Trips and Visits Policy

Introduction

An educational trip or visit has enormous potential for enriching the School curriculum and, in some cases, it is an essential requirement of examination courses. Such enterprises, though demanding, can be enjoyable experiences for both pupils and staff. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for making, creativity, developing learning relationships and practising strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Thousands of school trips take place every year, the vast majority safely and without incident. However, we are all aware that very occasionally things can and do go wrong. It is therefore very important that all trips are properly planned and organised and that staff involved with school trips take all reasonable steps to ensure that risks are minimised.

For the purpose of this policy, a school trip or visit is defined as any occasion when a pupil or group of pupils is away from the School campus, undertaking a school activity and under the supervision of a member of staff. In order to avoid unnecessary repetition, the word 'trip' is largely used throughout this policy but, where this occurs, please understand 'trip and/or visit' as appropriate.

It is not easy to give a definitive list of such trips but examples include trips to museums, galleries and theatres, trips to educational conferences, trips in the evenings and at weekends, residential trips such as skiing holidays and all sports fixtures and sports tours. If staff are in doubt about the nature of a trip then they should seek the advice of the Educational Visits Co-ordinator (EVC).

Role of the EVC

The Educational Visits Co-ordinator (EVC) is available to staff for advice about all aspects of school trips and visits. Copies of documentation from the DfE and other agencies including 'Health and Safety of Pupils on Educational Visits' and the OEAP National Guidance are available on request. Staff must consult as fully as possible with their EVC before, during and after a school trip. Chris Evans (Senior Deputy Head and EVC) oversees Senior School trips, assisted by Amanda Obridge. Ellen Moss (EVC) oversees Junior School trips, assisted by Janine Fletcher or Laura Davies. Where a trip is being organised by Ellen Moss, Chris Evans will become the EVC. Where Chris Evans is organising a trip, Phil King will act as EVC.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to trips assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational trips.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a trip leader, the Head and EVC will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Approval for Trips / Completion of Paperwork

The EVC must therefore be notified of all occasions when a pupil or group of pupils leaves the School premises, either accompanied by members of staff or to meet members of staff at a pre-arranged location. This forms a key part of the duty of care we owe to pupils.

The EVC must also give permission before any trip can take place.

Trips Forms

Before completing forms, staff should discuss their trip proposal with the EVC. After a verbal agreement has been given, staff wishing to organise a trip (day or residential) need to complete the following four forms:

1. School Trip Request Form	This form includes the key details of the trip. It is handed in to the School Secretary. Once the trip is approved it will be entered into the calendar.
2. Risk Assessment	Advice on the detail needed in the risk assessment is given in the appropriate section of this policy. Each completed risk assessment must be approved by the EVC before the trip takes place.
3. Trip Form Check List	This must be given to the School Secretary, before departing on a school trip. The form will be the basis for a sign off meeting.
4. Trip Feedback Form	This is necessary if a significant incident has occurred, so that lessons can be learned and/or procedures amended as appropriate.

These forms, when properly completed, must contain all the information required about a trip. The Trip Leader must ensure that copies of the relevant information (e.g. pupil lists) are given to Reception staff and are pinned on the notice board in the Staff Common Room.

Planning and Preparation

Staff must not spend any money or inform pupils or parents that a trip is going ahead until it has been formally approved by the EVC (and the Assistant Head Teaching and Learning if the trip is within the school day).

The Timing of Trips

It is essential to the smooth running of the rest of the School that trips are properly planned and arranged to ensure minimal disruption to all, both those on the trip and those left behind. Departments are strongly encouraged to plan their pattern of trips for the coming academic year as early as they can, preferably before the end of the preceding summer term. This allows clashes to be kept to a minimum. Trips planned well in advance can 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. If two events clash then the EVC will resolve the matter.

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 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.

Informing Other People

It is essential that all people concerned with the trip are fully informed at appropriate times. Once the planning has been completed and the trip has been approved, the full details of the trip must be prepared. These details, together with copies of letters for parents, must be submitted to the EVC before being sent out and, if necessary, must be approved by the Head.

Parents must be informed in writing about all trips and signed parental permission is required before a pupil is allowed to leave the School campus. However, day trips can often be covered by the blanket Off-Site Travel Consent Form that parents sign when their child joins the School. A copy of this form appears later in this policy.

If a trip involves overnight accommodation, parents must be given full details of the type of accommodation provided and the security arrangements that are in place to ensure the safety of their child. They must be fully informed as to the nature of the trip, with a clear indication if the pupils may be unaccompanied while away from school.

For longer trips, particularly those overseas, it is essential to hold a Parents' Information Evening a few weeks before departure. This allows information to be shared, questions to be asked and answered, and reassurance to be given where appropriate. The publication of an information booklet for parents and pupils is also strongly advised.

The EVC can give advice about the best way to organise such events and to prepare such booklets. Parents must acknowledge that their child is fit enough to go on the trip, outline any health problems and authorise the leader of the party to act on their behalf in an emergency. They must also provide a contact number for the duration of the trip.

The Cost of School Trips / Accounts

The Trip Leader must take responsibility for all financial arrangements in connection with the trip and all accounts must be fully transparent.

Staff must think carefully about the cost of a school trip. Costs should be kept to a minimum and parents must be given the chance to decline a trip on financial grounds. Cover provision must be made if necessary for any pupil who is unable to go on the trip for financial or other reasons.

Once final numbers and names are known, any changes must also be passed through to the Accounts Department so that we have accurate financial accounts for all trips.

Setting up a Trip Account

For larger, more expensive trips, such as overseas sports tours, ski trips or other overseas trips, it may be desirable for an account to be opened in that name by the Accounts Department. This will enable deposits and interim payments to be collected from parents

over a period of time, in order to spread the costs. Details of payment methods and timings must be discussed and agreed with the Bursar before any letters are sent out.

Contingency Fund

In deciding on the overall budgeted cost, the Trip Leader should build in a contingency fund to cover any potential increase due to increased transport costs, changes in exchange rates (if part of the cost is charged in local currency) or other possible surcharges for fuel, taxes, etc.

Deposits

Deposits are normally non-refundable in the event of the pupil being withdrawn by the parent, and this must be clearly pointed out in the initial letter to parents. Withdrawal for a legitimate reason, such as an injury or medical problem, may be covered under the trip insurance scheme, but it must be supported by appropriate written proof.

Payments

For day trips, the cost will be added to the School fees account.
Where there is a significant cost to a trip, the **Trip Payment Option Form** should be used, following discussions with the Bursar and/or the Accounts Department.

Any money left over at the end of the trip cannot be carried forward to the next financial year or to future trips. It must either be credited to parents or, if the amount is too small for this to be practical, credited to the relevant academic department budget.

Staffing Ratios

There are no exact ratios for school trips. The trip leader must ensure that the staffing for a trip is 'reasonable'. This depends on the age, gender mix, ability and behaviour of the pupils involved. It will depend on the type of activity undertaken, the nature of the journey and the type of accommodation if the trip is overnight. The competence of the adults supervising a trip must also be considered, together with the need for first aid cover.

The DfE advises the following ratios for general activities such as visits to local historical sites and museums or for local walks, in normal circumstances:

- 1 adult for every 5 pupils in Reception (EYFS). There must also be someone who is a Paediatric First Aider to accompany the children on Reception trip;
- 1 adult for every 6 pupils in Years 1 to 3 (children under five should have a higher ratio);
- 1 adult for every 10-15 pupils in Years 4 to 6;
- 1 adult for every 15-20 pupils in Year 7 onwards.

However, it is stressed that these are only examples. The Trip Leader must assess the risks and consider an appropriate safe supervision level for their particular trip.
Trips to remote areas or those which involve more hazardous activities clearly require a higher level of supervision. It is also the case that many institutions which are open for visits by school parties have their own staffing guidelines which need to be adhered to. Staff taking trips must always check with the locations they are visiting about such matters.

Careful, appropriate and transparent consideration must be given to the number of staff on residential trips and any additional costs thereby involved. While it is desirable to have too many staff rather than too few, it is not acceptable that parents should have to bear the cost of taking additional staff whose presence is not absolutely necessary. If needs be, staff may be asked to make an appropriate financial contribution to the overall trip fund.

For residential trips, a nominated 'reserve' must be included in the planning stages in case of last-minute staff absence.

Staff Cover Considerations

If a trip cannot be fully covered by members of staff, there are circumstances where parents or other helpers can be used to supervise trips. All volunteers who supervise overnight school trips, or who will have unsupervised contact with children, must have an enhanced DBS check. Adults who have not been DBS checked **must not** be allowed to supervise children on trips out of sight of school staff.

When the Trip Leader is considering the staffing for a trip he/she must always bear in mind the consequences of staff absences on those left behind. If several people are required to staff a trip then consideration should be given to using support staff as additional helpers. In all cases suitable cover must be available for anyone on a trip. If a school trip is taking place which involves several members of staff, each person going on the trip must ensure that the relevant paperwork for cover has been completed.

The composition of the staff involved with a trip often changes from the time the initial Trip Request Form is submitted, so the EVC must be kept informed at all times about which staff will be involved with trips. All residential trips must have a named reserve.

It is also very important that the Deputy Head (Academic) or the Head of Junior School knows exactly who will be out on trips and that sufficient cover arrangements, for lessons and duties, have been put in place. The trip leader must co-ordinate this process, but all staff who go on trips must take responsibility for ensuring their lessons and duties are covered appropriately.

Staff who need further guidance and clarification on this matter should discuss it with the EVC during the planning stages for a trip. Equally, any concerns with regard to staffing or staffing ratios on trips should be referred to the EVC who can give further guidance and advice.

Risk Assessments

A suitable risk assessment must be completed for all school trips. Each assessment shall be authorised by the relevant EVC before the trip proceeds. Consideration must be given to any dangers or difficulties which may arise and plans must be made to reduce them. The risk assessment must be completed before the trip takes place. It does not need to be excessively complex but it must be comprehensive. Safety must always be the prime consideration. If the risks cannot be contained then the trip must not take place.

It is recognised that the area of risk assessment is one that has the potential to cause confusion and disquiet for some staff. For most 'routine' trips the thorough completion of the appropriate **Risk Assessment Form** is a sufficient process, but **all trips involving high risk activities and all trips involving overnight stays require a full, separate 'matrix' risk assessment.**

The risk assessment must be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the trip leader put the safety measures in place?
- What steps will be taken in an emergency?

While every trip will have its own particular risks that must be assessed, research has shown that the following are the most commonly found dangers, so are worthy of particular consideration when doing a risk assessment for any trip away from school.

Hazard	Risk	Control measures
Separation from the party	Getting lost	Regular head count, small groups. Must stay with an adult.
Leaving party member behind	Risk of assault or abduction	Check numbers before every departure.
Road crossing	Being hit by vehicle	All groups to line up parallel with kerb and cross as one. Ensure good sight line. Staff to arrive first at kerbside.
Road traffic	Falling off path into traffic	Keep buffer zone between group and kerb.
Trains	Falling into the path of a vehicle	Keep buffer zone between group and train.
Sea/lakes	Drowning	Adults always on waterside. Limit maximum size of group. Adults trained.
Sand	Damage to eyes	Pupils briefed and strong action at first sign of throwing.
Sun	Sunburn	Hat, sun block, parental letter, supervised use.
Heat	Heat stroke or dehydration	Pre-visit and establish access to shaded area. Plentiful supply of liquids.

It is important to remember that places such as outdoor pursuits centres, leisure centres, museums, theatres, etc., have to carry out their own risk assessments for the facilities they provide. If copies of these are obtained by members of staff then this will reduce the burden of the risk assessment process.

The Trip Leader must ensure that for all adventurous holidays, from commercial providers, the following have been obtained in writing:

- that they hold a licence for the activity which they provide;
- that the licence has the relevant national government body award or approval;
- that instructors hold appropriate qualifications and insurances are in place.

Trip leaders are required to confirm that they have completed these safety checks before departure by signing the **Risk Assessment Form** and **Check List**. A signing off meeting will be scheduled for all overseas visits and residential visits over five days' duration.

Bus Transport

It is worth making a special point about bus journeys. Most school trips involve transportation by some type of bus, either a school minibus, hired minibus or hired coach. It is extremely important that staff and pupils use such transportation safely. **Everyone must wear seat belts at all times.** It is good practice for staff to remind all pupils of the need for good behaviour before all minibus and bus journeys. Staff must remember that the journey is an integral part of a school trip and appropriate risk assessments must be carried out.

The Wearing of Seatbelts in Vehicles

In order to ensure that all journeys by Silcoates pupils are undertaken in the safest possible manner, it is the School's policy that **seatbelts must be worn at all times by all staff and pupils in cars (including taxis), minibuses and coaches**. All staff and pupils are made aware of this and are asked to adhere to the policy strictly. Depending on the age of the passengers, the current law does not insist that the coach driver is responsible for ensuring that everyone is wearing a seatbelt.

Ultimately, each pupil is responsible for ensuring that he/she is wearing a seatbelt at all times. The School therefore asks parents to help to reinforce this message about the use of seatbelts to pupils, so that we can continue to ensure the safety of all pupils when they travel in vehicles.

Transport of Pupils in Teachers' Cars

It is an acknowledged practice that teachers, from time to time, transport pupils in their cars to various external events. All teachers are covered by the School's insurance policy. It is essential that parents are informed that their child will be travelling in a staff car.

With the consent of the Trip Leader, Sixth Form students may use their own vehicle to travel to a venue. It is advised that written parental consent is sought. Students must **not** carry other students without the parental permission of all parties involved.

Reconnaissance Visits

If possible, an exploratory visit should be made by a teacher before any trip is undertaken. A key factor in reducing risk is knowledge of the place to be visited. Whilst such visits may not always be practical, staff should make every effort to consider such an undertaking. A member of staff who is to lead a group abroad, on a residential visit or on an outdoor activity should make a special effort to carry out a reconnaissance visit.

If this is not possible then a minimum measure would be to obtain specific information by letter from the venue and from reputable organisations who can provide such information.

Factors to Consider in Planning a Trip

The following list is not exhaustive, but it tries to summarise what needs to be done during the planning and organisation of a trip. This should be read in conjunction with the Guide to Planning a Trip document in the annex. The list also gives further ideas about areas for risk assessment:

- Facilities/equipment to be taken or provided at venue.
- Staff training needs, e.g. first aid training.
- 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, e.g. leaving a copy of the Group Insurance policy with the EVC.
- Communication arrangements.
- Supervision ratio
- Contingency plans for enforced changes of plans or late return, e.g. use of Firefly.
- Information to parents.
- Information to the School.
- Preparing pupils – by ensuring correct clothing and equipment lists are provided.
- Arrangements for sending pupils home early.
- Emergency arrangements.
- A photocopy of each pupil's passport should be taken on overseas trips by the party leader.
- First aid and medical arrangements (see below).

Mobile Phones

All trips must take a School Trip Phone. These will be distributed and collected by Amanda Obridge. Several useful numbers are pre-programmed into the School phones e.g. front office, School Nurse, EVC, other School mobiles.

First Aid Provision

As part of the risk assessment for all trips, consideration must be given to the level of staff training required for first aid. The School Nurse can provide basic training for low risk trips,

but for all foreign trips, residential trips and adventurous training trips, appropriate first aid provision, including suitably qualified first aiders, is essential. For this reason it is vital that the School Nurse is told which members of staff are accompanying a trip as soon as that information is known. Training can then be arranged as appropriate.

The Trip Leader must provide the School Nurse with a list of pupil participants at least one week prior to departure, so that she can cross-reference the names against her records and liaise with parents over any concerns. The Trip Leader must work closely with the School Nurse to ensure that he/she is comfortable with handling any specific health needs. The Nurse will provide an appropriate first aid kit for the trip.

Trip Record Book

For all residential trips, an 'Incidents, Accidents and Medication Record Book' must be kept. The book will be made by the School Nurse and be placed in the First Aid kit. There will be an instruction sheet at the front of the book and an information sheet about the pupils on the trip. It is advisable to assign one member of staff to be responsible for completing the record book.

A page will be assigned to each pupil. All incidents (e.g. behavioural issues, emotional issues) and accidents (e.g. grazed knee) must be recorded. Date the entry, record the main details and any treatment/punishment administered. Also record any follow-up to the original incident/accident. If administering medication, record the date, time and dosage, and initial the entry. At the end of the trip, hand the record book back to Nurse and discuss any issues of concern.

Medication

Pupils must hand in medication in advance of the trip. It should be in the original pharmacy packaging. The pupils name and dosage must be clear. Assign one member of staff to be responsible for administering prescribed medication. Remember to record it in the Trip Record Book and initial the entry.

Emergency Procedures

Teachers in charge of pupils have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning a school trip. If an emergency happens the priorities must be:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend the casualty.
- Inform the emergency services and everyone who needs to know of the incident.

Guidance on Emergency Procedures

Copies of the DfE guidelines are kept by the EVC. The following points should help the Trip Leader to deal sensibly with an emergency if it should occur:

- Establish the nature and extent of the emergency.
- Make sure that all other members of the party are accounted for and safe.
- If there are injuries, establish their extent and administer first aid if you have been trained or feel capable.
- Establish the names of the injured and call relevant emergency services.
- Advise the other staff on the trip of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital.
- Ensure that the remainder of the party is adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.
- Control access to telephones until contact is made with the Head or the Senior Deputy Head and until they have had time to contact those directly involved.
- Pass on to a senior colleague full details of the incident, e.g. name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far.
- Pass on to a senior colleague the appropriate telephone numbers for future communication and identify alternate telephone numbers in case telephone lines become jammed.
- The School will arrange to contact the parents of those involved: in serious incidents, the parents of all party members should be informed.
- Media:
  - A designated person should act as the point of contact with the media to whom all involved should direct questions;
  - Under no circumstances should the name of any casualty be divulged to the media;
- The Trip Leader should write down as soon as practicable all relevant details; a record should be made of any witnesses; any associated equipment should be kept in its original condition;
- Legal liability should not be discussed or admitted;
- All accident forms should be completed and insurers and HSE or Local Authority inspectors should be contacted;
- Inform parents of any delays that will be necessitated.

Additional Procedures for Visits Overseas

Prior to the visit the Trip Leader should obtain and take with him/her:

- (GHIC) Global Health Insurance Cards (where appropriate) and significant medical histories;
- Details of insurance arrangements and the company's telephone number;
- Location of local hospital/medical services.

In the case of an emergency the framework outlined above should operate. In addition the group leader should notify the British Embassy / Consulate. A laminated copy of the emergency procedure guidelines is given to the Trip Leader and accompanying staff. It is good practice for pupils to be given a laminated ID card with the address and phone number of the accommodation and emergency contact numbers for the trip leader and additional members of staff.

School Emergency Contacts

Ensure that there is a designated emergency contact for every trip. This would normally be a member of the SLT.

Behaviour

The School reserves the right to remove a pupil from a School trip if their behaviour in School, prior to departure, is deemed to pose a risk to themselves or others on the trip.

Documentation to parents and any parental briefing must make clear that the staff in charge have the established responsibility to act *in loco parentis*. **All school rules apply on trips**. Parents and pupils are expected to sign a code of conduct for residential trips and parents and pupils should be made aware that the Trip Leader has the right to review the behaviour and capacity of individual participants as the trip progresses. The Trip Leader has the absolute right to withdraw the pupil's right to take part in any or all activities, if their behaviour has been unacceptable or if they present a danger to themselves or others. Pupils who misbehave may also jeopardise their participation in future trips.

In the case of a serious disciplinary incident involving a pupil's poor behaviour and which, as a consequence, requires that pupil to be sent home from the trip, the pupil's parents are informed at the earliest opportunity. The cost of travel arrangements for a pupil sent home from a trip, and if needs be accompanied by a member of staff, will be met by the pupil's parents.

Alcohol

The rules for alcohol on school trips are outlined in the Drugs and Substance Abuse Policy. Alcohol will not be consumed by any student on a School trip regardless of their age.

Safeguarding

It is the responsibility of the Trip Leader and all other staff and adults involved, to safeguard and promote the welfare of pupils during outdoor learning, off-site visits and learning outside the classroom. Such visits and activities have many benefits, but there are also potential safeguarding risks, which should be considered during the planning process. Trip Leaders should ensure that they are informed of any pupils who may be particularly vulnerable or have specific safeguarding needs, and ensure that other staff/adults are made aware as necessary.

Overnight stays

Where trips involve overnight stays, careful consideration should be given to sleeping arrangements, taking into account issues of privacy and child protection. Pupils, staff and parents should be informed of sleeping arrangements prior to the start of the trip. Careful attention should be given to ensuring safe staff/participant ratios and to the gender mix of staff. Staff should ensure that boys and girls separate sleeping arrangements are adhered to.

New places and new people

A key benefit of trips is that pupils have the opportunity to explore new places and meet new people. This may leave them vulnerable unless they are adequately prepared and appropriate measures have been put in place to control any significant risks.

Relationships and professional behaviour

During trips, relationships between staff and participants are often less formal than in school. Pupils may also build relationships with each other and with other adults and young people from outside the group, such as students from another school, activity instructors or members of the public. This can have many positive benefits, but it also brings risks, of which all staff involved should be made aware.
Adults are in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

Staff should:

- Always be publicly open when working with pupils, and avoid situations where they and an individual child are completely unobserved.
- When physical touching is required (e.g. when coaching an activity or fitting a climbing harness), seek permission and do it openly – ideally with other staff present.
- Comfort or reassure a distressed child or young person in an age-appropriate way, whilst maintaining clear professional boundaries.
- Follow the School's reporting procedures if a pupil makes a disclosure of abuse.

Staff should not:

- Allow children or young people to use inappropriate language unchallenged.

Mobile communications and social media

Mobile phones, smartphones and social media such as Facebook, Twitter and messaging services can be very useful in organising visits. For example, they can be used for keeping parents informed about the progress of a residential visit, about changes in arrangements such as travel times, or in the event of an emergency. They can also present some challenges and risks, of which staff should be aware. Staff must adhere to the social media section of the Staff Code of Conduct.

Comments and/or photographs shared by students or staff on social media can appear very different when seen in another context. What appears at the time as a bit of harmless fun, or as a joke within the group, can easily become very damaging to either the individual who is the butt of the joke, or to the reputation of the establishment, students and staff when seen in another context by parents, colleagues or members of the public. Once these things are shared by other users on the social media they become very difficult to remove.

Allowing personal information to circulate on social media about vulnerable individuals (such as information about where they are spending a residential visit), can pose risks.
Smartphones may give access to unsuitable web content.
Individuals may be vulnerable to cyber-bullying.

The rules on mobile phones will vary from trip to trip depending on the destination, activity and the age of the students. The rules for each trip should be discussed with the EVC in the planning stage and should be made clear in the initial trip letter.

It is recommended that:

- Any visit behaviour agreement, particularly for residential visits, addresses the issue of social media use either through applying existing establishment policies or by laying down some basic ground rules.
- Any such policy about the use of social media should take into account whether any pupil is particularly vulnerable or have specific safeguarding needs.
- Pupils should be made aware of the risks in an age-appropriate way.
- Staff should take care to keep confidential their personal information, phone numbers, social media profiles, etc.
- Staff should not engage in private texting or messaging with group members. Photographs of children or staff taken during trips should not be displayed on social networking sites. Any photographs should be taken using a school phone or camera and not a personal device.

Travel Insurance Summary

The Trip Leader must check the summary of insurance available for all trips and visits. This is on the intranet and also on the website, available for parents to view. If a trip involves any extreme sports or activities, which may not be covered, the Trip Leader must check the details with the EVC and the Bursar. A laminated copy of the insurance and claims procedure is given to the trip leader.

Specific Travel Requirements

Some overseas destinations have health requirements linked to disease and/or vaccination (Covid, Yellow Fever etc). These requirements will be made available to parents in order to make an informed decision about allowing their child to attend. Any changes to the requirements will be shared with parents at the earliest opportunity. The School will not

travel to any country or region that is declared unsafe to travel to by the FCDO (Foreign Commonwealth and Development Office).

After the Trip: Feedback

The Trip Leader must inform the EVC (or whoever has been delegated as the School contact) that the party has returned safely and ensure that all the pupils are safely collected from school by a responsible adult.

If any difficulties or incidents occur on a school trip, the EVC must be informed as soon as possible after the trip returns to school so that appropriate follow up action can be taken quickly.

Accident Forms must be completed and submitted to the School Nurse in respect of injury or illnesses, which occurred during the trip, and which may require follow-up treatment or hospital visits, so that the School can liaise with parents and medical staff if this is appropriate.

Where an account was opened with the Accounts Department, a statement of final accounts should be agreed and should be submitted to the EVC, no later than two weeks after the trip returns.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.			
Reviewed by:	Mr Evans – Senior Deputy Head Mrs Moss – Head of Junior School		
Date of last review:	June 2026	**Date of next review:**	June 2027