
Educational Trips and Visits

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1 Policy Statement

At Ewell Castle School we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to pupils' development and education in the broadest sense of the word.

2 Our Trips and Visits

An educational visit is defined as one which supports the curriculum directly and typically runs during the school day. The visit must be of significant educational merit to the pupils participating in it, most likely related specifically and measurably to one or more areas of the curriculum. The benefit of the visit must outweigh, in some measure, any detrimental effects to participants, from missing a day at school.

From 1st January until the external examination season, in any given academic year, pupils in Years 11 to 13 should not participate in visits during the school day. In fairness to all academic departments, building momentum towards the external examination season must take absolute priority. Day-long visits to externally organised revision courses focused on examination preparation, whilst valuable in themselves, should be organised either in the Autumn term, or on Saturdays, to avoid negatively impacting on other subject areas.

A trip is defined as enrichment, fun and team-building in nature, which more likely indirectly supports the curriculum as well as the School's broader aims – trips run during co-curricular hours, weekends and holiday periods.

We regularly take pupils on day trips to: historic sites, museums, galleries, natural features, farms, theatres and places of interest to support the curriculum.

We run regular residential overseas trips in support of the Languages, History, Science and Classics courses at the Senior School as well as trips which support the younger years in their pastoral development at the Preparatory (Prep) School.

We send Senior School sports teams on tours within the UK as well as overseas and run an annual ski trip.

We have an active Duke of Edinburgh Award programme involving a range of activities including an overnight expedition.

More details of the trips, visits and activities which are available to each year group are available on our website, our prospectus and My School Portal.

3 Information on Planned Trips and Activities

The school calendar lists the trips and visits that are due to take place over the coming year, together with a list of planned home and away sports fixtures. Parents will always be notified in advance:

- If a child has been selected for a sports team, details of fixtures may be found on the school calendar. We very much welcome family and friends at all our matches, both home and away.
- If a child is going to be out of school during the school day in order to visit a local museum, etc. we will always seek permission. Notification of any extra charge will be advised, together with

information regarding packed lunch, late return to school or collection from another place, such as a theatre.

- We send details of planned trips and activities well in advance to all parents of pupils of the relevant year group or cohort. If the trip involves an overnight stay, either in the UK or overseas, parents will often be invited into the school for a full briefing before their son or daughter departs on the trip.

4 Consent

We require specific, individual written parental consent if we are to take pupils on a trip or visit that extends beyond the normal school day, involves an overnight stay, collection from a different venue, an overseas visit or extra cost. We are unable to take pupils without parental permission. A letter will be sent to parents well in advance and a 'reply by' date will usually be indicated. Consent and payment can then be made using ParentPay. If no payment is required, consent will still be sought, usually via email or interactive form.

5 Safety

Safety is the top priority. We expect parents to support the School in ensuring that pupils follow the instructions given either by a member of staff or by a qualified instructor. We reserve the right to send any pupil home early, at their parents' expense, if they decline to follow reasonable instructions given for their own safety or do not follow the School's behaviour code.

6 Procedures

The following procedure applies to all approved educational visits, journeys, theatre trips, exchange visits, leisure excursions and field trips. Indeed, it applies to any accompanied group of pupils which leaves the school premises and travels in the name of the School.

6.1 General Principles

All documents referred to in this section can be found in the Trips folder on the Staffshared network drive.

The Educational Visits Co-Ordinator (EVC) is the Head of Prep School / Head of Senior School as appropriate.

The Trip Leader must be a teacher at the school.

Approval for all school trips must be passed initially through the EVC by the Trip Leader who must submit the Appendix A Application for Trip Approval Form ("Trip Approval Form") and Appendix B Trip Budget Form ("Budget Form").

At least two weeks before departure, an Appendix C Day Trip Form or Appendix C Residential Trip Form ("Trip Form") must be completed along with a completed Appendix Cii Risk Assessment Form ("Risk Assessment").

It is the prime responsibility of the Trip Leader to ensure the safety of pupils and staff at all times.

On all trips, the Trip Leader and other supervising adults will take a copy of the relevant Trip Form together with emergency contact details for parents/guardians.

After a trip has been completed, an Appendix E Trip Evaluation Form (“Evaluation Form”) must be completed.

Any charges made must be in accordance with the current school policy and agreed prior to organising the trip with the EVC.

Taking pupils out of School during the school day will almost always cause a level of disruption; this must be kept to a minimum and adequate cover organised where necessary. Where cover cannot reasonably be absorbed by the school, the cost of cover should be included with the trip’s budget.

School uniform will be worn by pupils except in exceptional circumstances for day trips. For residential trips, some identifiable item of clothing may be necessary, such as a school sunhat, school sports kit, trip sweatshirt or similar.

6.2 Supervision

The level of supervision must be in line with school and national guidelines. There should normally be a minimum of two members of staff accompanying any visit, usually one male and one female. The Trip Leader must keep to the following ratios as a minimum:

- One adult to every three pupils in Nursery
- One adult to every four pupils in Reception
- One adult to every six pupils in Years 1 and 2
- One adult to every eight pupils in Year 3
- One adult to every ten pupils in Years 4 to 6 (day trips)
- One adult to every eight pupils in Years 4 to 6 (residential trips)
- One adult to every twenty pupils in Years 7 to 13 (day trips)
- One adult to every ten pupils in Years 7 to 13 (residential trips)

For all trips it may be necessary to deviate upwards from these ratios in line with the needs of both the trip and the pupils attending. Such deviation is at the discretion of the EVC.

For residential trips there should be enough staff to ensure that ratios are maintained even if a member of staff is required to supervise sick or disciplined pupils who cannot be with the rest of the group.

Should the trip involve any form of hazardous activity, the EVC must be satisfied that the organiser is fully qualified to lead such an activity or alternatively to supervise the selection of qualified instructors.

A copy of trip documents will be held in Reception/Prep School Office for the duration of the trip. Reception/Prep School Office should also be informed if the Trip Leader expects a late return so that parents can be advised.

The Trip Leader should ensure that the Assistant Head, Co -Curricular and Organisation or the Deputy Head of Prep School has been informed of any necessary cover resulting from the trip. Lesson plans should be submitted to them at least 48 hours before the trip departs and, in the case of residential trips, preferably at least a week before so that necessary long-term cover can be organised.

Further details and advice on how to organise a school trip may be obtained from the EVC.

6.3. Guidelines on Transportation

Private Cars: If the use of a vehicle belonging to a member of staff is necessary then, from a safeguarding viewpoint, that staff member should have a minimum of two pupils with them. In an emergency, staff

transporting only one pupil should advise the EVC that they are doing so. Where a member of staff transports pupils in his/her car, insurance cover is automatically provided through the School's "occasional business use" motor policy. This ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer. If younger children are to be transported the correct booster seat must be fitted. If a member of staff wishes to use their own car they must meet the Bursar well in advance of the trip to complete a Driver Declaration form accompanied by a copy of their driving licence.

School Minibuses: Please refer to the School Minibus Policy regarding the use of the school minibuses. All drivers of the minibus must have completed a Driver Declaration form and have passed an independent driving assessment. To drive the larger vehicle requires a full D1 classification on their licence. A list of approved drivers and copies of their licences and declaration forms are held in the Bursary. The minibuses cannot be used abroad. The Bursar ensures that regular checks and maintenance are carried out on the minibuses.

Coaches: The EVC has a list of reputable coach companies, as do both Senior School Reception and Prep School Office. All coaches must be fitted with seatbelts.

Public Transport: It is accepted that occasionally public transport may be the preferred method of transportation. In these cases, Trip Leaders must ensure that they have prepared the appropriate risk assessment/procedures which takes into account alternative routes/ methods of travel in case of public transport cancellations / failure. Advice can be sought from the EVC.

6.4 Guidelines on Parents/Volunteers

Parents/Volunteers may be used. Please see the school policy on engagement of staff and others [Recruitment Selection and Disclosure Policy] which states that such persons should be known to the school and 'no concerns expressed' about them taking part in a trip. For day trips they must provide identity information for a List 99 clearance (carried out by H.R.) plus a copy of any CRB/DBS clearance obtained through another organisation. For residential trips, enhanced CRB/DBS clearance in the school's name is required.

6.5 Insurance

The School has £10m Employers Liability Insurance (unless related to terrorism where cover is £5m) and £25m Public Liability Insurance. The policy covers most school visits, but does not cover all adventurous activities, such as climbing or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Bursar, whether or not the activity is covered by the School's policy. An extension can usually be arranged.

For overseas trips, the Group Leader must ensure that additional group travel insurance is arranged which covers cancellation or delay, medical expenses, replacement of passports, personal possessions and money. An additional premium will be required for hazardous activities (e.g. rugby, white water rafting, etc.).

6.6 Before the Visit

6.6.1 Planning and Organisation:

Discuss with the EVC the proposed date for your trip (the provisional date may then be added to the calendar).

Complete the Trip Approval Form and Trip Budget Form.

When completing the Trip Budget Form you should consider:-

- Coach travel to/from venue (including airport for overseas trips);
- VAT (currently 20%);

- Insurance;
- Costs for staff as well as pupils;
- Subsistence.

The EVC will consider among other things the following when approving the trip:-

- Clash of dates with other events in the school diary;
- Other trips organised for that Year group;
- Educational benefit of the trip;
- Value for money of the trip;
- Whether the cost of any necessary cover needs to be included

A Trip Approval Form and Trip Budget Form will be submitted to the Senior Leadership Team (SLT) for approval at the regular weekly meeting. For residential trips, the budget must also be checked by the Bursar.

- 6.6.2 Where necessary/practicable the Trip Leader should make a pre-visit inspection of the venue/premises.
- 6.6.3 Following the inspection trip, tickets/venue/coach/tour can be booked. The Trip Leader should obtain email confirmation of all bookings. Coach bookings should be reconfirmed a few days prior to travel.
- 6.6.4 When allocating the staff to attend the trip the Trip Leader should consider:-
- Any specific first aid requirements of the pupils;
 - Any SEND requirements of the pupils on the trip;
 - Any foreign language requirements;
 - Appropriate split of male/female staff;
 - Authorised drivers;
 - Cover implications
- 6.6.5 Complete the Appendix Cii Risk Assessment Form. In completion of the risk assessment you should consider the following areas:-
- Transport;
 - Activities;
 - Accommodation;
 - Supervision;
 - Pupil needs;
 - Unsupervised time
 - Terrorist activity
 - Issues arising from migrant activity in Europe.

Where a tour operator or activity centre is involved their risk assessment documentation should be obtained and reviewed.

- 6.6.6 The EVC will confirm the calendar entry (following trip approval by SLT).
- 6.6.7 A detailed information/permission letter will be sent to parents via the weekly My School Portal bulletin following approval. Trip Leaders may not distribute letters directly to pupils/parents.
- 6.6.8 For residential trips a medical questionnaire will be required nearer the time of departure to confirm up to date medical conditions, current medication and any special dietary needs.

- 6.6.9 Parents can provide permission and make payment using ParentPay. The Finance Office and/or Reception will provide the Trip Leader with details of payments made and it is the Trip Leader's responsibility to follow-up outstanding payments. A final group list will be provided to the Reception/School Office who will arrange a first aid bag, including individual medication for pupils (e.g. asthma inhalers, EpiPens, etc.).

A pupil without parental permission is not permitted to go on the trip.

- 6.6.10 Whenever possible, there will be a reminder on My School Portal the week before the trip takes place. If a trip is taking place out of school hours, a mobile telephone number will be provided.
- 6.6.11 It is the Trip Leader's responsibility to notify the Catering Manager of the absence of the group for the day/week and to request packed lunches for those on contract lunches, if appropriate. If packed lunches are required, the Catering Manager should be reminded a couple of days in advance of the trip to confirm numbers and arrange collection.
- 6.6.12 It is the Trip Leader's responsibility to host a briefing meeting and go through the trip details with the other members of staff and adults accompanying the trip. Those adults will be fully informed of their role and responsibilities. They will be given relevant maps of the venue, agenda, contact details of the venue and all the risk assessment information.

There will be a briefing meeting for pupils attending the trip so that they are also fully informed of agenda, expectations and possible risks.

For residential trips, an information meeting for parents must be held and time allowed for a question and answer session. The EVC should be present at the meeting (where this is not possible, this task may reasonably be deputised to another suitable member of staff, who will act on behalf of the EVC and report back to the EVC at the earliest opportunity following).

- 6.6.13 The Trip Leader is responsible for ensuring that there are qualified first aiders present at the venue and that accompanying staff have adequate first aid training. Pupils who are thought to be particularly at risk due to certain health issues must be considered separately. Such pupils will be attended on a trip by those members of staff who have had the training in how to address these health issues.
- 6.6.14 **Behaviour** - expectations of behaviour are the same as if pupils were in School, directly in line with the School's Behaviour, Rewards and Sanctions Policy.
- 6.6.15 **Financial Arrangements**
The Trip Leader should record all payments made on the trip and these must be recorded and given to the Bursar, together with receipts.
- 6.6.16 **Float / Currency**
If currency is required for the trip a float must be requested from the Bursar at least a fortnight before the date of departure. During the trip a record of all expenses should be kept and receipts obtained whenever possible. At the end of the trip any remaining float should be returned to the Bursar together with a list of expenditure and the receipts.
- 6.6.17 **Medical**

The Trip Leader must collect the first aid bag, medical records and individually named emergency medication (i.e. asthma inhaler, EpiPen, etc.). For journeys to Europe the Trip Leader must ensure in advance that all pupils are in possession of a European Health Insurance Card (E.H.I.C).

6.6.18 **Passports**

If passports are required, the Trip Leader must ensure in advance that all pupils have their own current passports (including extended validity if this is required by the country being visited). It is advisable to take photocopies of each passport in case of loss during the trip.

6.6.19 **Visas**

Overseas students may require a visa to visit some countries. Under the Schengen Agreement, a List of Travellers (Visa Waiver Form) can be obtained from the British Council for school trips to countries in the European Union. Applications must be made at least two weeks before departure (but no more than eight weeks before).

6.6.20 **Mobile phone**

A mobile phone and charger is available for Prep School trips. Senior School staff can book a mobile telephone from Reception. The number will be published on My School Portal for trips travelling outside normal school hours and will be used to communicate any delays.

6.6.21 **Independent Travel**

All school trips will start and finish at the School. Pupils in the Prep School will not be permitted to travel independently. Year 7-11 parents must provide written permission if they wish their son/daughter to travel independently. Independent travel may be proposed for Sixth Form trips, taking into consideration venue and timing. The Trip Leader will be responsible for a duty of care and must arrange to travel from/to school if this is specifically requested by a parent. Students will be provided with a school mobile telephone number which can be used to contact the Trip Leader if any problem arises during the journey.

6.7 **Extra Requirements for Residential Trips**

The Trip Leader should discuss these with the EVC accordingly.

6.7.1 Criminal Records Bureau (CRB) checks will have to be undertaken or documentation checked well in advance, in accordance with the School's Recruitment, Selection and Disclosure Policy.

6.7.2 There must be a written chain of responsibility.

6.7.3 Additional insurance may be required (particularly for travel overseas and for high risk activities such as rugby, white water rafting, etc.).

6.7.4 It is advisable for at least one adult who is fluent in the language of the country to be visited to travel with the group.

6.7.5 A medical information form will be sent out two weeks prior to departure. Parents will be required to provide details of any current health conditions and medication. Emergency contact details for parents during the period of the trip will also be required.

6.7.6 **Accommodation Guidelines**

- The sleeping arrangements must be organised to be in line with current regulations, namely the group should ideally have adjoining rooms with teachers' quarters – the Trip Leader must obtain a floor plan of the rooms reserved for the group's use in advance. The immediate

accommodation area should be solely for the group's use. There must be separate male/female sleeping/bathroom facilities. Pupils should ideally not be lodged in ground floor rooms.

- Where practicable, the Trip Leader should have checked that the accommodation has appropriate and safe heating and ventilation, during the inspection trip. In addition balconies should be stable, windows secure and electrical connections safe. Where an inspection trip has not been possible, these details should have been researched to the Trip Leader's satisfaction.
- The group must be informed of the layout of the building and fire exits, etc. on arrival and a fire drill organised. There must be an audible fire alarm.
- Security arrangements must be checked by the Trip Leader.

6.7.7 Unsupervised Time

- This should be kept to a minimum and only be allowed when it is safe and reasonable to do so. This should form part of the risk assessment and staff/pupils should be fully aware of the agreed times/procedures. At such times, pupils must be in groups of no less than three and report to staff at regular intervals.
- Pupils should have a card with the details of the address of the venue at which they are staying, together with the school mobile phone number of the Trip Leader.

6.7.8 The Trip Leader may wish to use social media (Twitter / Blog) to keep parents informed of the activities taking place. This should be agreed with the Marketing Manager prior to the trip (it is essential that data protection and safeguarding issues are considered).

6.7.10 After the Trip

- The Trip Leader is expected to evaluate the trip and pass a copy of the Appendix E Trip Evaluation Form to the EVC for their records.
- Once a trip has been completed submit final costs to the Bursar.
- A report on the trip with photographs will be required by the Marketing Manager for the school magazine.

7 Review and Development

7.1 Procedure

This document, together with the effectiveness of its procedures, will be reviewed annually by the Executive Leadership Team and Governing Body and as events or legislation change requires.

7.2 Links with other Policies

This policy should be read in conjunction with the following documents:

- Behaviour, Rewards and Sanctions Policy
- Health and Safety Policy and Manual
- Missing Child Policy
- Recruitment Disclosure and Selection Policy
- Safeguarding Policy