



TOWNLEY
— EST 1937 —
GRAMMAR SCHOOL

Educational Trips and Visits Policy



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Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the Headteacher and Educational Visits Coordinator or other designated member of staff.

Townley Grammar School is committed to providing a wide and varied range of opportunities for all students to enhance their learning experience. Educational visits are an integral part of the curriculum, enabling students to have first-hand experience of a wide range of topics and activities. Educational visits also offer opportunities for

developing good social skills, and help children to understand and manage the risks that are a normal part of life. It is our aim that all students are enabled to participate in educational visits regardless of means. The health and safety of pupils in our schools is paramount, and this includes activities which take place on or off site.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits. All visits are conducted under a common-sense approach to health and safety and risk management, following the procedures set out in this document.

Objectives

- To promote the educational benefits of taking part in school visits to the Students and their parents. This is the responsibility of all staff.
- To establish procedures which ensure that educational visits are conducted as safely as possible.
- To constantly review such procedures with a view to continuous improvement.
- To ensure all matters relating to educational visits are communicated effectively and appropriately and accurate written records are kept.
- To encourage the staff to be constantly looking for ways in which the classroom/on-site experience can be enriched out of school but, at the same time, to be aware of the need to conduct a cost/benefit analysis if curriculum time is affected. This is the responsibility of the SLT lead by the Educational Visits Co-Ordinator.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

Links with other policies

This policy links with the following policies and procedures:

- Behaviour policy
- Charging and remissions policy
- Child protection and Safeguarding Policy
- Equality information and objectives
- Financial Policy and Procedures



- First aid policy
- Health and safety policy
- Special educational needs (SEN) policy
- Supporting pupils with medical needs policy

All policies can be found here:

<https://www.townleygrammar.org.uk/our-school/policies-and-reports>

Legislation and Guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

Equality Act 2010

SEND Code of Practice

Keeping Children Safe in Education 2025

Outdoor Education Advisors Panel (OEAP) National Guidance

Health and Safety Executive

This policy also complies with our [funding agreement and articles of association](#).

Roles and Responsibilities

Headteacher

The Headteacher is responsible for:

- Appointing an Educational Visits Coordinator (EVC) who has oversight of the visits being undertaken. The EVC must be a member of the Senior Leadership Team (SLT).
- Be satisfied that visits are appropriate, have an educational value, are properly planned, risk managed, and led by a competent Visit Leader.
- Be satisfied that all staff members involved in running a trip are appropriately trained.
- Ensure that these procedures are followed.
- Give final approval for all visits. For residential or overseas trips this approval is in conjunction with that of an appointed Trustee.

The Educational Visits Co-ordinator (EVC)

Jude Quinn is the appointed EVC at Townley Grammar School. His role is to:



- Ensure the requirements of the policy are carried out.
- Ensure that the appropriate authorisations are in place prior to any communications with parents.
- Ensure that any third-party providers of off-site visits are appropriately accredited or verified, and insured.
- Ensure that visits are led by a competent Visit Leader.
- Ensure that all staff involved in a trip are aware of their responsibilities under this and other relevant policies.
- Ensure that emergency procedures are in place in case of a major incident, and the staff are aware of these procedures.
- Ensure that where student data will be shared with a third party, an appropriate data sharing agreement is in place before data is released. EVCs should seek advice from the school's Data Protection Officer where necessary.
- Ensure that consent is obtained from parents where student data will be shared with a third party, and that the purpose of sharing the data is clearly stated.
- Oversee and guide other staff to arrange and organise educational visits.
- Review risk assessments to ensure they are fit for purpose for residential and overseas trips.
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit.
- Assess outside activity providers.
- Advise the Headteacher and Trust Board when they're approving trips.
- Access the necessary training, advice and guidance.
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements.

Partnerships Team

Laura Spencer & Alpa Siyani:

- To facilitate the development of collaborative partnerships through trips and visits.
- Management of the trips and visits calendar with particular reference to the coordination of other school events.
- Monitor the costs incurred before the trips are made and defer to Finance as necessary.
- Checking the accuracy of costings for the visit and approving the budget.
- Liaise with Finance regarding payment of suppliers.
- Monitor income and expenditure to ensure each trip remains within budget.
- Collate a rolling annual list of forthcoming planned and confirmed trips for publication sufficiently in advance for parental planning.
- Liaison with the other members of the Admin Team and teaching staff on travel arrangements.
- Coordinate international visits with the designated trip organiser (teacher) and different departments for approval.
- Scrutiny of documents to ensure compliance and best practice.
- Review risk assessments to ensure they are fit for purpose for day trips.



- Book all international travel arrangements (inclusive of hotels, hospitality and catering, events and activities, flights and other transport) with Headteacher's approval.
- Providing information to the EVC and Visit Leader on relation to insurance, budgeting and approval of new suppliers.
- Evaluate trips and visits, record feedback and suggestions and improvements for the future and provide data on who takes part in these trips.
- Collating all of the trip documentation for audit purposes.

Trip Leader

Every educational visit will have 1 member of staff designated as the Trip leader.

The Trip Leader will:

- Plan the proposed visit and as instructed by the EVC, act in accordance with the procedures set out in this policy.
- Produce a full and clear itinerary of activities taking place on the visit, including timings, venues and locations. This will inform the necessary risk assessments.
- Identify potential health and safety risks that may arise during the visit, and any actions to mitigate risks. This must include clarity on the appropriate level of supervision, first aiders and any other specially trained and/or experienced staff members.
- Review, update and share the risk assessments with the EVC, trip staff and Partnerships Team continuously up to and including the day before the visit (where the departure date of trip falls within a school holiday, it will be the last working day before the trip).
- Identify and produce appropriate risk assessments for individuals who have a particular need.
- Liaise with key school stakeholders with regards to additional needs that should be assessed and provided for. Update any risk assessments as needed.
- Appoint, where appropriate, a competent deputy to support the visit.
- Where deemed necessary by the EVC, undertake an exploratory visit beforehand.
- Ensure that information shared with parents is comprehensive, and includes a list of any equipment they need to provide and the standards of behaviour and conduct expected of their child during the visit.
- Communicating with parents, students and staff timely and effectively, answering queries with regards to the trip or escalating as needed.
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs.
- Brief all group members, including students and parents, on the main elements of the visit, the standards expected and the roles and responsibilities of all prior to commencing the visit.
- Finalise all details and arrangements with the EVC and the Partnerships Team.

- Be responsible for any school devices taken for the purposes of the trip (including phones, tablets, chargers, Equals Cards) and understand that any loss or damage may incur a charge by the school.

Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part.

Staff will:

- Seek and obtain approval for all educational visits from the EVC.
- Carry out any required risk assessments and work with the Trip Leader.
- Look out for the health and safety of themselves and those around them.
- Help manage pupil behaviour and discipline as required while on the visit.
- Share any concerns or worries with the Trip Leader and others, as appropriate.
- Carry out their responsibilities in accordance with this policy.
- Contribute to the evaluation of the educational visit.

The Finance Team

The Finance Team are responsible for:

- Managing the flow of incoming and outgoing payments.
- Check insurance documentation is valid.
- Working with the Partnerships to provide a means of payment. I.e. does an Equals card need to be organized?
- Producing a final income and expenditure breakdown at the end of each visit.
- Administering refunds in the event of a surplus.

Parents and Carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as passport, VISA, emergency contact details and health/medicine information if applicable.
- Ensure that payments are made at an appropriate time.
- Attend trip briefing for parents, for residential and international trips.
- Sign and return consent forms and any other documentation required in a timely manner.
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip.

Pupils

Our school behaviour policy also applies to all educational visits.

This includes the expectation that pupils will:

- Sign and return the school's behaviour contract and understand that the school's behaviour policy applies to them for the duration of the educational visit.
- Follow instructions given to them while on the trip.
- Adhere to meeting points and times.
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor.

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

Townley's Behaviour Policy can be found here: [Behaviour Policy](#)

Those Responsible for Governance

The Trust Board must:

- Review the documentation (including risk assessment) for residential and overseas trips.
- Approve residential and overseas trips in conjunction with the Headteacher.
- Take part in appropriate training for the purposes of understanding their role within the educational visits process.

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly.
- Behave appropriately and model good behaviour for pupils.
- Report any concerns to the trip lead or other staff present as soon as possible.
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible.
- DBS Checked

Planning and Preparation

The decision on whether or not a visit will take place will be made by the Headteacher and Educational Visits Coordinator, based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Inclusion and accessibility
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant at the time of the request

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Headteacher will seek approval of the Trust board.

Once the risk assessment has been approved by the Headteacher, and the Trust board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

Please read the Educational Visits Handbook for further guidance on how to plan an Educational Visit.

Timelines for Approval

In preparing for an educational visit, the visit leader will follow the agreed process below.

Sporting fixtures, events etc	Fully approved and calendared ½ term in advance (where possible). Late fixtures to be fully approved one week in advance.
Day trips	Fully approved and calendared at least 1 term in advance.
Residential trips	Fully approved and calendared a minimum of 2 terms in advance.

Staff Selection Process

At Townley, we run a wide range of curricular and co-curricular trips and visits. In order to ensure that these trips are safe and successful, staff need to accompany the trip. SLT will monitor staff going on trips to ensure equity, the final decision will be made by the trip leader, EVC and SLT link. The staff selection process below will be followed to ensure that equity works in practice.

The process for selecting staff will be:

Points to consider when trip leaders are choosing Staff across all trips

- Where possible the trip leader must have been on the trip before or to the destination or similar location.
- There must always be a second Lead on each trip and where possible they should have been on the trip before.
- Where possible there needs to be a min. of one new member of staff attending the trip.
- If someone has been on the trip before and someone puts themselves forward who hasn't, they should be offered a place, unless the person travelling who has been before is the second lead.
- Members of staff that take part in DofE or PGL, where possible, should be selected first.
- There should be a min of two first aiders per trip
- When needed a DSL should be on the trip
- When needed an MFL speaker should be on the trip
- Where possible a subject teacher should attend
- If no one or not enough people sign up the trip leader should staff as they see fit.
- Associate staff who wish to travel on trips should ask their Line managers first, before they put themselves forward for a trip
- A reserves list where possible should be created for each trip.
- Trip leader have a say on staff travelling on trips, but the EVC and Headteacher will check the above has been taken into account and make a final decision.

Supervision

Staffing ratios will vary according to the activity, age, group, location, and resources. Ratios should not be finalised until the risk assessment is complete. Visit Leaders will also need to consider the needs of students with SEN and/or physical disabilities. Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group. Known behaviours, learning and physical needs should also be considered. The Visit Leader should discuss this with the EVC to ensure any judgement is proportionate and not prohibitive. Supervision on overnight trips should have a min of two members of staff on duty, with remaining staff off duty. No member of staff should be on duty for more of 24 hours. If a mini bus is being used, the mini bus driver should not be on duty the night before.

Ratios

The following ratios should be observed as a minimum:

DAY VISIT YEAR 7-11	1 : 20
DAY VISIT YEAR 12-13	1 : 20
RESIDENTIAL TRIP 7-13	1 : 10

First Aid

Staffing for all trips should include at least one nominated qualified First Aider. First Aid training needs to be updated every three years. If it is not possible to have a qualified first aider you must enquire as to the first aid arrangements at the visit venue. For any student with a serious medical condition then a first aider must attend.

Risk assessments for each visit will ascertain the safe level of supervision required.

On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips, who has sufficient training
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found and need to be booked out with the Student Hub.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will assign groups and leaders will take regular headcounts and/or rollcalls

Day Trips

For day trips, student services will provide a First Aid Kit which must be taken together with contact details and medical information for all the participants and a mobile phone. All staff should also have received general first aid training.

Overnight stay or Overseas

Every educational visit involving an overnight stay or overseas is accompanied by a nominated qualified First Aider who is knowledgeable in how to treat conditions such as an epileptic fit, asthma attack and how to use an Epipen, etc. On all such visits a full First Aid Kit and a mobile phone is taken, together with contact details and medical information for all the students taking part.

Overseas

A check should be made to see whether inoculations/vaccinations are required. Parents and students should be carefully briefed on any health and hygiene precautions which are necessary in the regions where the students will be travelling. Initial letters should remind parents that EU citizens should carry a valid [Global Health Insurance Card \(GHIC\)](#) and/or [European Health Insurance Card \(EHIC\)](#) to cover emergency medical treatment whilst in European Economic Area countries.

Medical Needs

The requirement for first aid cover is subject to the findings of the risk assessment. Where there are students or staff present with a pre-existing medical condition, or

where there may be a need for emergency medication to be administered, a First Aider should be in attendance.

First Aiders must also be in attendance on residential study trips, overseas trips and trips where large numbers are travelling.

'Emergency First Aid' (e.g., a 6-hour non-assessed course), is generally suitable for routine urban visits, however the nature of the visit may indicate that a higher-level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

Travel first aid kits should be carried by the First Aiders as well as spare medication along with details of students with medical needs.

Residential Visits

The Headteacher, together with the governing body, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOTC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

All visits involving a period of residence need to be planned well ahead. Whether at home or abroad, residential visits will include periods of time which are not taken up with organised activity. Students may want to leave the group accommodation in order to shop for souvenirs, to take a walk, or to have a cup of coffee at a cafe. After careful risk assessments, guidelines must be laid down by the trip leader and clearly understood by all members of the party, staff and students.

Volunteer Adults

At least half of the adults accompanying an educational visit should be staff based at the appropriate school (teachers or other members of staff). Organisers are encouraged to use other adults to meet (or exceed) the minimum staffing requirements. Sixth Formers (over 18) may also be used sparingly. Any volunteer helpers should be properly briefed on their responsibilities and especially on safety procedures and must be DBS checked if volunteering regularly or on a residential visit.

Staffing for Mixed Gendered Parties

Parents and carers will often worry when their children are away, but careful planning and preparation should help to ease those worries and demonstrate that you have considered the various needs of their children and the potential dangers of a trip away.

Wherever possible, all members of staff accompanying the visit should be teachers employed by the school, but the Headteacher may allow members of the administrative staff, ancillary helpers, or domestic staff to accompany the visit provided a teacher is always in charge and the majority of the supervisors are teachers.

There is no absolute requirement for a mixed-sex group to be supervised by a mixed-sex staffing ratio. However, if this is not to be the case then there should be arrangements in place to manage foreseeable issues,

the following considerations will help to implement proper safeguarding measures:

- Not allowing children to stay alone overnight in any adult's room (except for family members) or sleep in the same bed as any adult.

Single Sex Parties

- If female students are going on the visit a male employee should be accompanied by a female employee.
- If male students are going on the visit a female employee should be accompanied by a male employee.

However, if compliance would result in difficulties in staffing small groups of students, the Headteacher has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the students concerned.

Mixed Gendered Parties

- usually one male and one female adult is required but 1 adult can accompany a mixed sex group if deemed appropriate by the Headteacher and following risk assessment. This applies up to and including Year 11 students.
- For Year 11 students the minimum ratio is the same for residential visits and journeys

Year 12 and Year 13

- Year 12 and 13 mixed gendered students may be accompanied by one adult for up to 20 students of one sex.

Mixed sex groups still usually require one male and one female adult, but 1 adult can accompany a mixed sex group if deemed appropriate by the Headteacher and following risk assessment.

The staffing ratio will depend upon the risk assessment and the Headteacher may make exceptions. For example, for games matches and for small Sixth Form groups it may be appropriate for one member of staff only to accompany the group. Equally students considered to be sufficiently responsible, with the written consent of their parents/carers, may be allowed to walk unaccompanied to where the activities are carried out provided, they walk in groups of no less than four. Also, in the case of small Sixth Form visits to, for example, lectures in London, it is possible for them to attend unaccompanied if written consent has been obtained beforehand from their parents/carers and the students involved are deemed to be responsible and trustworthy.

Opposite Sex Student Supervision During Educational Visits

Purpose

These procedures are for staff supervision of students during educational visits, with a specific focus on ensuring the safety, well-being, and respect of all students, regardless of gender.

Scope

This applies to all staff members accompanying students on educational visits, including teachers, teaching assistants, and other authorized personnel. It covers all types of educational visits, both on and off-site.

Physical Personal Space Restrictions

The term “physical personal space” is deemed as any area where privacy is needed for students to conduct routines of personal hygiene, down time, sleeping, change of clothes, communication home.

Staff members must avoid entering any physical personal spaces deemed for individual use by students of the opposite sex. This includes, but is not limited to: tents, bathrooms, changing rooms, toilets (public or private), hotel/hostel rooms.

Entry into a student's physical personal space of the opposite sex is only permitted in the event of routine room checks and students must be notified beforehand of the time of each room or physical personal space check. Staff of the opposite sex must be accompanied by a member of staff of the same sex of the student(s).

This does not apply in the event of an emergency where there is a serious threat to life.

Rooming Requirements for Residential and Overseas

To ensure the safety and well-being of all students, the following guidelines regarding student accommodation apply:

- Single-sex rooming accommodation is considered best practice. Where single-sex rooms are not feasible, the trip leader must conduct a thorough risk assessment, specifically addressing the appropriate use of physical personal space between students of the opposite sex.
- This risk assessment must be completed at least two months prior to the trip and approved by the EVC/Headteacher. Written confirmation of the use of shared spaces of the opposite space must be obtained from the Headteacher and communicated to all parents/carers in advance by the Trip Leader.
- A clear rooming plan must be developed and shared with all trip staff before the trip commences.
- Daily room checks will be conducted each morning and evening throughout the duration of the educational visit.

Sixth Form

Day visits of a routine nature may be made unaccompanied if authorised by the Headteacher or Deputy and advised to parents/carers.

Abroad

Visits abroad should be accompanied by a minimum of one adult to 10 students. Foreign Language Assistants may accompany trips, but do not count as adults in this calculation. Residential visits and adventure activities will require higher levels of supervision and all accompanying staff and volunteers must be DBS checked.

Coach Journeys

2 accompanying persons per coach minimum, one person to have a register and be responsible for the students on the coach during the journey. Every coach is to have a mobile phone for contact between coaches.

Minibus Journeys

2 accompanying persons, (driver + 1), per minibus carrying students on long journeys, + sufficient relief drivers in the party to keep driving times within legal requirements.

Please contact the Premises Manager for the most up to date Minibus Policy.

Remote Supervision

Young people must be supervised throughout all visits. Where they are unaccompanied by a member of staff or other responsible adult, e.g., DofE expeditions, 'down time' in a shopping mall, etc., this is known as 'remote' supervision.

'Remotely supervised' activities can bring purposeful educational benefits, and the progression from dependence to independence is to be encouraged. Such activities develop essential lifelong skills, including managing risk, self-sufficiency, interaction with the public and social skills, decision making, etc.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

The decision to allow remote supervision should be based on professional judgement taking into account such factors as:

prior knowledge of the individuals (including their maturity and levels of responsibility);

- venue and conditions.
- the activity taking place.
- preparatory training.
- the competence of the supervising staff.
- the emergency systems in place.

Any departure from these ratios must be agreed in advance by the Headteacher and EVC.

Volunteers (non-employed staff)

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip.
- The setting and circumstances of the trip.
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience.

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour.

See appendix A for the volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

Student Selection Process

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g., medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Additionally, all students who are entitled to Free School Meals will be able to receive assistance for educational trips and visits.

At Townley, we want as many students as possible to experience the vast array of trips and visits that are on offer to them.

A letter will be sent out by the trip leader informing parents of eligible students:

- The location, date(s), purpose and price of the trip
- The process for application (see below), including when the payment window opens on Arbor
- Places will be confirmed once the deposit has been paid

Please note, for whole cohort trips, payment will open immediately for parents to pay for their child's place. Where spaces may be limited for a trip, students may have to undergo a selection process which may include (but is not limited to): written application, completion of a google form, presentation to explain how they would share the information from the trip, or a project proposal linked to the trip.

Support with the Arbor process for parents is available here: [Arbor Trip Portal for Parents - Guidance](#)

Risk Assessments – Planning and Completion

- A full risk assessment must be completed for all educational visits.

- A preliminary visit may be required where for example there will be hazardous activities involved.
- All trips should include the general risk assessment pro-forma. A sample of this is below.
- The Partnerships Team hold all risk assessments centrally on file and will provide, advise where necessary.
- The EVC will review all UK and overseas residential educational visits.
- The Partnerships Manager will review all day trips.
- Many providers will also have their own risk assessments. These should be requested.

The Headteacher in conjunction with the EVC will ensure that the person assigned with carrying out the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the group leader must record the significant findings of the assessment.

The school will take a common sense and proportionate approach remembering that risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place.

A risk assessment is not required every time an activity is undertaken that usually forms part of the school day, for example, taking students to a local venue which is frequently visited, such as a swimming pool, park, or place of worship. A regular check with the EVC to make sure the initial risk assessment for the particular activity remains suitable and sufficient.

For trips that do not form part of the normal school day, risk assessments should be completed.

All risk assessments should be labelled with:

- the name of the trip.
- the name of the visit leader.
- the date(s) of the trip.

These should be bespoke and annotated to indicate that all parts of the risk assessment have been acknowledged. Risk assessments should be approved by the EVC.

All trips should include the general risk assessment. Any trip involving travel (public or private transport) should include the travel risk assessment. Other risk assessment templates are already prepared for a variety of activities and a blank risk assessment is available for any activity not already included.

Many providers will have their own risk assessments. These should also be submitted.

Part of the written arrangements or risk assessments for the visit must include details of how to contact the school or the emergency contact/designated senior member of staff.

Risk assessment is not a one-off exercise. The Visit Leader should, where required, carry out a dynamic risk assessment while the visit is taking place. They should consider modifying or stopping the visit if the risk to the children is unacceptable. Visit Leaders should put in place procedures (Plan B) for such an eventuality.

When planning an activity that will involve adventure activities such as: caving, climbing, trekking, skiing or water sports, the EVC/Visit Leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland, and Wales.

EVOLVE Advice suggests educational visits coordinators should collaboratively plan and discuss any potential risks. Please see the STAGED document in the Educational Visits Handbook.

For educational visits, there are checklists, training, guidance and the support of colleagues to help, but you can also use the 'STAGED' method which offers a framework to support you when planning your school visits. The STAGED approach is an expansion on National Guidance's 'SAGE' alternative.

Use of External Organisations

As part of the risk assessment process, the Partnerships Team will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Visit Leaders and the EVC should note that for providers that hold a LOtC Quality Badge, activity risk assessments do not need to be completed by the school. The school is still required to complete a risk assessment covering transport to and from the venue, the individual needs of the students, supervision, and emergency arrangements.

At the Trust Board Meeting of 19th November 2024, Trustees agreed that all *"Future trips are to be booked using UK based ABTA/ATOL agencies only. Planned and approved at least two terms in advance with the Trips & Partnership Team."*

Where an organisation does not, the Partnerships Team will check additional details as outlined in the DfE and OEAP's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use and defer the decision to use the organisation to the Headteacher and Director of Finance & Estates.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

External Providers

An 'External Provider' is one that provides an element of instruction, staffing, or guiding, for example:

- Activity Centre;
- Ski Company;

- Educational Tour Operator;
- Overseas Expedition Provider;
- Climbing Wall where instruction is provided by climbing wall staff;
- Freelance instructor of adventurous activities;
- Youth Hostel (where instruction is provided);
- Voluntary organisation (e.g. Scout Association), where instruction is provided

The decision about the use of an external provider is the responsibility of the Visit Leader, Partnerships Manager, EVC and Headteacher.

To confirm that all aspects of the operation of the provider are satisfactory, the school will ensure that either:

- a) The Provider holds an LOtC Quality Badge, or
- b) A 'Provider Form' has been satisfactorily completed by the provider

(If a Provider holds an AALA license (or any other accreditation) but not an LOtC Quality Badge, then a Provider Form is still required.). The Partnerships Team have provider forms available.

For Providers that hold an LOtC Quality Badge no further action is necessary, other than to check the suitability of the provider/venue in relation to the intended aims or learning outcomes for the particular group.

Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

STAGED Approach to Risk Assessments

EVOLVE Advice suggests educational visits coordinators should collaboratively plan and discuss any potential risks.

For educational visits, there are checklists, training, guidance and the support of colleagues to help, but you can also use the 'STAGED' method which offers a framework to support you when planning your school visits. The STAGED approach is an expansion on National Guidance's 'SAGE' alternative.

This document must be filled in by the TRIP leadership team. This document is for specific risks for this trip.

S is for staffing:

- Do you have sufficient staff?
- What are their competencies?
- What's your staff contingency plan?
- Do they have any needs to be considered?

T is for transport:

- How are you travelling?
- Do you have qualified drivers?
- Are you stopping at services?

A is for activity:

- Is this provider-led and do they hold an LOTC Quality Badge?
- Are the staff appropriately qualified and trained if school-led?
- Do you have the right clothing and equipment?
- Are the learning outcomes clear?

G is for group:

- Has the behaviour, medical, educational, emotional etc. needs been considered?
- Group dynamics and rooming?
- Team development?

E is for environment:

- Is this urban or rural?
- Is this near water or in challenging terrain?
- Is it summer or winter?

D is for distance:

- How far are you from school and how accessible for the emergency services are you and therefore, how far are you from help?

Please refer to the Educational Visits Handbook for guidance on how to complete a STAGED approach to risk assessments.

Timeline for Completion of Risk Assessments

- Risk assessments for day trips must be completed and submitted to the Partnerships Manager for review at least 2 weeks before the start of the trip.
- Risk assessments for UK residential and overseas trips must be completed and submitted to the EVC for review at least 2 months before the start of the trip.

This will be completed using the school's risk assessment templates and exemplar risk assessments or those provided by the destination itself should also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the Headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the Headteacher, and a copy taken on the visit and another copy left with the Partnership Manager and EVC.

Members of staff in charge of and assisting with school visits must be conversant with:

- a. this part of the policy

And

- b. any other more detailed school rules and as appropriate: Safety in Outdoor Education and Health and Safety of Students on Educational Visits

All trips and visits will be preceded by an assessment of the risks involved. The trip leader, who is responsible for all aspects of the visit whilst it is underway including the behaviour of the students, will prepare a written risk assessment as part of the planning process and written arrangements for individual visits and activities. Where necessary staff training will also be provided. The risk assessments and arrangements will include consideration of matters such as hazardous activities, fire precautions and fire procedures, first aid, student supervision, transport, student free time etc. Final authorisation for each visit will be made by the Headteacher and the Educational Visits Coordinator (EVC).

Hazardous Activities

Where hazardous activities are involved, it is important to ensure that members of staff accompanying the visit are qualified and competent and that all equipment used is to the appropriate safety standards and properly maintained. Where possible, these activities should be undertaken at a specialist centre where properly maintained equipment and qualified and competent staff are available. It is important that parents/carers are informed in writing of any hazardous activities involved such as, for example, mountain walking, rock climbing, water sports, pony trekking etc.

The Headteacher must be provided with written evidence that any activity centre used has a licence and that all instructors and supervisors are formally qualified and experienced. If an activity centre or similar is used, the Headteacher must be provided with a copy of the centre's Health and Safety Policy and assess its suitability.

Travel Guidelines

In advance of the trip, students should be given clear safety instructions based upon the risks associated with the particular type of travel to be used.

Transport

Transportation for trips will be organised by the school, in line with our safety procedures please refer to our first aid policy: <https://www.townleygrammar.org.uk/our-school/policies-and-reports> We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

Outdoor Local Learning Area

These are any visits within our Outdoor Local Learning that are part of the normal curriculum and take place during the normal school day. These can be off site lessons or visits within our agreed boundaries.

These visits do not require additional parental consent beyond an overarching agreement to this policy which is valid for five years from first agreement. The concept and operating procedures of the Local Learning Area will be explained to all new parents when their child joins the school.

Consent may be withdrawn by parents at any time.

Parents will be provided with notice of any off-site lessons or visits via the Arbor app.

These visits still require all paperwork to be completed like any other visit. This will be submitted on Evolve as a 'Local Area Visit'. This is a very straightforward form to ensure the safety of all concerned, and that the activity is compliant.

Boundaries

Our Local Learning Area is defined by locations accessible on foot within roughly 30 minutes.

Examples of areas included are Hall Place, Bexley Village, The Broadway Shopping Centre, The Warren and River Shuttle.

Risk Assessment

The normal risk assessment paperwork will be completed on each occasion identifying all hazards and control measures to be put into place.

Events involving Multiple Visits

There are areas of the curriculum such as PE fixtures that will involve multiple visits during the academic year.

A schedule of dates where possible should be provided to the EVC at the start of each academic year.

The normal visits policy should be implemented before the first visit but only Arbor needs completing not Evolve. All dates for the year should be provided to parents at the earliest available opportunity.

It will not be necessary to request parental consent for each additional visit, as we will ask for consent at the start of every year. However, parents should be notified of each visit giving at least one week's notice on Arbor.

The risk assessment should be updated on each visit, and PE fixtures involving more than one sporting venue should update the risk assessment to reflect this.

Shared Responsibilities - Residential Centres

The centre's safety procedures should be obtained in writing and checked at the initial planning stage.

It is likely that there will be times when centre staff will be responsible for the students. These times (and in what circumstances) should be set out and agreed in writing prior to the start of the visit. The students must know who is in charge at any given time. If the visit is unaccompanied, then this must be made clear to parents/carers and the Headteacher must be satisfied with the safety procedures.

Joint Trips with Other Schools

There should be one overall trip leader and the Headteacher should be satisfied with the procedures in place at the partner school if these are to form the basis of the planning of the trip. The responsibility of the staff of each school for the students of the other should be agreed and made clear to the students.

Homestay Visits

Definition and Scope

A homestay visit for schools is when students stay with a local family for a period of time. Students are provided with a room, meals, and access to the host family's home and facilities. Host families are responsible for supervising students outside of school hours. Host families monitor the students' welfare and social activities outside of school hours.

Homestay visits create powerful learning and cultural exchange opportunities for students, which can lead to an increase in students' personal development, confidence and academic progress.

Types of Homestays

There are a variety of ways in which homestays are arranged:

- a school, or other establishment, which is hosting a visiting group, might ask parents or other members of the community to be homestay hosts;
- there are agencies that organise exchange visits and homestays on behalf of groups visiting certain areas, and recruit local families to act as homestay hosts;
- occasionally parents of young people planning a visit, or the young people themselves, may make private arrangements with potential homestay hosts.

Procedures for Townley Grammar School Overseas Homestay Arrangements

Townley Grammar School recognizes its responsibility to ensure the safety and well-being of all students, particularly those participating in homestay programs.

To this end, the following procedures must be strictly adhered to:

Host Family Vetting

Prior to accepting any homestay arrangement, the school must obtain detailed information from potential host families, including:

- Information about all adult residents (16 or over) of the home.
- Details regarding available facilities and support within the home.
- Criminal record checks, relevant to the host family's country of origin, must be conducted in advance.
- A thorough risk assessment must be completed for each potential homestay placement before any student is assigned.

Agency Due Diligence

Before engaging with any unfamiliar homestay agency or organization, the school must conduct thorough inquiries to verify their legitimacy and ensure they meet all necessary safety and quality standards.

Host Family Information and Expectations

The homestay organizer (whether the school, another establishment, or an agency) is obligated to:

- Clearly communicate all expectations to the host family regarding their responsibilities and the school's requirements.
- Provide the host family with essential details about the student(s), including contact information for the student(s) and their parents/guardians, Medical information and dietary requirements.
- Inform the host family of the rooming arrangements and the amount of personal space allocated to the student(s).
- Communicate any specific dietary or medical requirements of the student(s).
- Provide a 24/7 emergency contact number.
- The host family must be encouraged to discuss any concerns they may have with the homestay organizer and clearly communicate any expectations they have for the student(s), such as a no-smoking policy.

Required Documentation

The following appendices must be completed by the host family, the school, or the relevant agency as applicable:

- Host Family Introduction Letter
- Host Family Application
- Risk Assessment Form
- Emergency Contact Information Sheet

Procedures for Host Families involved in UK Homestay Arrangements

Where a Townley family hosts a student in their own home as part of an exchange scheme, the primary carer and any other members of the household who are over the age of 16 will be required to undertake an enhanced DBS disclosure check prior to the exchange student taking residence. The "primary carer" is defined as the responsible adult in the household who will be most present during the stay. "Members of the household" are defined as any or all adults over the age of 16 who are living or visiting the household for an extended period of time during the duration of the visiting student's stay.

The trip leader will initiate the process at least 12 weeks prior to the commencement of the exchange by sending a list of pupils and the name of the partner school to the HR department.

A letter will be prepared and signed by HR and a member of the Senior Leadership Team which will be sent to host families. The letter establishes the name and contact

details of the primary carer and should be returned to HR 6 weeks prior to the commencement of the exchange. The HR department will inform the trip leader of the progress of vetting checks and when parents and any other member(s) of the household have been cleared. Any concerns regarding the content of a DBS disclosure will be shared directly with the DSL and a risk assessment will be undertaken.

In the case of homestay arrangements, a risk assessment will be undertaken and alternative accommodation may be found in the event of a DBS certificate not arriving in time for the UK visit.

This is in line with Annex D of the KCSIE, The British Council and the OEAP guidance for homestay visits.

Emergency Procedures

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

Despite good planning and organisation there may be accidents and emergencies which will require on the spot response by the Visit leaders. In the first instance, all staff on the trip should be aware of the steps indicated in the relevant bespoke risk assessments for the trip that should have already been shared with them.

Adequate provision for minor first aid must be available when the party is 'in the field' and the leader should ensure that the levels of supervision are sufficient to allow the group to be split where necessary. Trip leads will have printed out an In Case of Emergency (ICE) Card and booked out a school mobile phone. The number of the phone will be on the ICE Card for students to contact.

Activity centres and venues should have their own emergency procedures. Details of these must be obtained in advance of the visit and compared with the recommended framework below. If there is any doubt about the safety of the arrangements the trip should not take place. admin

Townley Grammar School will appoint a member of the Senior Leadership Team as the emergency contact for each visit. All major incidents should immediately be relayed to the General Office, the office will relay the problem to the Headteacher/EVC (especially those involving injury or that might attract media attention). In the event of an emergency the Critical Incident Management Plan will be initiated.

The Visit Leader will leave full details of all students and accompanying adults on the visit with the emergency contact and the general office/registration team, including the home contact details of parents/guardians and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back through the SLT Link(s) for the Visit.

Townley Grammar School will have emergency funding available to support the Group Leader in an emergency.

Serious or Fatal Injury

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but staff accompanying the party should be familiar with them that they are able to adapt them to the situation in which they find themselves.

The trip leader (or staff member in charge of small sub-group if out of contact with trip leader until the trip leader can be contacted) should:

- establish the nature and extent of the emergency.
- call whichever emergency services are required.
- if there are injuries, immediately investigate their extent and administer appropriate first aid.
- make sure all other members of the party are accounted for and are safe.
- establish the name(s) of the injured person/people.
- advise other party staff of the incident and that emergency procedures are in operation.
- if possible, an adult from the party should accompany the casualty to hospital. If this is not possible, ask the police the name and address of the hospital concerned and write it down.
- ensure that the remainder of the party are adequately supervised throughout. It may be necessary to 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 members of the party are accounted for.
- discourage students from contacting their parents/carers until they are briefed and until contact is made with the emergency contact point or designated senior member of staff who will inform the Headteacher and the parents/carers/next of kin of the injured person/people.

Commit to writing full details of the incident as soon as possible and give to Headteacher or designated contact: name(s), nature, date and time of incident, location of incident, details of injuries, details of police who attended/witnesses' names, addresses (and telephone numbers if possible), action taken so far, telephone numbers for future communication.

In any shared responsibility situation, the procedures should be agreed in advance with the centre/other school involved.

Emergency Procedures for other Accidents/Incidents

- Fill in the school accident/incident report form or commit to writing full details as above as soon as possible after the accident/incident has taken place.

Emergency Situation Planning

The following should be followed in relation to school visits:

If an incident should occur shortly before your visit, communicate with parents at the earliest opportunity to explain what you intend to do, and the actions being taken. Discuss options for postponement or transfer of dates with your travel provider as an alternative.

Consider how your staff team would manage an enforced group split, considering any pre-agreed meeting locations. Consider alternative meeting points, safe areas or venues, near where you intend to be, that you could use as a meeting point or as an emergency shelter.

Consider how you would get out of the location in an emergency, bearing in mind that the direct route and planned transport might no longer be an option and, if an on a day visit, consider also the possibility of an enforced overnight stay. Consider, for example, if there is a reserve of any critical medication.

Be vigilant of your surroundings at all times, especially after dark.

Avoid congregating too long inside entrances to major public sites such as stations, museums, sports stadiums, etc. At ports and airports don't linger unnecessarily on the public side of security screening or take photographs in security areas.

Ensure that all students know what to do in the event of any incident, or if individuals become separated. A simple 'emergency card' in the language of the host country, with names and contact details of staff would be helpful, and a similar card for UK city visits would be sensible.

The following points maybe helpful:

Students should not be allowed to walk unsupervised in groups of less than four.

The geographical area which students are allowed to access should be clearly defined.

A time limit should be set in proportion to the age of the students. Anyone who returns late should understand that she will subsequently be penalised. Before dispersal, everyone should know where a member of staff can be found during the whole of the period and exactly where the group is to reassemble.

If students are leaving from and returning to the group accommodation, a signing in and out book should be used.

Students should only be allowed out of group accommodation after the evening meal if it is appropriate to their age. 'Younger' students must only go out in escorted parties accompanied by members of staff.

If the party is staying in a hotel or near shops etc., students should be reminded that the School's Behaviour and Culture Policy applies throughout the visit. This includes, but is not limited to, cigarettes and alcohol, which may not be used at any stage.

Students away from home may well strike up acquaintance with students from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Students must, therefore, be frequently reminded of the guidelines for behaviour, which they have signed, and of the school's expectations of them.

The group register should be checked regularly (for example, at mealtimes and whenever the party is about to move from one venue to another). It is often convenient to give small groups of student's responsibility for one another, reporting to the trip leader if anyone is missing.

The trip leader should check the fire exits in any group accommodation and ensure that students are aware of them and of the fire procedures. If possible, a fire drill should be held on the first evening, before bedtime.

Children should not be allowed to leave the group with adults who are not staff/volunteers of the group. This includes family members. This is unless written confirmation has been sent to the Headteacher who authorises the request in writing in advance of the trip.

If students are staying in private homes, appropriate guidelines in connection with their safety and conduct (based on those set out above) should be given to host families.

Please see the Educational Visits Handbook for further information about how to organise host family stays.

Adventurous Activities

Definition of an 'adventurous activity'

The following activities are regarded as 'adventurous':

All activities in 'open country' (normally defined as land above 300m, or more than 1km from vehicular access)

- Swimming (all forms, excluding publicly lifeguarded pools)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering



- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coasteering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting / archery / paintballing
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- 'Extreme' sports
- Other activities (e.g., initiative exercises) involving skills inherent in any of the above
- Duke of Edinburgh

Bespoke risk assessments must be completed by the trip leader and circulated with the trip leadership team at least two-weeks in advance of the visit.

Safety during adventurous activities

The responsibility for the safety of participants in an adventurous activity will rest with either:

- a) An External Provider: Any external provider must hold a LotC Quality Badge or complete a Provider Form (Appendix 6). (If a Provider holds an AALA license (and/or any other accreditation) but not a LotC Quality Badge, then a Provider Form is still required.)
- b) Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.
- c) A member of school staff: Staff taking responsibility for adventurous activities must be able to demonstrate an appropriate level of competence and qualification before the activity is allowed to proceed and should ensure the recommendations set out below are followed for each activity.

Water-based activities

To participate in water-based activities, participants should normally be water confident. Participants who lack water confidence may still be able to take part subject to consideration of all factors, including the activity itself, and supervision arrangements. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water-based activities.

All leaders should have knowledge of the water conditions/hazards (and potential changes) that might be encountered and prepare accordingly. Local advice must be sought where appropriate, e.g., coastguard, harbour master, other site users, etc.

Personal buoyancy conforming to the appropriate National Governing Body guidance must be always worn by all participants in water-based activities, except, at the discretion of the activity leader, where the activity:

- a) takes place in a swimming pool, or
- b) is 'swimming', or
- c) is an activity for which personal buoyancy would not normally be worn by young people.

Swimming

All swimming activities and venues must be included within the trip plan, and lifeguarding arrangements checked in advance. This is particularly important in respect of visits abroad, where for example, a hotel pool may be available.

Young people must be always supervised by a competent adult whilst undertaking swimming activities. The following criteria apply:

Swimming Pools (lifeguarded)

UK Swimming Pool safety: Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.

For publicly lifeguarded pools abroad, the assurances must be sought that appropriate lifeguard cover is in place prior to participants entering the water.

Unless suitably qualified, the school staff should not have responsibility for lifeguarding.

However, they do always retain a pastoral role for participants either through direct or 'remote' supervision.

For swimming lessons, the school should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

Hotel (and other) swimming pools

Lifeguarding (a valid RLSS UK National Pool Lifeguard Qualification (NPLQ), or equivalent in the country visited is appropriate accreditation) arrangements will be checked in advance of any visit.

If lifeguarding arrangements are not provided at the pool, then the Visit Leader will bear the full responsibility for ensuring swimming safety, and specific approval to lead the activity will be required.

The role of the Lifeguard is:

- To directly supervise the pool and the pool users, exercising appropriate levels of control. (Note: the lifeguard should always remain on the poolside except in the case of an emergency)



- If necessary, brief pool users in advance regarding rules (e.g. no diving, running, etc.).
- To communicate effectively with pool users.
- To anticipate problems and prevent accidents.
- To intervene to prevent behaviour which is unsafe.
- To carry out a rescue from the water.
- To give immediate first aid to any casualty.

The above must be accomplished in the context of the normal operating procedures and the emergency plan for the pool, which should be considered before swimming takes place. Full familiarisation of the systems described should be walked through at the pool.

Staff must be aware of the procedures in the event of an emergency, and who at the venue will provide back up. Staff should also know if they have exclusive use of the pool, as other pool users may increase the supervision role of your lifeguard.

If a young person holds an appropriate qualification, then their role should be Emergency Lifeguard Action, and supervision should remain the responsibility of the school staff.

Open Water swimming (not in a swimming pool and not a 'water-margin' activity)

Consideration should be given to the following factors:

- Unknown locations and hazards, especially overseas.
- Changing environmental conditions.
- Supervisor complacency.
- Adherence to local advice.
- Preparation and knowledge of young people, i.e., is it a planned activity?

The Designated Lifeguard must be dedicated exclusively to the group, and the location used must fall within the RNLI/RLSS definition of a 'safer bathing area'. Local advice must always be sought.

Free Swimming Activity

A valid National Beach Lifeguard Qualification (NBLQ) or equivalent in the country visited, see www.lifesavers.org.uk Note: this is for beach/sea only, not inland water.

Structured or Programmed Activity: A valid RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTAC) or equivalent - see www.lifesavers.org.uk or a valid RLSS UK Water Safety Management Award (WSMA), with appropriate endorsement.

Water-Margin activities: This section applies to activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow water (slow moving and not above the knees). It does not apply to swimming and other activities that require water

safety or rescue qualifications and equipment, or water going craft. Water Margin activities are NOT considered an adventurous activity. It is essential however that staff take extra precautions with student working in and around water.

All staff involved in water-margin activities should be conversant with the guidance contained within Group Safety at Water Margins: (<http://www.rospa.com/leisure-safety/water/advice/>). This document must be made available to all supervising adults in advance of the visit.

Open-Country activities

The following minimum levels of technical competence apply where a member of the establishment's own staff intends to lead an open-country activity:

For Visit Leaders of walking groups in mountainous terrain within the UK and Ireland:

- Mountain Leader Award (Summer or Winter as appropriate) www.mltuk.org, or
A written statement of competence by an appropriate technical adviser

For leaders of walking groups in summer conditions in non-mountainous hilly terrain (known variously as upland, moor, bog, hill, fell or down), with well-defined obvious boundaries, such as roads and coastlines, and where any hazards within it are identifiable and avoidable, and where wild camping or movement on steep ground is not involved:

- Walking Group Leader Award (www.mltuk.org),
or
- A written statement of competence by an appropriate technical adviser

For leaders of walking groups in terrain 'easier' than that defined in (b):

The leader must demonstrate an appropriate level of competence. This may include one or more of the following:

- Countryside Leader Award. (www.countrysideleaderaward.org);
- Sports Leaders UK Level 2 Award in Basic Expedition Leadership (BEL);
- Completion of a suitable 'Leader Training' Course;
- A written statement of competence by an appropriate technical adviser;
- Evidence of recent, relevant experience, appropriately corroborated;
- An assessment of competence (written or implied) by the Headteacher.

Snow Sports

A member of staff intending to organise a Snow Sport visit (but not instruct, lead, or supervise on snow) must hold the Snow Sport Course Organiser Award (SCO), administered by Snow Sport England - www.snowsportengland.org.uk - and must have previously accompanied at least one educational Snow Sports visit.

Young people may only participate in Snow Sports when under the direction of an appropriately qualified and competent person. This would normally be an instructor employed by the local Snow Sports School. Leaders should therefore consider the merits of fully instructed lessons of 4/5 hours duration per day.

A member of staff intending to lead skiing or snowboarding (i.e., not using a ski school instructor) must be qualified as follows:

Skiing

The minimum qualification to lead skiing on snow is:

- The Alpine Ski Course Leader Award (ASCL) www.snowsportengland.org.uk; or
 - The Alpine Ski Leader Award (ASL) www.snowsportscotland.org; or
 - A statement of competence by an appropriate 'technical adviser'
- Snowboarding: The minimum qualification to lead snowboarding on snow is:
- The Snowboard Leader Award (SBL) administered by www.snowsportscotland.org or statement of competence by an appropriate 'technical adviser'.

Students may only take part in off-piste activities if under the direction of a suitably qualified local instructor, AND they will remain within the designated controlled areas, AND off-piste activities are specifically covered by insurance. Visit Leaders should check their school journey insurance policy to establish the level of cover provided.

Financial Planning

Charging and Insurance

We will follow our school's [charging and remissions policy](#) at all times.

Where necessary, we may ask for a contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

No student should be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If insufficient contributions are raised to fund a visit, or we cannot fund it from some other source, then it will be cancelled.

We reserve the right to make a charge in the following circumstances for activities organised by the school:

- Trips, visits and activities
- Board and lodging on residential visits and outdoor pursuits

The proportionate costs for an individual student for:

- Travel

- Materials and equipment
- Administrative costs such as Insurance or Visa applications.
- Entrance fees
- Extra-curricular activities and school clubs
- Any extended school activity

For activities outside school hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras.

Unless otherwise stated there can be no guarantee that contributions towards visits can be refunded should the student not be able to attend, since tickets etc. will be booked in advance and airline tickets and accommodation may be subject to cancellation charges.

This is in line with the school's [Charging and Remissions Policy](#)

Administration Fee Structure

The following administration fees will be applied to the total cost of educational visits:

- Overseas Visits: A 5% administration fee will be added to the total cost of all educational visits that take place outside of the United Kingdom. Where a tour operator is used, flexibility on the % value can be agreed for long haul trips.
- UK Residential A 5% administration fee will be added to the total cost of all UK-based residential visits (involving one or more overnight stays) and UK-based one-day educational visits.
- One-Day Visits: one-day visits also incur an administration fee 5%.

Application of Administration Fees

The applicable administration fee will be calculated based on the total cost of the visit per student, including transport, accommodation, activities, insurance, and any other associated charges, before the addition of the Trust's administration fee.

Funds generated from these administration fees will be allocated to support the central and school-level administrative functions necessary for the safe and effective delivery of the Trust's educational visits programme.

Commitment to Accessibility

The Trust remains committed to ensuring that educational visits are accessible to as many students as possible. We will continue to explore all available avenues to minimise overall trip costs and will provide information on any available financial assistance or payment plan options in line with the Trust's Charging and Remissions Policy. Concerns regarding affordability should be raised with the relevant [Headteacher/Principal/Trip Leader] at the earliest opportunity.

Review

This administration fee structure will be reviewed periodically by the Trust Board as part of the overall review of the Educational Visits Policy to ensure it remains fair, transparent, and fit for purpose.

Contingency

A contingency can be added up to the value of £50, anything more would need to be approved by the Headteacher through a waiver form.

Subsistence

£25 staff allowance can be allocated for overseas visits where food is not provided, anything more would need to be approved by the Headteacher through a waiver form.

Gifts and Hospitality

We will follow our school's [Finance Policy and Procedures](#) at all times.

As a rule, gifts and hospitality should not be accepted by Trustees or staff, except in the circumstances set out in the Finance Policy and Procedures. If there is any doubt as to whether a gift or offer of hospitality can be accepted, advice should be sought from the Director of Finance & Estates.

The purpose of is to try to ensure that TGS is not the subject of undue influence by any supplier or any other party. TGS should be able to show that all spending decisions are reached on the basis of value for money and for no other reason.

Staff may not accept cash under any circumstances and should never solicit personal gifts.

The Trust will not normally give gifts to other individuals or organisations. If gifts are given, staff must ensure that the decision is fully documented in the Gifts and Hospitality Register and has regard to the propriety and regularity of the use of public funds. The maximum amount that can be spent on gifts is £40. This does not apply to the award of gifts, prizes etc. related to the achievement of pupils e.g. attainment or merit awards.

Data Protection

On each trip student information is required; Student Names, Emergency Contact Details, Medical or Dietary information, which will be extracted using Arbor. Under the General Data Protection Act 2018, the school undertakes to always protect the data. It will not be left unattended at any time. This duplicate data will be destroyed on the



return of the trip. Please refer in detail to our General Data Protection Policy available on our website.

Review

This policy will be reviewed every 3 years by Educational Visits Coordinator. At every review, the policy will be shared with the Trust Board.

Appendix A Volunteer Code of Conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to **[insert member of staff]** at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found **[insert location]**.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date: