



SEDBERGH SCHOOL

Educational Visits (Non-EYFS): Policy Guidance	
Version	2017.1
Effective from	May 2017
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Policy Owner	Peter Marshall
Governor	Richard Papworth
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1 Scope

This guidance is applicable to all those involved with educational visits for pupils in the School, excluding EYFS children.

Unless specifically headed senior or prep school, the guidance applies to both schools.

2 Objectives

- 2.1 To ensure that visits are well planned and significant risks are identified and managed.
- 2.2 That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.
- 2.3 That there are those in charge of visits have the necessary competence to manage situations appropriately.

3 Guidance

3.1 An Educational Visits Co-ordinator (EVC) has been appointed in both senior and prep schools, as follows –

Senior School

The Director of Sport & Extra-Curricular Activities will be responsible for the implementation of this policy at the senior school.

Prep School

The Prep School Headmaster is responsible at the prep school.

3.2 Learning outside the classroom environment is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):

- day trips to historic sites, museums, galleries, natural features, farms, drama productions
- language exchanges abroad
- field trips, eg geography, history, art history
- adventure activities, eg canoeing, climbing, trekking, horse riding, sailing
- choir concert tours
- sports teams tours and ski trips
- the Duke of Edinburgh Award programme
- Combined Cadet Force (CCF) activities, including weekend exercises, military camps

3.3 The School calendar will list the trips and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures.

3.4 Parents will be notified in advance of:

- selection of a child for a sports team tour
- details of proposed international trips

Parental pre-approval will be sought for charges above £50.

Prep School

Prep school parents will be given advance notice of all day trips away from School, in addition to those listed above.

3.5 Individual written consent (see Appendix 2) will be obtained where pupils are taken on a trip, tour or visit that:

Senior School

- involves an overnight stay of three nights or more
- overseas visits
- extra cost to a parent exceeding £50

- activities during the School holidays
- all activities where supervision is provided by an external provider

Prep School

- involves an overnight stay
- overseas visits
- extra cost to a parent
- activities during the School holidays
- all activities where supervision is provided by an external provider

3.6 The completed and signed consent form will include details of how to contact a parent in the event of an emergency. The form must be returned to the School at least three days before the start of a day or overnight trip, and prior to a place being confirmed for trip or tour lasting three or more nights.

If consent is refused by one or both parents, the pupil shall not take part in the educational visit.

3.7 Parents are expected to support the School in ensuring that pupils follow instructions given by those in charge of the trip. The Group Leader in charge of the trip has the full authority of the Headmaster and the right to send home early any pupil who declines to follow reasonable instructions. Extra costs arising out of any such event will be payable by the parent.

3.8 Senior School

The Director of Sport & Extra-Curricular Activities will:

- support the Second Master in the process of approving visits
- direct the Group Leader organising the trip or tour to the appropriate person for assistance
- direct the Group Leader to the detailed Guidance Notes at Appendix 1 and seek evidence that all procedures have been completed
- keep records of visits, including details of accidents and incidents

Prep School

The Headmaster will:

- approve visits
- direct the Group Leader organising the trip or tour to the appropriate person for assistance
- direct the Group Leader to the detailed Guidance Notes at Appendix 1 and seek evidence that all procedures have been completed
- keep records of visits, including details of accidents and incidents

3.9 All new staff will receive training on planning School visits as part of their induction.

- 3.10 Every planned trip or tour will have a nominated Group Leader who is responsible for organising and running. A deputy Group Leader may also be nominated.
- 3.11 The School's Safeguarding Policy and procedures, including any procedures for vetting, DBS checking and assessing the suitability of staff and volunteers will apply at all times during trips, tours or visits.
- 3.12 The Group Leader will hold a valid first aid certificate or ensure that one of the accompanying teachers does.
- 3.13 Where a School minibus is used, the driver must have the appropriate qualifications.
- 3.14 Personal Liability
- The Group Leader acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do". However in some circumstances such as where the Group Leader or another member of staff specialises in a particular activity or leads more hazardous or adventure activities there may be a higher duty of care.
 - The School as employer of the Group Leader will support them in the unlikely event of an accident occurring **provided** they have exercised reasonable care and followed School guidelines.

3.15 Insurance

- The School has Employers' Liability Insurance of £20m and Public Liability Insurance of £20m.
- It also has a group travel policy that covers most visits in the UK and overseas, including adventurous/hazardous activities.
- The Group Leader should check with the Deputy Bursar when planning trips relating to hazardous/adventurous activities for the applicability of insurance and arrange for an extension where required.
- The Group Leader should ensure that they have a copy of the School travel insurance with them on the trip, which can be obtained from the Bursary Secretary.
- Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the School's "occasional business use" motor policy, providing the vehicle is legally roadworthy.

3.16 Overseas and Longer Trips Planning

The following list relates to planning for longer and overseas trips; the text in italics indicates that the action either may not be required or that the timescale may be shortened. A helpful flowchart is included at Appendix 3.

- At least two terms in advance it is recommended that:

- assurance should be sought that suitability checks have been carried out for any staff or another organisation taking responsibility for the School's pupils on a site other than the School
- obtain suitable advice from the Second Master or Prep School Headmaster on suitable dates, previous experience and requirements, etc
- discuss key elements of the visit, including purpose, location, transport, accommodation, activities, itinerary, number and age of participants
- engage a tour organising specialist if appropriate (eg sports tour)
- calculate the staff to pupil ratio
- prepare a draft itinerary
- decide the mode(s) of transport for the whole journey
- prepare a costing for the visit, remembering to allow a contingency for delays and emergencies (see Appendix 4)
- if an adventurous activity is involved, that the provider is licensed and individual instructors possess a recognised qualification (such as the Adventure Activities Licensing Authority)
- obtain relevant details from the intended Centre regarding acceptance of responsibility and copies of risk assessments before committing to the visit
- prepare your own risk assessment
- find other members of staff who are willing to participate, remembering:
 - male / female ratios
 - language skills
 - medical assistance
 - nature of activities
- the School may permit parents and office staff to assist with day trips and sports fixtures
- *check that the tour company/airline is ATOL/ABTA bonded so that cover is provided in the event of the bankruptcy of the provider*
- *undertake a reconnaissance visit to the location if the School has not visited it before, or a reference from another school where this is not possible*
- *establish the minimum and maximum numbers for the visit to be viable*
- *establish any visa and medical requirements*
- *establish the cost of any deposits required both for travel and the activity provider and calculate the deposit required from participants*
- *check with the travel advice unit of the Foreign and Commonwealth Office depending on the location*
- prepare a written case for countersigning by the Second Master or Prep School Headmaster and approval by the Headmaster.

3.17 Staff pupil ratios should be decided on the basis of risk assessment, taking into account the activity to be undertaken, and the age and maturity of the pupils. As a guide, the following minimum ratios should be met:

- **1:6 for Years 1-3 inclusive (higher ratio for under 5s)**
- **1:10 for years 4-6**
- **1:15 for Years 7-9; 1:20 for year 10 upwards**
- **1:10 for all visits abroad**

The School policy is to ensure that minimum ratios are met. Staff numbers should not exceed that ratio without prior approval of the Headmaster.

3.18 Risk Assessment

- Group Leaders are trained in undertaking risk assessment and how this relates to the visit trip or activity they are planning. The Group Leader should contact the CCF SSI (senior school) or Prep School Headmaster (prep school) for advice on completing risk assessments. Risk assessments should cover:
 - identifying potential hazards of the location being visited
 - listing the groups of people that are at risk from significant hazards
 - listing control measures that are in place
 - allowance for hazards which may not yet be fully understood due to lack of information
 - monitoring hazards during the visit
 - identifying alternative activities should the risks of the initially planned activity become too great, and risk assess the alternative
- The Group Leader should ask for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators, where appropriate. These will form part of the overall School risk assessment.
- Risk assessments from previous visits can be used as a starting point for a revised assessment, but they must never be adopted without checking for changes which may have occurred.
- Risk assessments must be shared with all supervising staff on a trip or tour, and they must all be fully aware of the content of the risk assessment.
- The Group Leader should dynamically assess the risks on the ground during the trip or tour, and take appropriate action to mitigate risks.
- The CCF SSI maintains a dossier of generic risk assessments relating to sports activities, regular school visits and theatre/museum visits, etc.

3.19 After permission for the trip has been granted (at least a term and a half in advance) –

- Write a preliminary letter to send to parents and guardians of the target age group (which should be reviewed by the relevant EVC, outlining:
 - purpose of the trip
 - programme
 - expected maximum cost
 - process for expressions of interest and the date by which the deposit must be paid
 - parents briefing six weeks before departure
 - restrictions on numbers
- Brief pupils about the visit, its dates and purpose
- Check the names of all pupils wishing to participate with the Medical Centre. Discuss any requirements with the EVC (including those for special educational needs)
- Check the names of all pupils wishing to participate with the Bursar and obtain approval for their participation in the trip

- Collect the deposit payment for the trip and arrange for accounting procedures with the Accounts Manager
- Arrange with the Accounts Manager to pay any deposits on accommodation, travel, activity centre, etc, having confirmed that monies are held for to fund the payment of deposits
- On exchange trips assign pupils to host families.

3.20 At least three months in advance –

- Finalise costs with the travel company
- Where possible check that all coaches are fitted with seat belts; this might not be possible for overseas coaches
- Confirm the cost for parents (including contingency provision)
- Inform parents of medical and visa requirements. Any non-British passport holders parents should be advised that it is their responsibility for ascertaining any visa requirements for their child
- Collect the balance of the money for the trip from parents and pass to the Accounts Manager for crediting to the trip account
- Arrange for the Accounts Manager to pay the travel company/airline/hotel, etc with the balance required
- Request a cash advance in the local currency with the Bursary, if appropriate
- Ensure at least one member of staff in the touring party will have a mobile phone which works in the country of destination
- Brief pupils and ensure any specific advance requirements have been communicated

3.21 Six weeks in advance –

- where parent volunteers participate arrange for enhanced DBS disclosure if they may have unsupervised responsibility for children
- Give the Accounts Manager details of any foreign currency/travellers cheques, etc and agree collection details from the Bursary
- Arrange trip briefing with parents, which will cover:
 - Itinerary, including meeting and collection points
 - contact details for hotels/hostels/ names and addresses of host families
 - the number of the emergency mobile phone
 - kit, equipment, dress code of country and money requirements for pupils
 - expected rules of behaviour for the trip and the arrangements where such rules are not followed by pupils (including possibility of sending pupils home at parents' expense). This includes, alcohol, tobacco, etc, usage
 - arrangements for dealing with emergencies and informing parents of them
 - arrangements for communicating with parents in the event of return from the trip being delayed
 - the need to notify the School of contact with an infectious disease four weeks before travelling, should that occur during the School holidays
 - the reasons for why a consent form is essential
 - each pupil's passport

- Send all parents a copy of the consent form (example appendix 1) and the return date
- Arrange for any catering requirements with the catering department
- Brief pupils on expected standards of behaviour, appropriate dress and cultural differences
- Book travelling first aid kit from the Medical Centre

3.22 Two weeks in advance –

- Chase parents who have not returned their consent forms, pointing out that their child will not be able to participate unless the form is received three working days before departure
- Obtain each pupil's passport
- Check all travel tickets and store in the School safe
- If collecting currency/travellers cheques, etc, arrange for storage with the Accounts Manager in the School safe and make a note of any serial numbers, etc
- Meet with accompanying staff members to discuss all practical arrangements for the trip and roles and responsibilities
- Prepare packs for the School Office and each member of staff containing:
 - the itinerary, with all addresses of locations during the trip, etc
 - The Group Leader mobile number
 - mobile numbers of participating staff
 - a list of pupils with parental contact details and medical conditions
 - copies of all passports and travel documents
 - emergency contact numbers for the Headmaster or SLT designated member of staff on-call
 - address and contact details of nearest British Consul
 - on exchanges contact details/addresses for schools and host families
 - copy of travel tickets and insurance documents
 - copy of the trip risk assessment
 - location of nearest hospital
 - copies of serial numbers of travellers cheques

3.23 Day prior to departure/day of departure –

- Collect tickets, foreign currency, travellers cheques, etc from the safe
- Give trip information packs to nominated persons
- Give each pupil the names, addresses and phone numbers of their accommodation
- Remind pupils about expected standards of behaviour and sanctions if not followed
- Remind pupils to bring passports and ask to see a copy
- Collect travelling first aid kit (check contents)
- Collect any catering provisions

3.24 During the visit or activity

Primary responsibility for the safe conduct of the visit rests with the GL. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They will liaise with the partner school in the event of difficulties between a pupil and their host family. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc
- Checking that all pupils wear their seat belts
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor)
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff)
- Ask all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of a member of staff's mobile if they are going to be allowed out in small, unsupervised groups
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups
- Enforcing expected standards of behaviour
- Looking after (or reminding pupils to look after) passports and valuables
- Storing cash, travellers cheques and tickets in the hotel safe
- Keeping an account of all expenditure
- Recording all accidents and near misses

3.25 Illness or minor accidents

If a pupil has a minor accident or becomes ill, the GL, or another member of staff, will take him/her to the local hospital or clinic. If the trip is outside the UK, he/she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the School's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The GL will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.

3.26 Emergency procedures

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the GL first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.

After ensuring that the rest of the group are safe and looked after, the GL will:

- inform the Headmaster or on-call member of the SLT of what happened
- where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Headmaster are maintained
- arrange for the School's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas
- a full record should be kept of the incident, the injuries and of the actions taken.

Where appropriate the School Major Incident Plan will be implemented

Where possible, communication with the media should be left to the Headmaster. The GL will refer the media to the School. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

3.27 Delayed return

Senior School

If the return from a visit is delayed, the GL will phone the School office, or on-call member of the SLT (out of office hours). Social media may also be used to alert parents to the delay and the revised time of arrival.

Prep School

The prep school has an app which is used to inform parents of late returns, etc.

3.28 On Return

- The GL will provide the EVC with a report on the visit.
- The GL will return all School property (together with a report of any lost or damaged property).
- The GL will instruct all pupils to delete their records of any staff mobiles.
- The GL will remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit
- The GL will return any unused cash or travellers' cheques to the Bursary, with a summary of expenditure accompanied by all related transaction vouchers.
- The GL will produce a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next School bill

3.29 Report for Governors

The Headmaster's termly report to the Governors will contain a synopsis of all the School trips and visits that have taken place since the last report. The EVC who prepares this report, will invite the GL to draft a short report.

Appendix 1 – Further Guidance for Group Leaders

The Group Leader is responsible for:

- Undertaking a risk-benefit analysis in relation to a proposed trip or tour;
- making all necessary preparations and risk assessments, with a view to ensuring the safety and welfare of pupils;
- maintaining discipline and good order at all times;
- delegation to responsible adults when groups are split;
- ensuring that the good name of the School is upheld.

Group Leader's Checklist

The Group Leader must take:

- all documents covering booking, travel arrangements and accommodation;
- receipts for payments;
- a credit or debit card, or means to access emergency funds;
- full insurance details and documents;
- a detailed itinerary;
- a full list of the party members;
- details of weather forecasts where appropriate;
- the consent forms, including medical consent which may need to be produced at a hospital;
- details of emergency contacts and contacts for first aid;
- an appropriate first aid kit;
- passport documents (where appropriate);
- one, and preferably two, mobile telephones with charger(s).

A copy of all relevant information should be retained at the School Office.

First Aid and Skin Care

The first aid kit must include:

- antiseptic wipes;
- medical preparation for cleaning wounds;
- sterile dressing (adhesive) of various sizes;
- surgical tape;
- triangular bandage and supply of safety pins;
- plastic gloves;
- a brief guide and notes on first-aid.

Care must be taken to ensure that pupils are adequately covered or take shelter in hot conditions.

Reconnoitre

Areas or activities involving significant hazard should have been reconnoitred if at all possible; alternatively reliable information should be obtained concerning the nature of any

hazards and means of avoiding or minimising risk. The risk assessment should be updated as necessary following the reconnoitre.

Briefing Other Staff

The Group Leader is responsible for ensuring that other staff, supervisors, helpers and (if applicable) host parents know the travel arrangements, the types of activity permitted, the emergency contacts, the special needs of individual pupils and the arrangements for welfare.

Appropriate Clothing and Equipment

Pupils should wear School uniform or kit unless permission has been given for other clothing.

Pupils (and parents) must be told to bring clothing that is appropriate to all anticipated temperature and weather conditions, and cultural situations.

Specialist equipment must be identified separately from clothing.

Clear instructions on whether or not pupils will be allowed to carry mobile phones should be provided to parents and pupils in advance of the visit.

Medication and Pocket Money

The Group Leader must appoint one staff member to be responsible for medication. This includes the needs of pupils who self-medicate.

The Group Leader must appoint one staff member to hold and account for pocket money if he or she does not handle these matters himself.

Mobile Telephones and Pupils' Property

Mobile telephones can be very useful in emergencies. However, there are reasons why their use by pupils should be restricted on trips and tours, for example:

- mobile telephones can act as distractions, preventing pupils from making full use of the educational opportunities offered by the visit;
- carrying such phones can expose pupils to the risk of mugging and street violence;
- loss or theft of telephones can involve the Group Leader in time consuming reporting procedures;
- homesickness may be made worse by frequent use of mobile telephones.

For each visit, the Group Leader will formulate a clear policy on the use of mobile telephones which will be circulated to parents and pupils well in advance of the visit. Such a policy may vary depending on the type of visit.

The Group Leader and at least one other member of staff will carry a fully charged mobile telephone at all times and will ensure that an emergency contact at the School has the relevant numbers.

Similar rules will apply to all items of personal property including for example, cameras. Parents are requested not to send pupils on trips and tours carrying expensive equipment

that may attract thieves or be lost or broken. In any event, pupils will be responsible for all items of personal property taken on the trip or tour.

Emergency Contact

The Group Leader must arrange a point of emergency contact.

The Group Leader must have the name, address, telephone and email address of "home" for each pupil both in the UK and in any other country visited and must supply details to all members of staff on the trip or tour, host parent (if applicable) and the School.

Fire Drill

For each establishment in which there is an overnight stay, the procedures and drills to be carried out in the event of a fire must be explained to every pupil by a designated person.

This should include escape routes, alarm points, assembly points, etc.

Ensuring Good Conduct

The Group Leader has the full authority of the Headmaster.

The Group Leader has the right to return any pupil home if, after consideration of all relevant matters, they are of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the parent(s) of the pupil(s) involved.

Educational Visits Outside the UK

Care should be taken over selection of the supplier of transport and accommodation and only firms with ABTA membership should be used.

The Group Leader will ensure that each pupil has their passport and necessary visas and other travel documents before embarking on a tour outside the UK.

If possible one of the staff members should be able to speak and read the language of the country visited, or at the very least be able to hold a basic conversation and know what to say in an emergency.

It is advisable for pupils to carry a note in the relevant foreign language in case they get lost asking the reader to reunite them with the group and/or take them to the police station. They should also carry the Group Leader's name and contact number.

The Group Leader must ensure that each pupil knows:

- that s/he may not bring into or take out of the United Kingdom: animals, insects, vegetable matter, flick knives, real or imitation firearms or other prohibited items;
- all similar rules that apply on arrival in and leaving any country being visited;
- that children under 17 are not entitled to duty free allowances;
- that any pupil bitten by an animal must seek medical treatment immediately.

Each pupil attending a visit in another EU member state must have a European Health Insurance Card (EHIC). This can be applied for on-line, by telephone or by post and is obtainable free of charge. See www.ehic.org.uk.

Consent of Parent/Guardian

Nothing in this form excludes the legal rights of the pupil or those with Parental responsibility in the event of negligence by the School causing personal injury or death

Transport

I consent to the pupil travelling by any form of public transport and/or in a motor vehicles driven by the Group leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

Health

I certify that to the best of my knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason or medical grounds why the pupil should not be a member of the party for this Educational Visit.

Disability and special needs

I certify that I have provided full information on any disability of special needs that might affect the pupil's ability to take part in this Educational Visit or have an effect on the safety and welfare of others in the party.

Passport etc

I certify that the pupil has a current passport and (if applicable) all necessary visa(s) and satisfies the entry requirements of the country to be visited.

Accident/Illness

I consent to all emergency or other medical or dental treatment including inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of the pupil.

Swimming and other Adventure Activities

I certify that the pupil is able to swim 50 metres

I certify that my child is water confident in a pool

I certify that my child is confident in the sea/open inland water

I certify that my child is safety conscious in water

I agree to the pupil taking part in any/all of the activities (where application) contemplated in the Notes for Guidance, except for the following:

Personal effects of the pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. We will not hold the School responsible for losses unless caused by the negligence of the School.

Breach of discipline

I understand and accept that if the Pupil is sent home early from the Educational Visit because of a breach of discipline, I will be required to meet the costs.

Indemnity

I agree to indemnify the staff and the School against every loss not recoverable under the terms of the Educational Visit insurance including any liability incurred by the pupil (alone or with others).

Name(s) of Parent(s)/Guardian(s) _____

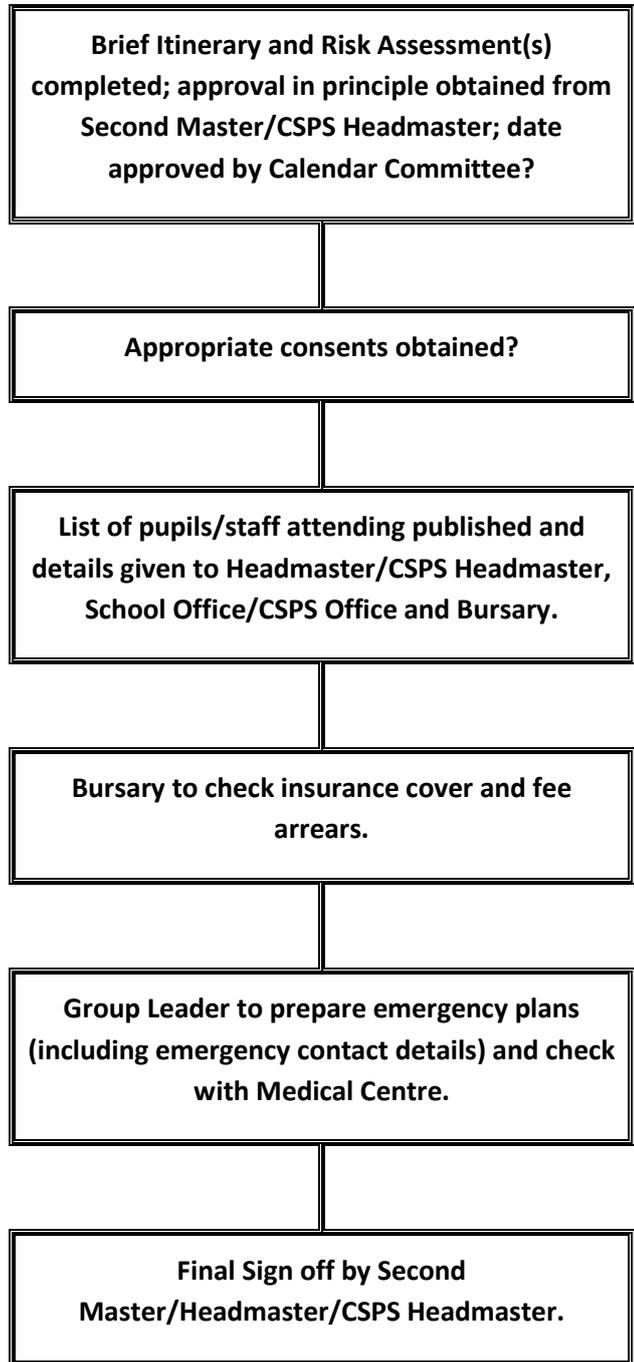
Signed _____ **Signed** _____

Relationship to pupil _____ **Relationship to pupil** _____

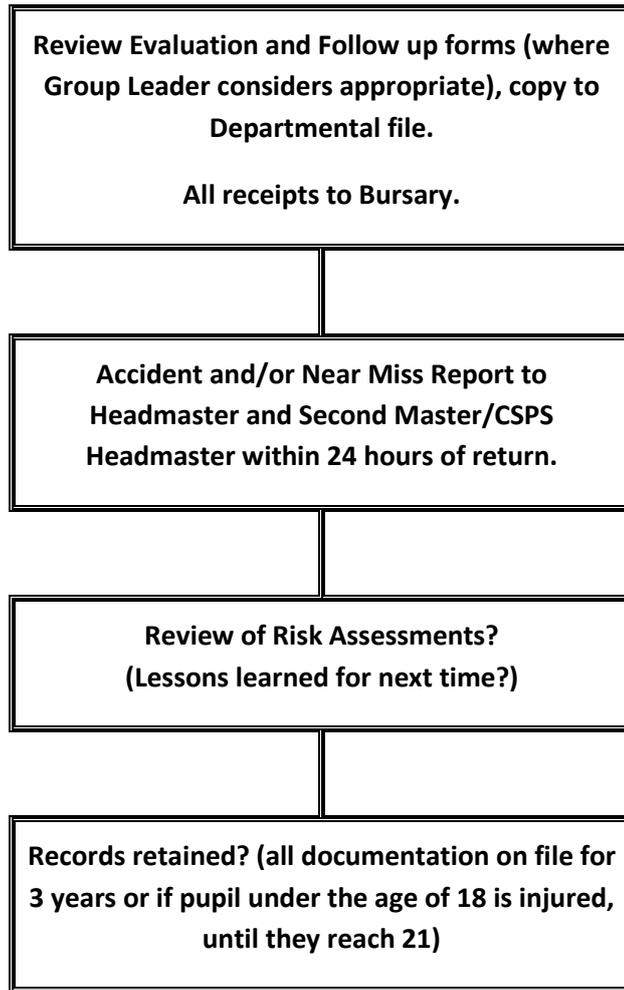
Date _____ **Date** _____

Appendix 3: Educational Visits Flow Chart

Pre-Trip Administration and Planning



Post Trip Administration



Appendix 4: Tour Finances – Guidance Sheet

To: **Accounts Manager**

Date:

Tour	
Tour Organiser	
Tour Leader if different)	
Tour Finance Officer	

Date(s) of tour	
Destination	
Likely overall costs to pupil	
Cost to recharge/payable in stages	
Brief itinerary	
List of pupils attending (mandatory)	
Bursar to review pupil list (fee arrears)	
List of all staff attending (specify individual payments)	
Number of free places	
Total cost of trip/schedule of costs	Accommodation Transport to/from destination Meals/drinks/extra food costs Tour kit (if applicable) Staff meals Extra costs
Sponsorship – details if monies due in	
Funds deposited with Bursary	

Note –

One member of the party should be designated Tour Finance Officer, who should keep a record of expenditure and produce a summary at the end of the tour to the Bursary.