



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 INTRODUCTION

- 1.1 Visits and trips organised by Lingfield College are planned as a positive experience to support and consolidate pupil learning. Trips may be inspirational, stimulating and/or of direct relevance to a programme of study.
- 1.2 This policy has been developed in line with government guidelines on 'Health & Safety: advice on legal duties and powers' and the Health and Safety Executive paper on 'School trips and outdoor learning activities'.
- 1.3 The Lingfield College Trip Approval Process has been developed and implemented to ensure that the pupils gain the greatest value from their visits and trips. The Process is organised so that such trips are properly prepared and executed, are safe, educational and all concerned have been involved in the planning.

2.0 EDUCATIONAL TRIP APPROVAL PROCESS

- 2.1 The Trip Approval Process is based on a set of principles. These principles are that all trips:
 - are easy for staff to organise with a minimum of bureaucracy;
 - are properly planned well in advance of the trip taking place;
 - have all specified approvals in place, and all staff with responsibility for any aspect of the trip and/or pupils have been properly consulted;
 - have a suitable and sufficient risk assessment covering travel, venue to be visited and activities being undertaken;



- include staff that have been briefed and are aware of any issues and/or controls being put in place;
- have feedback collected and collated so any lessons that need to be learnt are identified and made available to all staff.

- 2.2 These principles have been implemented through a defined published process managed by an appointed Educational Visits Co-ordinator (EVC). The school's EVC is the Estate & Facilities Assistant who is appropriately trained. A timeline for trip approval has been established, and a revised way of carrying out a risk assessment has been implemented. Other interested departments such as Finance have now been formally included in the approval process.
- 2.3 This policy includes the procedure to be followed when organising a School trip – See Appendix B.

3.0 SAFEGUARDING CONSIDERATIONS

- 3.1 Staff must take greater care when supervising pupils in the less formal atmosphere of an off-site activity or residential setting.
- 3.2 The school will check that external activity providers have appropriate safety standards and liability insurance.
- 3.3 For children over Nursery age, written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school if these take place during school hours and are a normal part of the child's education at the school. Parents will be told where their child will be when not on school premises, either by specific communication or on the school calendar or similar. Written individual consent is usually only requested for activities that need a higher level of risk management, those that take place outside school hours or high-risk activities and residential visits. A 'one' off blanket form is used for parents to sign when their child enrolls at the school.
- 3.4 Children will be kept safe on outings. The school will assess the risks or hazards which may arise for the children and will identify the steps to be taken to remove, minimise and manage those risks and hazards. This will include assessment of adult : child ratios.
- 3.5 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.
- 3.6 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).
- 3.7 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. Pupils and staff should be accommodated in separate rooms, with access to separate washing and toilet facilities.
- 3.8 One member of staff should not take pupils on trips, organise out-of-school activities or entertain pupils in their own accommodation. The only exceptions to this rule are when trips involve only Sixth Formers, fewer than five students, when instructors are being met at the trip venue, or for a special event. If students are in Year 11 or below, then parental permission must be obtained if fewer than two members of staff are accompanying the trip. Permission from the Head Master, DSL or Deputy Head must also be obtained.



- 3.9 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. At least one member of staff must not drink alcohol and there should be a rota showing explicitly who is on and off duty.
- 3.10 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.
- 3.11 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.

4.0 MANAGEMENT OF MEDICAL SITUATIONS

- 4.1 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.
- 4.2 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.
- 4.3 They should aim wherever possible to explain what is happening to the child.
- 4.4 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.
- 4.5 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.
- 4.6 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.
- 4.7 Staff should not prevent children from easily accessing their inhalers or medication, or from administering this medication when necessary.
- 4.8 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.
- 4.9 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.
- 4.10 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.



PREP SCHOOL

5.0 SCHOOL TRIPS

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.

6.0 APPROVAL

- 6.1 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.
- 6.2 All trips are approved in principle by the Head of the Prep School before any commitment is made to pupils, parents or event suppliers.

7.0 ORGANISING THE VISIT OR TRIP

- 7.1 The organiser should ensure that colleagues receive adequate notice if their own routines are likely to be disrupted by the trip.
- 7.2 Choice of adults/staff must be discussed with the Head of Prep School, particularly where extra costs may be incurred.
- 7.3 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.
- 7.4 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.
- 7.5 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.
- 7.6 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.
- 7.7 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.



- 7.8 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 JSC 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.
- 7.9 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.
- 7.10 Trip organisers must ensure that the group is systematically prepared for the activities being undertaken including attention to footwear, clothing and equipment.
- 7.11 Parent volunteers must also be briefed about code of conduct before a trip and given the 'Volunteer Guidance' leaflet and pack, which can be found in the School Office or on JSC/Educational visits folder.
- 7.12 When choosing parent volunteers, regard should be given to the list of volunteers kept in the Educational Visits folder on JSC 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).
- 7.13 Pupils are advised not to take too much money or valuables.

8.0 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.

- For all trips a member of staff accompanying the trip must be first aid trained. The Office will advise and provide first aid kit etc. Exceptions can be made for students in the Senior School based on the age and number of students on the trip. Decisions to allow trips without a first aid trained member of staff will be based on the combined risk of pupil age, numbers and venue. A first aid trained member of staff is not required if the journey is low risk and the destination venue has trained first aiders. Any trip without a first aid trained member of staff must be approved by the DSL, Deputy Heads or Headmaster.
- 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.

9.0 SUPERVISION RATIOS –

9.1 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



- 9.2 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.
- 9.3 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 and there must be a member of staff first aid trained accompanying the trip.

10.0 RESIDENTIAL TRIPS

- 10.1 Permission will be needed from the Headmaster for visits involving absence of one or more nights.
- 10.2 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.
- 10.3 Any volunteers for overnight stays (e.g. spouses, parents) must be DBS checked and go through the regulatory HR checks prior to the trip leaving.
- 10.4 For residential trips the group leader or his/her delegate must collect parental consent and health care plans as well as medical 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.
- 10.5 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 care plans, medical forms, a full itinerary and the contact details of the accompanying staff throughout the trip (e.g. hotel, youth hostel etc.) prior to departure.
- 10.6 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, Director of Studies, Senior Teacher).
- 10.7 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.

11.0 TRANSPORT/SCHOOL MINIBUSES

- 11.1 The Prep School 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.
- 11.2 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.
- 11.3 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.



- 11.4 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 and booster seats ensured, 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. Head of Boys Games in Senior School keeps a list. . 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.

12.0 FINANCIAL ARRANGEMENTS

- 12.1 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.
- 12.2 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.
- 12.3 When planning a trip, trip leaders must check if the standard school insurance covers their trip. If in any doubt they must check with the Finance Manager.
- 12.4 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.
- 12.5 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).
- 12.6 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.
- 12.7 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.
- 12.8 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.
- 12.9 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.

13.0 FINAL APPROVAL AND EVALUATION

- 13.1 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.
- 13.2 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.



14.0 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.

15.0 DURING THE EDUCATIONAL VISIT

15.1 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

15.2 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

16.0 APPROVAL

16.1 The Deputy Head Academic must authorise all visits of whatever duration. Longer trips and those involving sporting, outdoor or adventure activities are 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 are planned so that they can budget and choose accordingly.

16.2 Residential trips, wherever possible, should take place during the school holidays.

16.3 All trips are approved in principle by the Deputy Head Academic before any commitment is made to pupils, parents or event suppliers.

17.0 ORGANISING THE VISIT OR TRIP

17.1 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.

17.2 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.

17.3 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.



- 17.4 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, as it may have implications for the risk assessment such as staff to student ratios.
- 17.5 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 and experience.
- 17.6 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.
- 17.7 Trip leaders must ensure that the group is systematically prepared for the activities being undertaken including attention to footwear, clothing and equipment.
- 17.8 Students are advised not to take excess money or valuables.
- 17.9 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 of 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 10 school students aged (Years 7-13) for trips abroad. This will be dependent on the country being visited, the students going, the activities being undertaken and whether other staff will be joining the trip at the destination. This will all come under a risk assessment.
- 17.10 Any volunteers for overnight stays (e.g. spouses, parents) must be DBS checked prior to the trip leaving.
- 17.11 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.
- 17.12 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.
- 17.13 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.
- 17.14 The telephone number of the Deputy Head, Academic 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, Pastoral) Rewrite: The trip leader must obtain the Trip Pack from the Senior School Trips Administrator prior to the departure of any trip. The telephone number of the member of SMT who is on-call for the trip will be included with this pack. The Senior School Trips Administrator is responsible for preparing lists of medical conditions, parental contact lists and other required documentation for the trip, as outlined on the Residential and Day trip Checklists. This information must be included with the Trip Pack.



- 17.15 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.
- 17.16 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.
- 17.17 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.

18.0 FINANCIAL ARRANGEMENTS

- 18.1 An account for the trip is set up with the Finance Manager.
- 18.2 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.
- 18.3 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) until and unless 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 school assemblies and the iSAMS messaging service.
- 18.4 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.
- 18.5 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 Deputy Head, Academic of any such complications.
- 18.6 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.
- 18.7 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.
- 18.8 Trip leaders must check if the standard Lingfield College 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.
- 18.9 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.
- 18.10 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.



- 18.11 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.
- 18.12 Where pupils will be missing School it is expected that the trip organiser emails a list of those who will be missing at least one 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.

19.0 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.

20.0 TRANSPORTING PUPILS

- 20.1 Staff should not offer lifts to pupils unless the need for this has been agreed by a line manager and the students' parents in writing.
- 20.2 It is advisable that pupils are not transported in private vehicles wherever possible. If no other vehicle or driver is available then staff are allowed to transport students in their private vehicles as long as parental permission has been obtained and licence, tax, and MOT checks have been completed.
- 20.3 Staff should ensure that they are alone with a child for the minimum time possible.
- 20.4 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 Designated Safeguarding Lead (DSL). The pupil will sit in the back of the car.
- 20.5 The safety and welfare of the child is the driver's responsibility until the end of the trip.
- 20.6 It is a legal requirement that all passengers wear seatbelts and the driver should ensure they do so.
- 20.7 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.'*

21.0 DURING THE TRIP

- 21.1 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.
- 21.2 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.



21.3 Staff will be issued with a school phone where contact with pupils, parents and the School is required. They should avoid using personal devices such as mobile phones or cameras to take photos or videos of pupils and should only use school equipment for this purpose. Any photos or videos taken on personal devices should be transferred to the School's IT systems and deleted from personal devices within 24 hours of returning from a trip. The trip leader must be made aware that a personal device is being used and agree to it.

22.0 ALCOHOL & ILLICIT SUBSTANCES

22.1 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.

22.2 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. Students must not behave in a way that could bring the School into disrepute.

22.3 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.

22.4 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.

22.5 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

22.6 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.



23.0 OTHER POLICIES

Reference should also be made to the following policies:

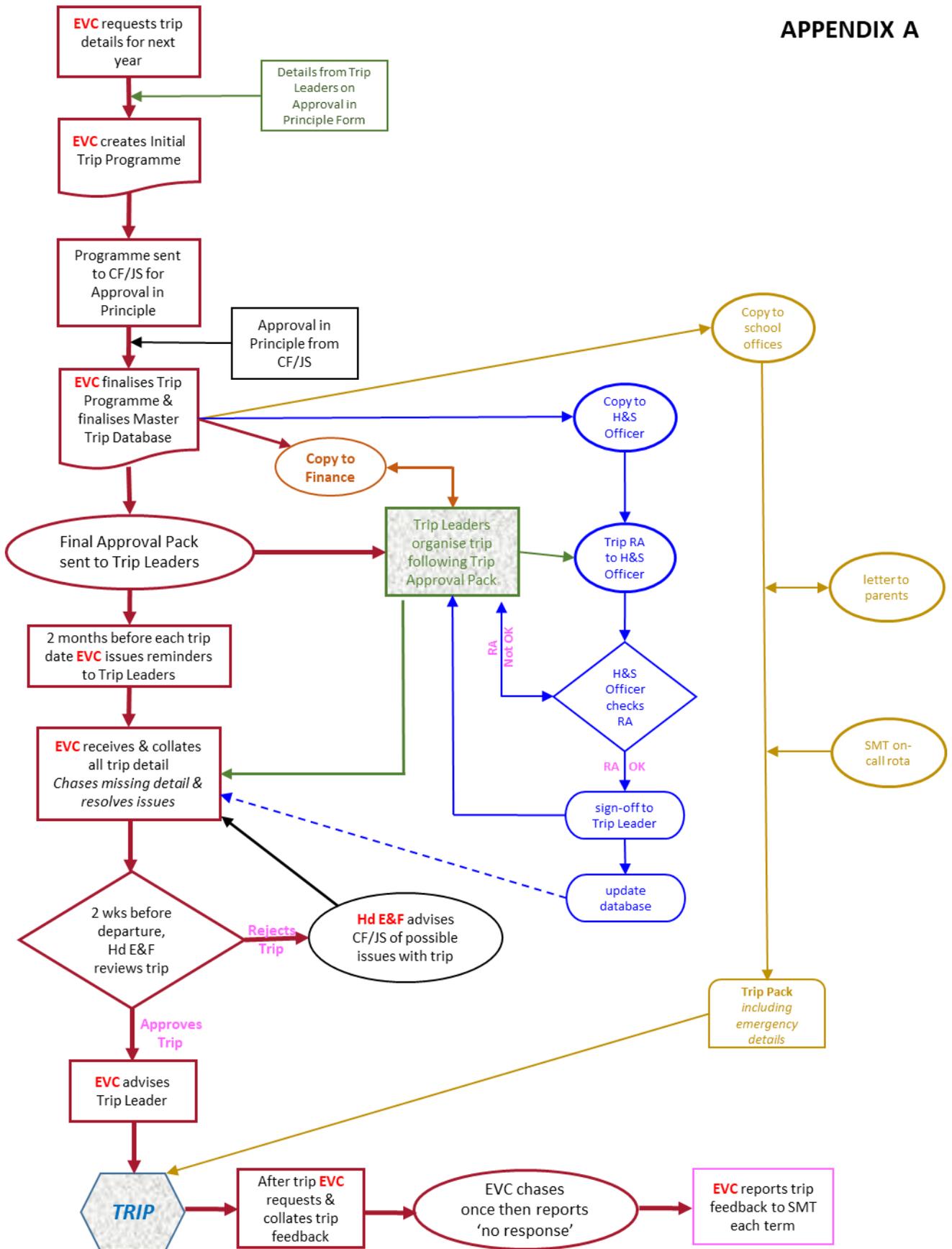
- Health & Safety Policy
- First Aid Policy
- Risk Assessment Policy
- Behaviour Management Policy (Senior School and Lingfield College Prep)
- Missing Child Policy
- Child Protection & Safeguarding Policy
- E-Safety Policy (Senior School and Lingfield College Prep)
- Staff Code of Conduct

Last reviewed November 2019

Next review due November 2020



APPENDIX A





APPENDIX B

PROCEDURE FOR ORGANISING A SCHOOL TRIP

1.0 TRIP PROGRAMME

- 1.1 Before the start of every academic year a Trip Programme is created comprising details of every trip being planned for the following year by both the Senior and Prep schools.
- 1.2 The details for this Trip Programme are requested and collated by the EVC prior to the end of the preceding academic year. All Trip Leaders are requested to complete a trip Approval in Principle Form and send it to the EVC by a specified date. Any forms not received by the due date may result in the trip not being permitted to run.
- 1.3 The Trip Programme and associated Approval in Principle Forms are sent to The Deputy Head (Academic) for the Senior School trips, and the Head of Prep School for the Prep school trips, to approve the proposed trips in principle. The Head/Deputy Head will resolve any issues about the proposed trip direct with the Trip Leader. The signed Approval in Principle forms are returned to the EVC. Any trips refused permission will also be returned so the EVC can keep track of all the proposed trips.
- 1.4 Once the Trip Programme has been approved all Trip Leaders are advised that their trips have been approved in principle and the finalised Trip Programme is distributed to the H&S Officer, the Finance Manager and Senior and Prep School Offices for information purposes.

2.0 MASTER TRIP DATABASE

- 2.1 Once approvals have been given the Trip Programme forms the basis of the Master Trip Database which is created by the EVC and used to track progress of trips through the Trip Approval Process.
- 2.2 The Master Trip Database is the sole repository of information for the Trip Approval Process. The database is accessed, updated and used by the EVC.
- 2.3 Any changes to the proposed trips – cancellation or new trips identified and approved in principle – are recorded in the Trip Database. Staff record trip details on the school calendar in iSAMS, and iSAMS data is checked against the Trip Database on a regular basis to ensure all trip details are captured.

3.0 ORGANISING A TRIP

- 3.1 When a member of staff identifies a possible trip basic details have to be defined and a Trip Approval in Principle form (Appendix B) completed. This form is passed to the EVC who will record the details of the proposed trip and obtain approval – see section 3 above for details. Once approval is obtained the EVC will advise the Trip Leader.
- 3.2 The EVC will send out a 'Final Approval' pack (see Appendices C-G) to Trip Leaders with their Approval in Principle. This pack contains all the necessary information required to organise their trip including the Final Approval Form, checklist for the planning actions that need to be taken, and a spending breakdown form. The EVC will then track each trip through the remainder of the Trip Approval Process.
- 3.3 Trip Leaders will liaise with the Finance Manager for financial and insurance advice and support.



- 3.4 Trip Leaders will initially use the Trip Procedure for the trip risk assessment. The Trip Procedure (SP-HW-011) specifies how certain aspects of the trip should be managed and thereby enables Trip Leaders to quickly and easily organise lower-risk trips. It is a Lingfield College requirement that higher-risk trips are individually risk assessed. The Trip Procedure includes guidance on how to identify and complete these higher-risk trip risk assessments. The H&S Officer will be available to help Trip Leaders assess and document any individual risk assessments.
- 3.5 The completed trip risk assessment and its sign-off sheet must be sent to the H&S Officer for review allowing at least 2 weeks for the review to be completed. The H&S Officer will resolve any issues direct with the Trip Leader. Once the risk assessment is agreed the H&S Officer will sign and return the sign off sheet to the Trip Leader, and update the Master Trip Database.
- 3.6 The school offices will support the trip preparations by issuing letters to parents, holding the SMT call out rota, and creating the Trip Pack of information to be taken on the trip itself. This trip pack will be completed once the final approval for the trip is given.
- 3.7 Once the Trip Leader has completed all the planning, including any financial / risk assessment actions, the completed pack will be returned to the EVC for final approval.

4.0 APPROVAL FOR TRIPS

- 4.1 The EVC will track all approved trips through the Trip Approval Process, issuing reminders to Trip Leaders 2 months before the date of the trip. Once completed trip approval packs have been received the EVC will chase in any missing details and resolve any issues.
- 4.2 At least 2 weeks before the trip date the completed trip approval packs will be submitted to the HE&F for review and sign off.
 - if the trip is rejected
 - the details will be given back to the EVC for resolution if possible with the Trip Leader;
 - HE&F will advise the Deputy Head (Academic) or the Head of the Prep School of the issues with the trip
 - ***If the trip is rejected, and any issues can not be resolved in time, the trip will be cancelled.***
 - If the trip is approved
 - the HE&F will sign the approval form and pass back to the EVC;
 - the EVC will advise the Trip leader that the trip is approved to go ahead.

5.0 WHILST ON THE TRIP

- 5.1 The Trip Leader and accompanying staff must follow the School's published guidelines on running school trips. If there are any doubts or confusions around these guidelines and how the school trips should operate these must be resolved before the trip leaves.
- 5.2 The Trip Leader must be prepared to change their plans if circumstances around the trip change. Every Trip Leader should be comfortable in conducting Dynamic Risk Assessments whilst away in order to assess any changes to the planned trip activities and places being visited. The H&S Officer is available to provide training in this area if required.



- 5.3 Trip Leaders must carry school emergency contact numbers, and use them if uncertain or need advice.
- 5.4 For visits abroad the Trip Leader should ensure they have access to information updates for the country being visited, especially if the terrorist risk is increased whilst away.

6.0 AFTER THE TRIP

- 6.1 It is important that each trip meets its educational and learning objectives. It is therefore part of the Approval Process that feedback, and occasionally pupil feedback, is collected from each trip.
- the EVC will request and collate trip feedback information;
 - the EVC will issue only one chasing request. If nothing is received after the 2 requests the trip will be classified as 'no response';
 - the EVC will review all feedback, and any lessons learnt from the information received will be issued to staff on a regular basis;
 - the EVC will compile a trip feedback report to be presented by the HE&F to the SMT once per term. The report will highlight key feedback received, lessons learnt and any 'no response' trips.
- 6.2 The H&S Officer is tasked with ad hoc checking of the risk assessments and implementation of the associated controls that have been - or should have been – implemented for the trip. A proportion of the trips will be assessed in this way and the Trip Leader and/or associated staff contacted for a review.



APPENDIX C



EDUCATIONAL VISITS

This form must be completed in accordance with Performance Standards LNPS001 and guidance notes LC H&S Leaflet 2.

Place(s) to be Visited :

Application Date : 4-Feb-20

Trip Leader/Organiser :

Type of Trip : **Please Select**

Purpose of trip:						
Intended outcome of trip:						
Classes or groups involved:						
Proposed Trip date:	00 / 00 / 00	Dep. Time: 0.00	Return Date if Applicable	00 / 00 / 00	Dates checked with calendar	<input type="radio"/> Yes
		Rtn Time: 0.00				<input type="radio"/> No
Existing knowledge of place(s) to be visited and details of any exploratory visit:						
Accompanying staff/helpers:						
What are your competency & supervision arrangements?						
What are your transport arrangements?						
Total cost of event per pupil:	£	Minimum pupil No. for viability		Is cost recoverable?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	(costs will be added to bills)
Are special insurance arrangements required? (give details)						
Name of Booking Company (if used)						

Once completed form to be submitted to **Educational Visits Coordinator**
Once approval has been given this form will be returned to yourself in preparation for Final Approval.



I hereby confirm that the information given above is accurate and I will be taking responsibility for this event/trip

Trip/Event Organiser

APPROVAL IN PRINCIPLE

I hereby confirm that I am happy for this trip/event to take place

*Prep School Head/
Senior School Academic Deputy Head*

Next Steps

- Discuss with iSAMS Diary Holder that date(s) do not conflict with any other event, and arrange entry onto iSAMS
- Speak with Finance if payment schedule is to be arranged



Educational Visits Spending Breakdown

Organiser : _____ **Date of Trip :** _____

Destination/Venue : _____

Currency & Amount Provided by Finance:				
School Credit Card Provided		Yes/No		
Reason/Items Purchased	Amount	Method of Payment	Receipt Provided	To be Recharged to Pupils
Balance Being Returned to Finance :				

Signed : _____

Please ensure that all receipts are attached prior to submitting to
Finance upon your return.



APPENDIX F

**EDUCATIONAL VISITS
STAFFING**

Trip :
.....

Date :

Name	Tick where appropriate						Give Details of Any Other Qualifications Relevant to This Trip
	Mini-Bus Driver (if required)	Basic Life Support	First Aid at Work	Paediatric First Aid	Sports First Aid	Other Medical	
Trip Leader							
Accompanying Staff							
Accompanying Staff							
Accompanying Staff							
Accompanying Staff							



APPENDIX G

EDUCATIONAL VISITS FINAL APPROVAL

This form **MUST** be submitted to the EVC for Final Approval, at least two weeks prior to the trip otherwise the trip could be declined.

(Initial approval to be attached to this form, prior to submitting)

I am adhering to Lingfield College's Trip Procedure and do not need to provide a separate School Risk Assessment or complete the Additional Info sections				<input type="radio"/> Yes	
Obtained Risk Assessment from Venue (where applicable)	<input type="radio"/> Yes	Completed School Risk Assessment (if required)	<input type="radio"/> Yes	Has H&S Officer signed off the Trip Procedure/Risk Assessment	<input type="radio"/> Yes
Having reviewed the Trip Procedure/Risk Assessment, I consider the significant hazards to be:-(give details)					
Have you shared details of the trip procedure/risk assessment with other members of the trip team?				<input type="radio"/> Yes	
Have staff been briefed on what is expected of them on this trip?				<input type="radio"/> Yes	
Prep School Only : Have all staffing issues been confirmed with Head's PA?			<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Have any known Child Protection issues regarding children on the trip been discussed with the Prep School Head/Senior School Pastoral Deputy Head?				<input type="radio"/> Yes	
Have you catered for all special needs associated with the participants? (including mental health and physical disability)				<input type="radio"/> Yes	
What are your communication and emergency arrangements?		<i>Please give all personal and school mobile numbers</i>			
Have parents been given adequate information & given the opportunity to ask questions?			<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
If appropriate, have parental consent forms been obtained?				<input type="radio"/> Yes	
Has the iSAMS medical list been consulted, and, if appropriate, health forms obtained?				<input type="radio"/> Yes	
Are you sure adequate first aid facilities will be available on this trip?			<input type="radio"/> Yes	<input type="radio"/> No	
Have all passport details been provided by parents?			<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Have Catering been advised of any changes/requirements?			<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Have Finance been advised of billing details?			<input type="radio"/> Yes	<input type="radio"/> N/A	
Has currency/cash been requested from Finance?			<input type="radio"/> Yes	<input type="radio"/> N/A	
How will the organisation of the trip be monitored and reviewed?					



Additional Info – Only complete this section if utilising a School Risk Assessment

Details of the programme of activities:

Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:

Details of any hazardous activity and the associated planning, organisation & staffing:

Have all participants been assessed as being capable of undertaking the activities? Yes No

Age Range of Group		No. of Boys		No. of Girls	
--------------------	--	-------------	--	--------------	--

Adult to pupil ratio:		Leader/participant ratio:	
-----------------------	--	---------------------------	--

Hotel/Accommodation details if not part of centre

Name of Centre		Telephone	
----------------	--	-----------	--

Address

Is the Centre licensed in accordance with Activity Centre (Young Person’s Safety) Act 1995? Yes No

Is the Centre accredited to any other association?	<input type="radio"/> Yes <input type="radio"/> No	If yes, which?	
--	--	----------------	--

Is the Centre Insured?	<input type="radio"/> Yes <input type="radio"/> No	Does the Centre have adequate accident procedures?	<input type="radio"/> Yes <input type="radio"/> No
------------------------	--	--	--

Name of Organising Agent / Company (if relevant)		Telephone	
--	--	-----------	--

Address

License Number (if registered with the Adventure Activities Licensing Authority)

I confirm that the risks associated with this off-site activity have been fully considered and that, subject to unforeseen or exceptional circumstances, they are all adequately controlled.

 Trip/Event Organiser Date

FINAL APPROVAL

I hereby confirm that I am happy for this trip/event to take place

 Health & Safety Manager Date

Next Step:

- Attach copy of the signed Initial Trip Approval to the front of this document
- Attach copy of Signed Trip Procedure /Risk Assessment and Venue Risk Assessment to Form and forward all documents to the Educational Visits Co-Ordinator
- Once Final Approval has been granted, collect foreign currency/cash/credit card from Finance
- Liaise with Office regarding trip packs



APPENDIX H

EDUCATIONAL VISITS CHECKLIST

To be used upon return from Trip

Yes **N/A**

- Inform all relevant parties that group has returned
- Return Trip Pack and phone(s) to office
- Complete medical/accident paperwork.
- Pass on any concerns or issues with necessary staff
- Return cash, credit cards. Receipts & spending breakdown to Finance Dept
- Return all school kit/equipment
- Complete and return trip evaluation/questionnaire
- Pass to office any personal pupil documentation for destruction (ie copies of passports)
- Provisionally book for next trip
- Complete Initial Trip Approval Form for next trip