose of each trip and should be involved in the risk assessment process as far as is practicable.

All pupils must be briefed before a visit takes place.

They must understand:

- The aims and objectives of the trip
- The details of the trip – dates, times, accommodation, travel arrangements
- The roles and responsibilities of the accompanying adults
- If the party is to be divided into sub groups, the composition of these groups
- What standard of behaviour is expected and the consequences of misbehaviour
- Rendezvous procedures
- How to avoid specific dangers
- Emergency procedures

It is important that Parents are given full written details relating to the organisation of all visits outside the School site. For all such visits, including residential ones, a letter specific to that trip will be sent to the parents of participating pupils.

Parental consent must be received acknowledging receipt of the letter and giving permission for pupils to take part in each trip if it takes place out of normal school hours.

For all residential visits parents will be reminded of the School's expectations of behaviour and the student code of conduct. Parents will be asked to sign an:

- overall consent for the pupil's inclusion on the trip
- a conduct form agreeing to the application of the School Code of Conduct and the exercise of School disciplinary measures if necessary

A separate Consent Form is required for each residential trip, except when there is more than one excursion relating to the same event (e.g. training walks, weekends and organised events such as Duke of Edinburgh's Award Scheme expeditions). In this case parents are requested to inform the trip leader of any changes in medical condition and contact details. All parents are asked to sign a medical consent form at the start of each school year which includes consent, if the parent cannot be contacted, for emergency medical attention (including an operation or anaesthetic considered

necessary by a qualified medical practitioner) for trips throughout the school year. If the pupil is taking any medication with them on a school trip then parents are asked to sign an additional consent form for that medication. During the planning process, the trip leader will ask the School Nurse to provide medical information of the pupils involved in the trip.

It is the School's responsibility to include all pupils who might wish to participate in a school activity/trip/excursion regardless of ethnic origin, religion, sex, etc. The requirements of pupils with Learning Difficulties or Disabilities and/or Special Educational Needs will also be taken into account during the planning process. These will be included when writing risk assessments and may affect the staff to pupil ratio. Any such information must be taken on the trip.

Parents should ensure their child understands their responsibilities during the trip and understands the implications of signing the conduct and consent form.

The School will provide parents with key contact details. Before the trip, pupils should know:

- who is in charge of the trip
- how to behave
- what to do if they get lost or into difficulties.

During any trip pupils should always know how to contact a member of staff. During trips involving overnight accommodation pupils need to know the location of staff rooms.

A pre-trip information meeting should be held for staff, parents and pupils involved on residential trips (adventurous activities, ski trips, foreign exchanges, sports tours etc.). Any parent not able to attend the meeting will be given the information in writing, usually by email. Full itineraries must be given to parents in advance of residential visits.

Contact with parents will usually be via email, text or telephone for overseas or large-scale trips. Parents of pupils from smaller trip groups will be contacted individually via telephone/mobile.

Parents are to be informed that if a pupil has to be returned home for serious disciplinary matters, it will be at the parents' expense. A decision to send a pupil home can only be taken after the group leader has discussed the matter with the Headmaster or the Deputy Head.

All pupils are made aware of the safety arrangements on all modes of transport. These details will be included in the risk assessment for that trip.

## **Safeguarding and Child Protection**

Staff should take with them a copy of our record of concern form advice for dealing with a disclosure. Staff should make use of these key documents in the case of a disclosure being made. A disclosure or concern should be reported to a DSL at the earliest, safe opportunity. All staff on a trip should be made aware of this procedure by the Group Leader and be familiar with the contents of the Safeguarding and Child Protection Policy.

## **Discipline and Sanctions**

1. Normal school rules will apply on all school visits; they are to be vigorously enforced and breaches dealt with appropriately at the time.
2. Breaches of discipline on visits should be reported to the relevant Head of Year in writing either during, or on return to school, as appropriate. Serious breaches should be reported to the Deputy Head (Pastoral) or the designated SMT member.
3. Parents and pupils need to be fully informed of the range of sanctions which can be used on a residential visit; should either a pupil or parent indicate that they are reluctant to accept these sanctions, then the pupil will not be allowed to go on the visit.
4. Pupils with a poor disciplinary record should not be automatically excluded from visits. The Leader should raise any individual concerns with the Headmaster prior to the visit

## **Risk Assessment and First Aid**

The object of a risk assessment (RA) form is to enable the staff undertaking a trip to adopt proactive procedures to manage identified risks. Risk Assessments are compulsory for all trips and a written RA form is required as part of the final submission document.

The School provides generic and specific assessments, which staff can download and adapt as appropriate. All staff on a trip must be issued with a copy of any risk assessment with which they are expected to comply.

First Aid provision must be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad, it is essential that there should be at least one trained First Aider in the group. The trip leader should have a working knowledge of First Aid and all adults should be aware of how to contact the emergency services. First Aid kits should be readily available, though the contents will depend on the planned activities.

Travelling First Aid kits are available from the Heath centre by prior arrangement with the School Nurse. They are standard kits, but special requirements can be accommodated provided a few days' notice is given.

Any accidents during a day trip should be reported via SchoolBase within 24 hours upon return to school. Any accidents or treatment given during residential trips should be documented on the Medication and Treatment log provided by the school nurse in your Student Health details pack. It is also the responsibility of the venue you are visiting to report any accidents so please ensure you notify them at the time of incident.

The School Nurse will provide a list of all health details for the pupils on the trip including any special care plans for example for those pupils with Diabetes or Severe Allergies. For foreign trips the School Nurse will also provide translation cards for those pupils with severe allergies. This allows the student to confidently ask about specific ingredients to catering staff and shops. For trips that involve flying, the School Nurse will also provide a letter requesting permission for Adrenaline pens to be held in hand luggage. With this in mind, it is important that staff arranging the trip advise the school nurse about method of transport.

The School Nurse advises all staff that if they are taking any boys who carry an adrenaline pen they should discuss the correct and safe use of adrenaline pens prior to the trip. Any Diabetic pupils should meet with the trip leader, the School Nurse and the Diabetic Nurse in advance in order that treatment and safety can be discussed.

## Emergency Procedures

Leaders and members of staff on visits away from the school should be in possession of the School Emergency Information Sheet. All staff on visits should carry the emergency contact cards.

In the event of an emergency, the leader of the party or responsible member of staff is to contact the Headmaster or member of the Senior Management Team who will initiate the School Emergency Plan.

Leaders and adults must make sure that pupils are fully briefed about the local conditions which they are likely to face; pupils must also be told what to do if they encounter any difficulty or emergency; pupils must know where to find either the leader or an adult.

All adults on a visit should have a list of pupils and their parents' emergency contact numbers.

In the event of an accident or illness, the leader of the party is to contact the Headmaster or member of the Senior Management Team, who will endeavour to contact parents at the earliest opportunity. If any pupil sustains an injury, an Accident Report must be made and eye-witness accounts recorded. The Headmaster or member of the Senior Management Team will decide whether to initiate the School Emergency Plan.

Leaders should consider contingency plans for eventualities which may happen on a visit (e.g. care and/or return of ill/injured pupils, early return for disciplinary reasons); as far as is possible, parents should be informed of these plans in advance of the visit.

One member of SMT must be available as the designated emergency contact, including visits during school holidays.

At least two weeks prior to any trip's departure the party leader must have completed the risk assessment and have listed all emergency contacts for use if necessary by staff on the trip, the School Office, the SMT and the Bursary.

The trip leader should ensure that he/she has easy access to medical details and consent forms at all times. These give contact information for parents, details of the pupil's doctor and permission to carry out emergency medical treatment.

The School also holds a confidential policy, held by the SMT, which covers the management of a major incident, disaster or emergency.

To assist any third party in the case of an emergency, pupils can hold a contact ID card (sample below)

My name is ..... and I am a pupil of QEH School, Bristol, England on an Educational Visit to ..... from .. / .. / ... to .. / .. / ... For emergencies, please use the telephone numbers on the reverse of this card.

Contact numbers in priority order:  
FIRST: My teacher is ..... who can be contacted on .....  
SECOND: I am staying at ....., where the telephone number is .....  
THIRD: My home telephone number is .....  
I have .....medical conditions.



## **Insurance Arrangements**

The school has an insurance policy which covers all transport and medical needs for most trips. Trip leaders will have details of this and parents can be issued with the details upon request. Pupils are not insured for pre-existing medical conditions and parents should organise additional insurance in such cases.

For certain high risk activities it may be necessary to take out additional insurance. The trip leader should seek advice from the Bursar well in advance of the trip as an additional premium may be required and this will need to be added to the cost of the trip. Contact details for the insurance company must be taken on the trip.

1. A statement on insurance cover should be prepared in consultation with the Bursar's office where appropriate, i.e. on residential visits.
2. Parents must be made aware of any insurance cover that has been arranged. Details should be confirmed in the Bursary.
3. On non-residential visits no special insurance should be necessary: if in any doubt, check with the Bursar.
4. The school has insurance which covers staff and pupils for visits. A copy of the policy is available from the Bursar's office and should be taken on the trip.
5. The insurance of staff and non-contracted adults in addition to the above is the responsibility of the individuals themselves.
6. It is the responsibility of the team leader to understand what activities and belongings are covered by the policy and what are exempt.

## **Charging**

The full cost of the trip including staff places should be included in the in the overall total apportioned to pupils. It is wise to include a reasonable element for unforeseen expenses, which if unspent will either be refunded or remain in the school trips account.

Transport, tuition and/or accommodation costs incurred due to unexpected achievement or necessarily late notification should be brought by the trip leader to the attention of the Headmaster.

Where an expedition is deemed to be an optional extra, the Headmaster reserves the right to exclude any pupil from participation. It is the School's policy not to allow parents in arrears with the payment of tuition fees to incur additional expense.

Liaison with the Bursar's office is essential; pupils involved, date(s), destination and cheques for the payment of fees should be clearly set out on paper; amendments to the list must be notified in writing.

Visits organised by Departments should be budgeted for on an annual basis and costs submitted with the budget requests. Parents should not be billed for day visits without the approval of the Headmaster.

## **Expertise in Activities**

Accompanying adults must have a reasonable knowledge, experience and skills (and in hazardous activities, qualifications) in the activities undertaken. Where outside persons are involved with leading specified activities their qualifications must be appropriate and current, and should be checked by the leader in advance. Leaders must be satisfied that pupils are medically fit to undertake the planned activities.

Trips may be school-led or organised by an external activity provider. For adventurous activities, providers may be either licensed or non-licensed providers. However, it is the duty of the trip leader to carry out checks to ensure whether the provider is legally required to hold a licence for the activities it offers and, if so, that the provider actually holds a licence. If a provider is not required to hold a licence, the trip leader should check necessary details such as safety arrangements and qualifications of staff/instructors.

The member of staff leading the trip is required to assess the safety arrangements of the venue and the activities to be carried out. If any external leaders are involved, the trip leader should ensure these external leaders are competent and adequately insured.

Furthermore, they have a continuing duty of care to ensure that external leaders who have control over any pupil demonstrate an appropriate level of skill and exercise a proper level of care towards that pupil. A written agreement should be sought in advance of the trip, indicating in which circumstances centre staff will expect to be responsible for pupil safety. Any transfer of responsibility between School and centre staff must be clear to both pupils and all adults. A contingency plan for the unforeseen withdrawal of adult supervisors should be drawn up before each session.

If a member of staff has any reason to doubt the competence or conduct of any adult on a visit, this should be made known to the leader at once with fully documented evidence (e.g. witnesses). It is the leader's responsibility to deal with the matter at once, if necessary aborting the activity in the interests of safety for the pupils and contacting Senior Management at school. All discussions should be accurately recorded.

In situations in which remote supervision is required, all staff, helpers and instructors will have relevant experience and training. Pupils will be given information regarding safety and contacting staff. This information will be written in the risk assessment and/or in the risk assessment of the activity provider. The school's risk assessment must always be used in conjunction with the activity provider's risk assessment.

For any activity that is water-based (including the use of a hotel swimming pool) parents will be required to complete a form indicating the competence in water of their son/daughter.

## Appendices:

1. Application for approval for out of school activity Forms V1 & V1A
2. Check list for Day Visits
3. Check list for Residential Visits
4. Annual Medical Update Form
7. Emergency Information Sheet
8. Specimen Initial Letter for Foreign Visit
9. Specimen Second Letter for Foreign Visit  
*(includes section to be returned by parents)*
10. Specimen Initial Letter for Day Visits
11. Job specification for Educational Visits Coordinator (EVC)
12. Host families and Homestay

**V1 APPLICATION FOR APPROVAL FOR OUT OF SCHOOL ACTIVITY**

*This form, along with the budget proposal form V1A, should be submitted to the Headmaster to gain agreement, in principle, for the trip.*

**Proposed trip** (description)

**Dates**  
From \_\_\_\_\_ To \_\_\_\_\_

**Number of pupils and year groups involved**

**Staffing** (names)

**Transport details**

**Accommodation**

**Activities** (give specific details of any hazardous activities)

**Cost** (please attach budget form V1A)

**Signed** (group leader) \_\_\_\_\_ **Date** \_\_\_\_\_

**Headmaster's comments**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**V1A TRIP BUDGET FORM** (page 1 of 2)

*This form to be submitted along with form V1 'Application for Approval for Out of School Activity'*

*A provisional version of this form to be signed off by the Bursar before the Headmaster signs the V1.*

*A final version of this form must be submitted to the bursar as soon as detailed arrangements have been agreed with the trip supplier.*

**Name of Trip:** .....

**Date(s) of Trip :**.....

*The 1<sup>st</sup> section requires total costs, not costs per person*

<b>Package Cost:</b>	£	Name of Supplier
<b>Transport</b> costs if not incl. in package:	£	Name of Supplier
<b>Accommodation</b> costs if not incl. in package:	£	Name of Supplier
<b>Entrance</b> fees if not incl. in package:	£	
<b>Food</b> if not incl. in package:	£	
<b>Equipment hire</b> if not incl. in package:	£	
<b>Contingencies/float/ sundries etc.:</b>	£	Please provide details
<b>Insurance</b> if not incl. in package: £2 per head per day or part day	£	
<b>TOTAL COST: (A)</b>	<b>£</b>	

*Some lines above may not be applicable in the case of an all inclusive package trip (put N/A as appropriate)*

<b>Number of Students (B)</b>		
<b>Number of Staff</b>		
<b>Total to be charged to each student: (C)</b>	£	Indicate proposed instalment arrangements: 1. £                      Date: 2. £                      Date: 3. £                      Date: 4. £                      Date:
<b>Total chargeable to students (D)</b> (D = B x C)	£	
<b>Cost payable by staff if applicable (E)</b>	£	Please provide full details
<b>Other Funding (F)</b>	£	Provide full details (e.g. fundraising concert etc)
<b>TOTAL TRIP FUNDING: (D+E+F)</b>	<b>£</b>	<b>This must not be less than the total cost (A)</b>

Signed by trip organiser:	Date:
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**Check List for day visits** (tick off as each bullet point is completed)

- Seek approval of Headmaster & draft letter to parents to EVC for approval/correction.
- Complete Risk Assessment Form and then book museum/package.
- If using third party companies for activities check appropriate qualifications and risk assessments are in place. Written/Email confirmation required.
- Send information letter to parents including return details and arrangements (with consent form if out of school hours).
- Decide if school uniform to be worn.
- Staffing ratios to be confirmed through Risk Assessment Form with EVC and inform Assistant Head (Operations) regarding cover needed.
- Ensure GDPR legalities are complied with.
- Book First Aid kits from School Nurse & give School Nurse list of pupils going; discuss medical issues with nurse and check medical needs of staff on trip.
- One member of staff must know how to administer first aid & use Epipens.
- Leave a list of the pupils going on the visit with the Attendance Officer.
- Leave a list of the pupils going on the visit with designated SMT member in advance if trip outside school hours
- Email a list of pupils going on the visit at least 7 days in advance to teaching staff
- A week prior to trip, meet with the EVC to discuss final arrangements.
- Inform catering and the bursary of numbers not requiring school lunch at least one week in advance.
- Briefing meeting with relevant staff. All read and sign the Risk Assessment.
- Ensure Risk Assessment is approved by EVC and Headmaster at least a week before the trip
- Ensure pupils are registered/report any absences to Attendance Officer
- Ensure trip leader has a copy of the Emergency Information Sheet and SMT emergency contact card. Pupil Data including Medical details must be encrypted and stored on a school device. Do not take paper copies unless you have agreement from EVC.
- UPON RETURN ENSURE ALL PUPIL DATA IS 'DOUBLE DELETED' AND/OR SHREDDED.
- EVALUATE TRIP WITH EVC AND REPORT ANY ISSUES

## Check List for residential visits (tick off as each bullet point is completed)

- Seek approval of Headmaster in writing using *Form V1* and *Form V1A*
- Draft letter to parents to EVC for approval/correction.
- Liaise with bursary to set up parent pay & check that insurance cover is adequate for your trip
- Meet with EVC to draft Risk assessment.
- Ensure GDPR legalities are complied with.
- If sharing pupil data with third party seek assurances, in writing/via email that their management of data is secure and all data will be deleted at the end of the trip. Check with Data manager if unsure.
- If using third party companies for activities check appropriate qualifications and risk assessments are in place. Written/Email confirmation required.
- Plan a parents' information evening & get parents to sign consent forms. Have you issued itineraries, kit lists, contact cards etc.?
- Confirm staffing ratios with EVC and inform Assistant Head (Operations) regarding cover.
- Book First Aid kits from School Nurse & give School Nurse list of pupils going; discuss specific medical needs with nurse & check medical needs of staff attending the trip.
- Check that members of your team are able to administer first aid and use an epipen.
- Have special dietary requirements and allergies been dealt with?
- Leave a list of the pupils going on the visit with School office in advance and inform the Attendance Officer if the trip takes place during term time.
- Email a list of pupils going on the visit at least 7 days in advance to teaching staff if term time.
- A week prior to the trip, arrange a meeting with the EVC to discuss final arrangements and check the content of your trip information pack.
- Briefing meeting with relevant staff and ask them to read and sign RA.
- Ensure you have sufficient cash/credit with you.
- All staff attending must have a copy of the *Emergency Information Sheet* and SMT emergency contact card. Trip leaders must take a copy of the *Advice for dealing with a disclosure* and the *Record of a safeguarding concern* form in case of a pupil disclosure.
- Ensure the following are included in your trip information pack, an electronic copy of which must be given to the school office, the bursary and the SMT cover.

Copies of Passports & EHICs, Risk assessment, List of pupils attending including their mobile numbers, Staff contact details and details of hotel, Itinerary, Medical details and consent forms. All pupil data must be encrypted and stored on a school device. Encrypted memory sticks are available from EVC. Paper copies can only be taken on trip in agreement with EVC

UPON YOUR RETURN ENSURE ALL PUPIL DATA IS DOUBLE DELETED and/or SHREDDED.  
EVALUATE TRIP WITH EVC AND REPORT ANY ISSUES. RETURN MEMORY STICK.

Insurance details are available from the bursary if required.

## Emergency Information Sheet

What follows is given in the way of guidance that will need to be adapted to suit the situation. This written guidance should be held by each adult member of the party.

1. Establish the nature and extent of the emergency.
2. Make sure all other members of the party are accounted for and are safe.
3. If there are any injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety vis-à-vis blood contact. Call the appropriate emergency services.
4. Advise other party staff of the incident and of the actions taken. Decide if appropriate who is in charge and responsibilities to be undertaken by each adult member of the group.
5. Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances, a decision will have to be reached as to the best course of action.
6. Ensure that remaining pupils are adequately supervised and arrange for an early return.
7. Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
8. Contact the Headmaster or senior member of staff on duty.

Control pupil access to telephones until the Headmaster or member of the SMT has contacted parents/others directly involved. Give full details of the incident including

Name person(s) involved

Nature, date, location and time of the incident

Details of injuries, etc.

Names and home telephone numbers of those involved.

Action taken so far

Telephone numbers for future communication.

9. After initial information to the Headmaster, immediate action will be agreed.
10. No member of staff should discuss matters with the media.
11. The Party Leader should, at the first opportunity, make notes on the incident as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
12. Legal liability should not be discussed.
13. Ensure accident forms are completed as soon as possible.
14. Inform parents of any delays that will be necessitated.



**Specimen Initial Letter for Foreign Visit**

Date

Dear Parents

**Title of visit and form/year groups at which it is aimed; dates.**

Introduction

Purpose

Location

Accommodation

Transport

Itinerary

Cost and outline of payments

Yours sincerely,

Visit Organiser

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**Response Form:** [insert Name of Trip]

Name of pupil:

Form:

I should like my child to go on the visit to [insert as appropriate] on [date]. I understand as part of the trip, photos and video might be taken. These may be used for printed publicity such QEH News and The Elizabethan, on rare occasions a photo might be used on our website. If you do not want photos / video of your child taken, please email the trip leader to inform them. Please supply further particulars as they become available.

Signed:

**Name of parent in BLOCK CAPITALS:**

**Please return to [Visit Organiser] by [insert date].**

<b>Specimen Second Letter for Foreign Visit (2 pages)</b>
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**Date**

**Dear (named if possible) Parent,**

**Name of Trip**

**Dates/times of visit**

**Party leaders/ Nature of activity**

**Introduction**

**Description of pupil supervision:**

Supply this information: e.g. at all times? Some of the time? When unsupervised?

**Cost and breakdown of payments:**

- What is included and what is extra?
- Amounts and dates of staggered payments
- Cheques/POs made payable to **Queen Elizabeth's Hospital**; instalments to be added to the bill.
- Amount for pocket money/meals/optional extras.

**Once your child has been accepted on this trip:**

This section should make it clear that most/all payments made will be non-refundable if you cancel his place or if school withdraws him from the visit due to unacceptable behaviour between now and date of trip.

**Behaviour:**

- Description of **expected standards of behaviour whilst away.**
- Details of specific rules e.g. bedtimes, alcohol, smoking, laws of that country, duty-free.
- We reserve the right to send your child home at any point during the trip on the grounds of unacceptable behaviour and you must agree to pay the full cost in such an eventuality.

**Insurance:**

- EITHER: part of the travel company's package
- OR: insurance will be taken out by school.
- Full details available at the Parents Meeting.
- You will receive an invitation to the Parents Meeting to be held on a date/nearer the date of departure. It is very important that as many parents and pupils attend as is possible. This will be an opportunity for the staff involved and parents to meet to discuss the organisation and itinerary.

**If you would like your child to be considered for a place on [insert name of trip], please read this information carefully before signing and returning the attached consent and medical forms and the deposit by date to [named member of staff].**

**Signed by Visit Organiser**

**Section to be returned by parents**

**Section seeking information:**

**Name of child:**

**Form:**

**Date of Birth:**

**Name(s) of Parent(s):**

**Address:**

**Phone no.:**

**My child has his own passport: YES/NO**

**Nationality:**

**Passport no.:**

**Expiry date:**

**Specific questions relevant to particular trip:**

E.g. for skiing trip ~ previous skiing experience; height: shoe size

**Section setting out conditions:**

**I give my consent for my child, named above, to take part in the School trip to [insert as appropriate] and whatever activities are arranged. I also consent that he may be given a degree of unsupervised time in groups of no less than 4.**

**I understand that:**

- **my child will be under school care and rules during the trip**
- **If his behaviour whilst away is unacceptable I will arrange to collect him or will pay for his return home.**
- **Whilst those in charge of the party will take all reasonable care, they cannot necessarily be held responsible for any injury, loss or damage suffered during this visit.**
- **In the event of an emergency, every effort will be made to obtain my consent to any medical/surgical/dental treatment and/or administration of anaesthetic/blood transfusion**
- **If these efforts prove unsuccessful, the teacher(s)-in-charge of the school party will then use their best endeavours to contact the nearest relative/neighbour/friend designated on the Medical Form.**
- **If these efforts prove impossible, I hereby authorise the teacher(s)-in-charge of the school party to act *in loco parentis*.**
- **As part of the trip, photos and video might be taken. These may be used for printed publicity such QEH News and The Elizabethan, on rare occasions a photo might be used on our website. If you do not want photos / video of your child taken, please email the trip leader to inform them.**

**I will/will not be attending the Parents' Meeting on [insert date].**

**Print name:** .....

**Signature of Parent:** .....

**Specimen Initial Letter for Day Visits**

Date

Dear Parents

**Title of visit and form/year groups to whom it is aimed and dates.**

Explanation of the visit and how it fits into the prescribed school curriculum.

- Timings and special travel arrangements if applicable.
- Lunch arrangements.
- Pocket money.
- Dress code.
- Cost.
- Would you please complete the attached Consent Form.

If you have any queries please contact your child's Form Tutor, [Subject] Teacher or me.

Yours sincerely,

Visit Organiser

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**Response Form:** [insert Name of Trip]

Name of pupil:

Form:

I give my consent for my child to go on the visit to [insert as appropriate] on [date]. I understand as part of the trip, photos and video might be taken. These may be used for printed publicity such as QEHS News and The Elizabethan, on rare occasions a photo might be used on our website. If you do not want photos / video of your child taken, please email the trip leader to inform them.

Signed:

Name of parent in BLOCK CAPITALS

**Please return to [Visit Organiser] by [insert date].**

## **Job Description for Educational Visits Coordinator (EVC)**

- Ensure that staff are adequately prepared to organise and run trips safely
- Assist with writing risk assessments and where necessary to arrange appropriate training to ensure appropriate safety measures are in place.
- Ensure visits have appropriate support ratios and adequate cover for health and safety, First Aid, medication and behavioural management to safeguard all party members.
- Organise emergency arrangements and ensure there is an emergency contact for each visit.
- Phone or text trip leaders during overnight trips to ensure trip is running smoothly and lines of communication are open.
- Keep records and monitor individual visits through the completion of trip evaluation forms (including reports of accidents and 'near-accidents'), in order to review these in association with the Health and Safety Committee.
- Ensure members of staff receive on-going training to fulfil their duties

## Host families and Homestay September 2016

In line with KCSIE September 2016 we have written this protocol to clarify the steps that we take to check the suitability of host families. The intention behind this protocol is not to prevent staff undertaking valuable extra-curricular trips such as language exchanges or make them so administratively unwieldy that they are no longer viable. However, it is of course important to remember our obligations towards safeguarding our pupils.

### Checks for Host Families for exchanges and trips abroad

- 1.2. If the school has power to terminate the host family arrangement, it is likely to amount to regulated activity and therefore an enhanced DBS check with barred list will be carried out. This will be the case even if the parents select the host family. It is worth noting that in these circumstances, it is just the main care-giver in the family who is required to be checked. Adults who are not care-givers are not required to be checked simply because they are present. In our view, it is not necessarily the case that the adult care-giver must be present in the home at all times during the stay, but clearly to be considered a "care-giver" they will need to be present for considerable periods in order to look after the child. A common sense approach will be taken. This will be a factor for consideration in a risk assessment, and the age of the child will be important in determining whether this is necessary. It is also something that will be referred to in any agreement with the parents
- 1.3.
- 1.4. Clearly where host families are overseas, it will not be possible to carry out DBS checks. In such circumstances, where possible we will seek reassurances from overseas partners to determine the suitability of host parents, and we will always undertake a risk assessment. We will put an agreement in place with parents to ensure they understand what checks or risk assessments the school has been able to undertake to support parental decisions, if it is to be a private arrangement between families. Decisions to use host families will take account of relevant factors such as the length of the stay, knowledge of the family by a reputable overseas partner and the age of the pupils. We will also ensure that pupils are seen by a member of staff every day while away from home, have access to a mobile phone with signal and/or know who to contact and how, if they have any concerns about their own safety. These steps will be documented in the risk assessments for individual trips.
- 1.5.
- 1.6. If the school is involved in the host family arrangement but does not have power to terminate it, then it is unlikely to amount to regulated activity and DBS checks do not need to be undertaken. To ensure there can be no doubt over this, we will enter into an agreement with parents which ensures absolute clarity. Parents will be asked to sign an agreement which confirms that the hosting is a personal arrangement which the school does not have the right to terminate and also demonstrates that parents are aware that the school has, therefore, not undertaken any checks on the host parents.
- 1.7.
- 1.8. If the arrangements are made directly by the parents with no involvement by the school at all, this will be a private arrangement and therefore not regulated activity and no checks will be carried out by the school.

## **Host Families for international students who attend QEH**

1. We use a reputable, AEGIS accredited Guardian agency known as Gabbitas. All International students must use Gabbitas Guardian Agency. Gabbitas carry out enhanced DBS check with barred list on anyone over the age of 16, living in the home. They conduct home visits and take up GP references for the family. Gabbitas seek to use families of our existing students so that we know and have a relationship with the family. They carry out all the required legal checks. QEH does not have the right to terminate the home stay arrangement, so arrangements with the host family are outside of regulated activity. The homestay arrangement is between Parents and Gabbitas. Parents are asked to sign an agreement with QEH to ensure absolute clarity on the school's responsibility.
2. Our international students have two tutors – a personal tutor who will register them on a daily basis and follow up any absence and an international tutor, Mr R Waldron (Head of Learning Enhancement), who will meet with them regularly and offer EAL and pastoral support when required. This allows us to monitor the students' welfare closely and spot any concerns with the host family.