



Educational Visits Policy

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Description: This policy outlines the School's approach to educational visits.

OUR SCHOOL AIMS

- ❖ *To foster intellectual curiosity and a love of learning.*
- ❖ *To achieve high academic standards in a supportive but disciplined atmosphere.*
- ❖ *To equip pupils with the skills and knowledge to meet the challenges of our rapidly changing world.*
- ❖ *To instill an enthusiasm in interests and opportunities beyond the classroom.*
- ❖ *To support pupils' development of a sense of justice and an awareness of their rights and responsibilities as global citizens.*

1.0 OBJECTIVE

1.1 Visits and trips organised by the School (Lingfield College, Lingfield College Prep, Lingfield College Nursery, Lingfield College Sixth Form) are planned as a positive experience to support and consolidate students' learning. They may be inspirational or stimulating in nature and/or of direct relevance to a programme of study.

1.1 All trips and visits are organised, approved and evaluated in line with the *Lingfield Notre Dame – Proposal for out-of-school visit form* and the *Lingfield Notre Dame – Performance Standard for Educational Trips* document (NDPS 001) produced by the School's Health and Safety Officer. This policy is part of our overall Welfare Policy, which also includes our Anti-Bullying, First Aid, Equal Opportunities, Health & Safety and Child Protection & Safeguarding Policies.

PREP SCHOOL

2.0 SCHOOL TRIPS

2.1 Visits during term time must satisfy the requirements that:

- they have an educational content;
- the Prep School will be run efficiently in the absence of those teachers who accompany the visit or journey;
- all day trip bids should be submitted to the Head of Prep School one term before the trip.



3.0 Approval

3.1 The Head of Prep School must authorise all visits of whatever duration and the Office Manager will note the dates on the school calendar. Longer trips and those involving sporting, outdoor or adventure activities are forwarded by the Head of Prep School for approval by the Headmaster. Where possible, planned residential trips should be proposed twelve months before the trip commences.

3.2 Approval in Principle

- All trips are approved in principle before any commitment is made to pupils, parents or event suppliers.
- Approval in principle is sought from the Head of Prep School using the *Lingfield College – Proposal for out-of-school visit form** located on the Prep School Common drive (PSC).
- The following documents must be consulted when completing the form: *Performance Standard for Educational Trips**, *How to Propose an Educational Trip* (guidance notes in leaflet form)* and *How to obtain Approval in Principle* (flow chart)*. Copies of these are kept on PSC.

4.0 Organising the visit or trip

4.1 All trips are risk assessed via the approval forms (Approval in Principle and Final Approval) and accompanying documents (*Performance Standard for Educational Trips**, *How to Propose an Educational Trip **, *How to obtain Approval in Principle**, *How to Obtain Final Approval**). Matters such as type of visit, first aid needs, supervision, special needs, medical needs, insurance, emergency procedures and permission for emergency medical treatment if parents cannot be contacted are checked via the approval forms. A generic risk assessment is available for trips, together with a tick sheet for lower risk trips. The Risk Assessment should be emailed to the Head of Prep School, who will check and forward to the H&S Officer. Staff may consult the Health and Safety Officer, who will help them with the risk assessment.

4.2 Further procedures are as follows:

- The organiser should ensure that colleagues receive adequate notice if their own routines are likely to be disrupted by the trip.
- Choice of adults/staff must be discussed with the Head of Prep School, particularly where extra costs may be incurred.
- The organiser is responsible for informing parents and must ensure that letters are sent in good time to parents including times, dates, meal arrangements, itinerary and practical advice on issues such as clothing, valuables, money, medicines and behaviour.
- The written approval of the parent of each pupil going on a school trip should be sought and the parent advised of any special risks.
- Many short visits take place during the school day e.g. visits to the local village and church, in connection with work being done by pupils. Such visits and activities are accepted as a matter of routine and parents complete a general consent form at the start of the academic year. A Risk Assessment is still required to be submitted to the Head of Prep School for such trips.
- Trip organisers must ensure that the pupils have been taught about the need for safety, have been alerted to any potential hazards and have been warned against foolhardiness in a manner appropriate to their age, intelligence and experience.



- Behaviour - rules of behaviour must be agreed beforehand with pupils, and will in general reflect the Behaviour Management Policy rules which pertain in school. Rules regarding particular risks specific to the trip, and which affect pupils' well-being and safety, must be clearly explained and enforced. The Prep School reserves the right not to include on the trip children who have a history of poor behaviour which may constitute a danger to themselves and/or to others. For residential trips, it is advised that parents be informed in writing of these standards.
- If a day trip is organised the trip leader must request a packed lunch from the Prep School catering staff. Sandwich request forms can be obtained from the Prep School Office and blank forms are saved on PSC in the Educational Visits/Admin folder. The office creates a list for the class for packed lunches and gives it out to teachers in registers three weeks in advance of the trip. Teachers then complete the list with the class and adults going and return it to the office.
- Day trips on a Monday should be avoided as this is the day most difficult logistically for the catering staff to provide a packed lunch.
- Trip organisers must ensure that the group is systematically prepared for the activities being undertaken including attention to footwear, clothing and equipment.
- Parent volunteers must also be briefed about code of conduct before a trip and given the 'Volunteer Guidance' leaflet, which can be found in the School Office or on PSC/Educational visits folder.
- When choosing parent volunteers, regard should be given to the list of volunteers kept in the Educational Visits folder on PSC so that the same parents are not always asked. A record of parent volunteers should be kept and their details must be given to the School Office (see Volunteer Policy).
- Pupils are advised not to take too much money or valuables.

5.0 FIRST AID

Teachers are responsible for bringing a first aid kit and sick buckets as well as ensuring all medicines and medical emergency equipment, such as adrenaline injectors and asthma pumps are taken. Pupils who need an adrenaline injector and do not have one must not be allowed to travel.

- Ideally a member of the group will have a good working knowledge of first aid and an adequate first aid box must be taken. (The Office will advise and provide first aid kit etc)
- For adventurous activities, visits abroad or residential visits it is sensible if at least one of the adults is a fully-trained first aider.
- On every trip an adult should be appointed to be in charge of first aid arrangements.
- Supervising adults should know how to contact the emergency services and they should know the location of the nearest hospital.

6.0 SUPERVISION RATIOS –

6.1 On the day of the trip the ratio of staff to children must be at least:

Foundation Stage	1:4
Under 5's Reception Class	1:5
Years 1-3	1:6
Years 4-6	1:10-15



- 6.2 These are the minimum ratios; staff may take more adults depending on the assessed risk. If the trip is at a centre with additional adult supervision supplied, those adults count as part of the ratio.
- 6.3 On any trip undertaken off site by Nursery or Reception a member of staff with a paediatric first aid qualification must accompany the trip. For KS1 and KS2 a risk assessment should be undertaken, but taking a member of staff with a first aid qualification is advisable.

7.0 RESIDENTIAL TRIPS

- 7.1 Permission will be needed from the Headmaster for visits involving absence of one or more nights.
- 7.2 For residential trips, medical forms* must be sent out and collected from parents. For day trips, the trip organiser must consult the medical information regarding children with health concerns. These must be noted by the trip organiser and communicated to accompanying staff. Provision must also be made for pupils with special needs.
- 7.3 Any volunteers for overnight stays (e.g. spouses, parents) must be DBS checked prior to the trip leaving.
- 7.4 For residential trips the group leader or his/her delegate must collect parental consent and health forms. Appropriate measures must be put in place for pupils with special needs or medical conditions. All teachers accompanying the trip must be made aware of any concerns before the trip.
- 7.5 For residential trips it is the trip leader's responsibility to give the Head of Prep School a complete list of up-to-date contacts for all pupils on the trip, a copy of the parental consent and health forms, a full itinerary and the contact details of the accompanying staff throughout the trip (e.g. hotel, youth hostel etc) prior to departure.
- 7.6 The telephone number of the Head of Prep School must be obtained by the trip leader prior to departure on any trip. If the Head of Prep School is not going to be available during the trip then he/she must make arrangements for an alternative contact to be available (e.g. Headmaster, Deputy Head, Senior Teacher).
- 7.7 One teacher of each sex is essential when accompanying a mixed group on a residential trip. The minimum number of staff on any trip is 2.

8.0 TRANSPORT/SCHOOL MINIBUSES

- 8.1 The Office Manager will book transport where needed. All minibuses and buses must have seat belts fitted and students must not be seated three to a double seat.
- 8.2 Where possible, transport companies and event organisers who have proved reliable in their previous dealings with the Prep School, should be used. Otherwise, reliable recommendations, evidence of track record or evidence of high safety standards should be sought. In the UK, individuals employed by these companies who are accompanying the trip or any part of it, should be DBS checked. Abroad; those individuals assisting with the trip should have undertaken appropriate equivalent checks for the country concerned.
- 8.3 Coach Trips (EYFS) – It is important to make sure that, on the day of the trip, a note is made of the name of the driver of the coach and the company insurance details. This may be obtained in advance.



- 8.4 If you are taking out a school minibus there must be a driver and one adult in all vehicles. Only approved minibus drivers should be used who have passed the MIDAS test. If parents are taking other children in their cars, permission must be sought from parents first, however this should be avoided and where possible this should only be as a last resort. It should be noted that the Prep School cannot guarantee the safety of another parent's car or driving ability.
- Booking of the minibuses should be arranged through the Prep School Office Manager.
 - A driver needs to be arranged. See list of drivers in office/staffroom. The External Lettings Manager will be able to give support in regard to this.
 - The keys are available from the Prep School Office Manager, to whom they should be returned.
 - You must ensure all pupils are wearing seatbelts at all times when the minibus is moving.
 - Please leave the minibuses tidy after use and note the mileage in the log book kept inside the bus.

9.0 FINANCIAL ARRANGEMENTS

- 9.1 Where necessary costs incurred (including extra staffing costs) must be sent to the Finance Department via the proposal form as soon as possible. Where possible the cost of a residential trip should be put onto the term's fees and can be spread across several months if residential.
- 9.2 Trip leaders must make sure that they have fully costed every aspect of the trip before writing to parents. For residential trips parents must know exactly what their money covers. Last minute additions and changes are unacceptable if caused by lack of foresight and/or planning.
- 9.3 When planning a trip, trip leaders must check if the standard school insurance covers their trip. An insurance fact sheet is available from the Finance Manager. If in any doubt they must check with the Finance Manager. For residential trips a fee of £10 per student must be charged for insurance.
- 9.4 For all **residential trips** Part A of the Financial Analysis Form must be filled in and a copy given to the Finance Manager prior to the trip taking place. Part B of the form must be filled in and a copy given to the Finance Manager within 7 days of the trip having been completed.
- 9.5 It is the responsibility of the trip leader to inform the parents of the full amount to be paid for the visit, the number of instalments allowed and the final date for payments.
- 9.6 Parents must also be made aware that the initial deposit and subsequent instalments are not returnable in case of withdrawal of their child (unless for medical reasons or redundancy).
- 9.7 No monies should be paid out that exceed the balance in the trip account nor should any monies already collected from pupils on schedule be used to make interim payments that cover the cost of pupils who have not paid commensurate instalments. Trip leaders must notify the Head of Prep School or Finance Manager of any such complications.
- 9.8 No students should be allowed to go on a trip without having paid in full, however if there is difficulty paying the matter must be discussed with the Headmaster at the earliest opportunity.
- 9.9 For residential trips it is essential to budget for a small contingency fund; for example, an amount sufficient to pay up front for food or drink for the students in the event of a long travel delay.
- 9.10 Trip leaders must read the brief notes on ABTA* and should be wary of paying large deposits and/or paying any monies more than 10 weeks in advance to any event organiser.



10.0 FINAL APPROVAL AND EVALUATION

- 10.1 Final approval for the trip is sought after completion of the planning and risk assessment activities. Any changes to the proposal for Approval in principle are highlighted.
- 10.2 Longer, more complex and adventure trips must be evaluated on the Trip Evaluation form to ensure that experience gained provides a guide to future trips of the same nature. The completed form is given to the Head of Prep School.

11.0 DRESS CODE

Pupils should wear school uniform when on an educational visit. This can be the day uniform or P.E. kit/tracksuit. Staff are expected to wear smart casual clothing. If wearing jeans they must be smart and not low cut or ripped.

12.0 DURING THE EDUCATIONAL VISIT

- 12.1 Trip leaders and accompanying teachers must:
- ensure that the pupils apply the advice that they have been given in relation to safety and potential hazards
 - evaluate and act on any unexpected risks or situations that arise
 - ensure that the students uphold the standards of behaviour laid down prior to the trip
 - deal with incidents without delay and in a manner consistent with the school's ethos
- 12.2 Any pupil whose behaviour is unacceptable should be kept under constant supervision. If their behaviour is unacceptable in the extreme they should be sent home.

SENIOR SCHOOL

13.0 SCHOOL TRIPS

- 13.1 The Educational Visits Co-ordinator must authorise all visits of whatever duration and will note the dates on the school calendar. Longer trips and those involving sporting, outdoor or adventure activities are forwarded by the Educational Visits Co-ordinator for approval by the Headmaster. All trip bids should be submitted in the summer term of the preceding academic year, so that the range of trips on offer and the age-groups concerned can be co-ordinated. It is also beneficial for parents to be aware of all the major trips that we have planned so that they can budget and choose accordingly.
- 13.2 Residential trips, wherever possible, should take place during the school holidays.

14.0 APPROVAL

- 14.1 All trips are approved in principle before any commitment is made to pupils, parents or event suppliers.



- 14.2 Approval is sought from the Educational Visits Co-ordinator using the *Lingfield College – Proposal for out-of-school visit* form part 1 (part 2 if required), available in the staff handbook under forms. Trip leaders must clear the trip with their Head of Department prior to seeking approval.
- 14.3 The following documents must be consulted when completing the form: *Performance Standard for Educational Trips**, *How to Propose an Educational Trip* (guidance notes in leaflet form)* and *How to obtain Approval in Principle* (flow chart)*. These are available in the staff handbook in Appendix 2 – Form
- 14.4 A list and schedule of approved trips will be drawn up by the Educational Visits Co-ordinator. This will be forwarded to the Deputy Head, Academic. Once the trips are approved and the exact dates established, the trips will be added to the school calendar.

15.0 ORGANISING THE VISIT OR TRIP

- 15.1 All trips are risk assessed via the approval forms. A generic risk assessment is available for trips, together with a tick sheet for lower risk trips. Matters such as type of visit, first aid needs, supervision, special needs, medical needs, insurance, emergency procedures and permission for emergency medical treatment if parents cannot be contacted are checked via the approval forms. Staff may consult the Health and Safety Officer, who will help them with the risk assessment. For residential trips, the risk assessment should be submitted one month in advance. For day trips the risk assessment should be submitted at least two weeks in advance.
- 15.2 Further procedures are as follows:
- Trip leaders must ensure that letters are sent to parents including times, dates, meal arrangements, itinerary and practical advice on issues such as clothing, valuables, money, medicines and behaviour.
 - For residential trips in the UK and abroad medical forms* must be sent out and collected from parents. For day trips, the trip leader must consult the list of medical conditions on the staffroom noticeboard (also on Staff Common under Pastoral) for details of any students with health concerns. These must be noted by the trip leader and communicated to accompanying staff. Provision must also be made for students with special needs.
 - Students with adrenaline injectors are responsible for carrying them on their person at all times (a list of these students is on the staffroom noticeboard). It is good practice to remind them to bring their adrenaline injectors before a school trip. Adrenaline injectors must be checked on the day the trip leaves. Pupils who need an adrenaline injector and who do not have one must not be allowed to travel.
 - Once the list of students going on the trip has been established, it is the trips leader's responsibility to submit this to the Educational Visits Co-ordinator. It is advisable to do this before forwarding any payment to event suppliers. It may have implications for the risk assessment such as staff to student ratios.
 - Trip leaders must ensure that the students have been taught about the need for safety, have been alerted to any potential hazards and have been warned against foolhardiness in a manner appropriate to their age, intelligence and experience.
 - Trip leaders must ensure that the students understand the standards of behaviour expected on the trip or visit. For residential trips, it is advised that parents be informed in writing of these standards.
 - Trip leaders must ensure that the group is systematically prepared for the activities being undertaken including attention to footwear, clothing and equipment.



- Students are advised not to take too much money or valuables.
- One teacher of each sex is advisable if a mixed group is being taken out for the day and is essential for residential trips. The minimum number of staff on any trip is two. Each trip will be risk assessed on its merits (e.g. nature or visit, experience of staff, nature and age of students). However, as a guide: a ratio of 1 teacher to 15 school students (Years 7-11) for UK day/residential trips and a ratio of 1 teacher to 12 school students aged (Years 7-11) for trips abroad.
- Any volunteers for overnight stays (e.g. spouses, parents) must be DBS checked prior to the trip leaving.
- Post-sixteen students may be asked to make their own way to a local destination (e.g. in London). In this case trip leaders must ensure that the students have clear written directions to the destination, a clear meeting point and a specific meeting time. Group leaders must inform parents of any such arrangements in writing. Parents must have agreed via a reply slip before post-sixteen students may travel to an event without supervision.
- For residential trips the group leader or his/her delegate must collect parental consent and medical forms (located in the staff handbook under forms) prior to departure. For day trips, the trip organiser should check that parents have signed and returned the generic consent form. Appropriate measures must be put in place for pupils with special needs or medical conditions. All teachers accompanying the trip must be made aware of any concerns before the trip leaves. It is advisable that at least one staff member is first aid trained.
- For residential trips it is the trip leader's responsibility to give the School Office a complete list of up-to-date contacts for all students on the trip, a copy of the parental consent and health forms, a full itinerary and the contact details of the accompanying staff throughout the trip (e.g. hotel, youth hostel etc.) prior to departure.
- The telephone number of the Educational Visits Co-ordinator must be obtained by the trip leader prior to departure on any trip. If the Educational Visits Co-ordinator is not going to be available during the trip then the trip leader must make arrangements for an alternative contact to be available (e.g. Headmaster, Deputy Head)
- Group leaders must take care when booking transport for an event. All minibuses and buses must have seat belts fitted and students must not be seated three to a double seat.
- Where possible, transport companies and event organisers who have proved reliable in their previous dealings with the College should be used. Otherwise, reliable recommendations, evidence of track record or evidence of high safety standards should be sought. In the UK, individuals employed by these companies who are accompanying the trip or any part of it, should be DBS checked. Abroad; those individuals assisting with the trip should have undertaken appropriate equivalent checks for the country concerned.
- If a day trip is organised, the group leader must, wherever possible, request a packed lunch from the school catering staff and not ask pupils to bring their own. Unless the trip is organised for a Monday, as this is the day that it is most difficult logistically for the catering staff to provide a packed lunch.

16.0 FINANCIAL ARRANGEMENTS

16.1 An account for the trip is set up with the Finance Manager.



- 16.2 For all **residential trips** Part A of the Financial Analysis Form (in *Staff Handbook* in *Appendix 2 – Forms in Forms and Appendix for out of school trips*) must be filled in and a copy given to the Financial Manager prior to the trip taking place. Part B of the form must be filled in and a copy given to the Financial Manager within 7 days of the trip having been completed.
- 16.3 It is the responsibility of the trip leader to inform the parents of the full amount to be paid for the visit, the number of instalments allowed and the final date for payments. This information must also be forwarded to the Finance Manager.
- 16.4 Parents must also be made aware in that the initial deposit and subsequent instalments are not returnable in case of withdrawal of their child (unless for medical reasons or redundancy) until a replacement pupil is found. The trip leader or his/her delegate is responsible for informing appropriate groups of pupils that a place is available and providing any interested pupils with the necessary information about the trip. Spaces are advertised via the school assembly and the iSAMS messaging service.
- 16.5 A clear record of deposit payments must be kept by the trip leader or his/her delegate. The trip leader notifies the Finance Manager of the balance to be added to student bills. The responsibility for the deposits paid by the student lies with the trip leader until he/she hands it to the Finance Manager.
- 16.6 No monies should be paid out that exceed the balance in the trip account nor should any monies already collected from students on schedule be used to make interim payments that cover the cost of students who have not paid commensurate instalments. Trip leaders must notify the Educational Visits Co-ordinator of any such complications.
- 16.7 No students should be allowed to go on a trip without having paid in full. The cost implications of withdrawing a student from a trip by the parents or the Senior School for any reason will be dealt with on a case by case basis.
- 16.8 Trip leaders must make sure that they have fully costed every aspect of the trip before writing to parents. Parents must know exactly what their money covers. Last minute add-ons and changes are unacceptable if caused by lack of foresight and/or planning.
- 16.9 Trip leaders must check if the standard Lingfield College insurance covers their trip. An insurance fact sheet is available from the Financial Manager. If in any doubt they must check with the Financial Manager.
- 16.10 For residential trips it is essential to budget for a small contingency fund; for example, an amount sufficient to pay up front for food or drink for the students in the event of a long travel delay.
- 16.11 Trip leaders must read the brief notes on ABTA*, found in the staff handbook under forms, and should be wary of paying large deposits and/or paying any monies more than 10 weeks in advance to any event organiser. If unsure of the financial ramifications, they should contact the Finance Manager.
- 16.12 A list of pupils and staff going on the trip together with emergency phone numbers must be lodged with the Educational Visits Co-ordinator and the School Office prior to the trip departing.
- 16.13 Where pupils will be missing School it is expected that the trip organiser emails a list of those who will be missing at least a week in advance to all staff. Once the date of the trip has been agreed he/she should also announce the trip in a staff meeting to inform staff when it is taking place.

17.0 FINAL APPROVAL AND EVALUATION

Longer, more complex and adventure trips should be evaluated on the College trip evaluation form to ensure that experience gained provides a guide to future trips of the same nature. The completed form is given to the Educational Visits Co-ordinator.



18.0 TRANSPORTING PUPILS

- 18.1 Staff should not offer lifts to pupils unless the need for this has been agreed by a line manager and the student's parents in writing
- 18.2 It is advisable that pupils are not transported in private vehicles wherever possible
- 18.3 Staff should ensure that they are alone with a child for the minimum time possible
- 18.4 If the arrangements for a school trip include a drive where a member of staff is alone in a car with a pupil, this should be added to the trip risk assessment and discussed in advance with the DSL
- 18.5 The safety and welfare of the child is the driver's responsibility until the end of the trip
- 18.6 It is a legal requirement that all passengers wear seatbelts and that the driver should ensure that they do so
- 18.7 The Staff Safe Working Agreement specifies that Staff are expected to not '*Behave in an illegal or unsafe manner whilst transporting children, such as exceeding the speed limit, being under the influence of drugs, prescribed medication or alcohol, driving a vehicle which is known to be unsafe, having inappropriate insurance, using a mobile phone whilst driving, or failing to use seatbelts. Staff should drive pupils in a safe manner at all times...*'

19.0 SAFEGUARDING CONSIDERATIONS

- 19.1 Staff must take greater care when supervising pupils in the less formal atmosphere of an off-site activity or residential setting
- 19.2 During school trips or out-of-hours activities, a more relaxed atmosphere (in terms of dress or discipline) is part of the attraction of the event. However, staff remain in a position of trust and must ensure that their behaviour cannot be misinterpreted as seeking to establish a less formal, less appropriate relationship with a pupil
- 19.3 It remains inappropriate to touch pupils. Any physical contact should be restricted to occasions when it is absolutely necessary (such as medical care or comforting a pupil in a state of distress)
- 19.4 Where off-site activities include overnight stays, careful consideration needs to be given to sleeping arrangements, and pupils, staff and parents must be aware of this before the start of the trip. As far as possible, pupils and staff should be accommodated in separate rooms, with access to separate washing and toilet facilities
- 19.5 One member of staff should not take pupils on trips, organise out-of-school activities or entertain pupils in their own accommodation except as part of an organised school function or trip, for which permission has been sought from the DSL or Headmaster in advance – wherever possible they should aim to do these things with at least one other colleague
- 19.6 Staff on school trips must not drink alcohol irresponsibly, as they remain in charge of the students on the trip and may be required to manage an emergency situation. This includes foreign exchanges as the host or hosted member of staff, even when pupils are staying with families overnight
- 19.7 Any member of staff who is prescribed medication before a school trip should inform their doctor of their plans and check whether potential side effects could affect their ability to carry out their responsibilities. If necessary, a risk assessment can be completed where reasonable adjustments can be made to their working environment or role on the trip while they remain on the course of treatment



19.8 If at any point on a school trip a member of staff is concerned that a pupil is suffering harm or is at risk of harm, the matter should be referred to the DSL as soon as possible. If at any point there is a risk of immediate serious harm to a child, the police or emergency services may need to be called, and children's care contacted immediately. Anybody can make a referral, not simply the DSL

20.0 DURING THE TRIP

20.1 Trip leaders and accompanying teachers must:

- ensure that the students apply the advice that they have been given in relation to safety and potential hazards
- evaluate and act on any unexpected risks or situations that arise
- ensure that the students uphold the standards of behaviour laid down prior to the trip
- deal with incidents without delay and in a manner consistent with the school's ethos

20.2 Although it is rare for the Senior School, any student whose behaviour is unacceptable should be kept under constant supervision. If their behaviour is unacceptable in the extreme they should be sent home/repatriated.

20.3 Staff will be issued with a school phone where contact with pupils, parents and the School is required. They should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use school equipment for this purpose.

21.0 ALCOHOL & ILLICIT SUBSTANCES

21.1 The School expects that the staff running trips will be extremely vigilant when it comes to students and alcohol or other illicit substances: they must ensure that all members of the group adhere to the law of the country in which they are travelling as far as alcohol and other addictive substances are concerned

21.2 The Student Code of Conduct makes it clear that when taking part in any trips, students are representing the School at all times, and that the rules are as applicable on a trip as they are on the school site. They must not behave in a way that could bring the School into disrepute

21.3 In the UK it is illegal to serve alcohol to pupils under the age of 18 years. An exception is that where pupils are 16 or 17 years old, they can be legally served (not sold) beer, wine or cider with a meal

21.4 On school trips, the provision of alcohol must be restricted to those pupils over the legal age for the country in which they are staying, subject to the prior written consent of the parents. Any provision of alcohol should be controlled by the member of staff on duty and limited to a small amount of wine or beer, but not spirits

21.5 In accordance with the Student Code of Conduct, the following items are prohibited and should not be brought into school or on a school trip under any circumstances:

- Knives or weapons
- Alcohol
- All illegal drugs including amphetamines, anabolic steroids, benzodiazepines (such as Xanax or Temazepam), cannabis, cocaine, ecstasy (MDMA), GHB, heroin, ketamine and LSD
- Substances formerly known as 'Legal Highs' (such as Nitrous Oxide)



- Over-the-counter and prescription medication such as tranquillisers, sleeping pills and painkillers such as codeine (which is illegal to possess without prescription or to supply without a licence)
- Stolen items
- Tobacco, cigarette lighters and cigarette papers
- E-cigarettes, their chargers and vaping liquid
- Fireworks
- Pornography (either on devices such as mobile phones or on paper)
- Any article that the member of staff reasonably suspects has been, or is likely to be used to commit an offence or to cause personal injury to, or damage the property of, any pupil

21.6 In accordance with the Department for Education guidelines on Searching, Screening and Confiscation (2014), the School reserves the right to search students and their possessions without consent where there are reasonable grounds for suspecting that the student may have a prohibited item on the premises.

22.0 MANAGEMENT OF MEDICAL SITUATIONS

- 22.1 It is expected that all staff will make themselves fully aware of the medical conditions suffered by some of the children in their care; updated information is available on ISAMS, in the Staff Rooms and School Offices. Emergency medical information is also available in the weekly Pastoral Bulletin
- 22.2 In the event of a member of staff finding themselves in an emergency situation requiring urgent medical attention, they should contact 999 (or the overseas equivalent) immediately and ask for the appropriate medical service
- 22.3 They should aim wherever possible to explain what is happening to the child
- 22.4 The School has a number of trained first aiders, and the list is posted around the school in key areas. Teachers may volunteer for first aid training, but it is not a contractual requirement
- 22.5 Staff should receive appropriate training before administering first aid or medication – at least one member of staff running/assisting on a school trip should have training in the use of adrenaline injectors (EpiPens) where necessary
- 22.6 When administering first aid, staff should ensure wherever possible that another adult is present or is aware of the action being taken. The School Office and the child's parents should be informed when first aid has been administered
- 22.7 Staff should not prevent children from easily accessing their inhalers or medication, or from administering this medication when necessary
- 22.8 In any kind of medical emergency, it is advised that staff do not ignore the views of the child or their parents, but they should never dismiss medical evidence or opinion. If a child claims to be 'fine' but the adults caring for him/her feel sure that there is a problem, medical professionals must always be called
- 22.9 Students with known medical conditions should be allowed to drink, eat or take toilet or other breaks whenever they need to in order to manage their medical condition effectively



22.10 If a student needs to be taken to hospital in an emergency, a member of staff should always accompany them and stay with them until a parent arrives wherever possible. The staff member concerned should inform a member of the school's Senior Management Team before leaving the scene of the emergency and the hospital. Please also read the Medical Conditions Policy for further information

23.0 OTHER POLICIES

Reference should also be made to the following policies:

- Health & Safety Policy
- First Aid Policy
- Risk Assessment Policy
- Behaviour Management Policy (Senior School and Lingfield College Prep)
- Missing Child Policy
- Child Protection & Safeguarding Policy
- E-Safety Policy (Senior School and Lingfield College Prep)
- Staff Code of Conduct

Last reviewed October 2018

Next review due October 2019