



King Edward VI High School for Girls

Trips and Visits Policy

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Introduction

At KEHS we encourage our pupils of all ages to extend their learning beyond what is taught in the classroom. We are committed to the provision of excellent opportunities for co-curricular activities in the broadest possible range of areas; the encouragement of a knowledge and understanding of other cultures and beliefs and the provision of excellent opportunities for teamwork, leadership and community service. The school is fully committed to providing a range of local, national and overseas trips and visits.

Staff participation in visits out of school is much valued by parents and School alike, and staff can be assured of the full support of the Principal and Governors when they are involved in trips off-site.

Visits fall into the following categories:

1. Games Fixtures – large numbers of girls represent the school in a variety of sports which require them to travel away from KEHS
2. Half or full day UK visits where no charge is made to the girls and which often fall within the normal school hours. These will be to places of interest within or outside the Birmingham area and include the Friday Sixth Form Community Service activities. These include visits using public transport, taxis, hired coaches, or minibuses as part of fieldwork in a variety of subjects such as Geography, Biology etc. Visits to lectures, foreign films and theatres are also within this category
3. Residential visits in the UK by groups using public transport, hired coaches, minibuses or make their own journey, to participate in, for example, Geography field trips, Duke of Edinburgh expeditions and Outdoor Pursuits visits.
4. Overseas visits such as ski trips, visits to Nice, Cordoba, Paris, international links, language trip exchanges and the Outdoor Pursuits expeditions. International Exchange Visits also take place. Do refer to the separate **KEHS Exchange Visits and Host Families Policy**.
- 5.

All visits require careful planning, and this document aims to help teachers plan a safe and successful off-site trip. It sets out some of the obligations of the party leader, advises on potential hazards and indicates how the school would normally organise visits of different types.

CONSENT FOR TRIPS

Trips requiring no additional consent

When a pupil joins the school, parents sign a document confirming consent for trips that take place regularly (including girls in school teams and involved in Sixth Form Enrichment). These trips are budgeted for by departments and parents are not asked for payment.

For these trips we do not ask for specific consent each time – rather, parents give consent in writing when their daughter joins the school. Details about these relatively local activities are provided directly to pupils and sometimes to parents.

Trips requiring specific consent

For trips that require payment, information is sent to parents via e-mail parents are asked to give consent via the school gateway. In addition, any foreign trips require for parents to consent to the terms laid out in the [Parental Consent for a School Visit Abroad](#)

Purpose of the visit

Some visits are curriculum based whilst others are not.

Non-curriculum based visits should not be taking place during normal school times/days unless special permission has been sought from the Director of Enrichment and Principal.

- KS3: For all curriculum based trips ONE day per year group/subject per year is allowed. This includes revision days. Foreign exchange visits are allowed TWO days. Anyone wanting more than that will need special permission.
- KS4 and KS5: For all curriculum based trips ONE day per subject over the two years is allowed. This includes revision days. Anyone wanting more than that will need special permission

Timing of the visit

Particular year groups are not to be out at certain times of the year even for curricular based trips.

U6 – allowed out in first half of autumn term and whole of spring term

L6 – allowed out in autumn term and spring term

U5 – allowed out in the first half of the spring term

L5 - allowed out in autumn and spring term

Thirds, L4 & U4 - continue with spreading trips over the year rather than fitting them all into the summer term and to consider the value of the visit on the curriculum

All year groups not to be out a fortnight prior to their end of year examinations, nor in any weeks indicated to staff as the first week available for going through examination papers.

Any changes to timings will be considered by the SLT

Trip ratios and supervision

The trip leader must ensure that there is adequate supervision of all pupils at all times. A careful risk assessment needs to be made for each visit to determine the ratios.

The factors to take into consideration include:

- sex, age and ability of the group
- pupils with special educational or medical needs

- nature of activities
- experience of adults in off-site supervision
- duration and nature of the journey
- competence of staff, both general and on specific activities
- requirements of the organisation/location to be visited
- competence and behaviour of pupils
- first aid cover

As a guide:

- 1:10 – 15 for day visits. ALL local visits to have a minimum of 2 staff (unless agreed differently with the SLT) and visits outside a 30-mile radius to have a minimum of 3 staff.
- 1: 8 for residential visits and a minimum of 3 staff – with 1 member of staff to be First Aid trained.
- Far off destinations may require further staff supervision (please see the Director of Enrichment about these visits). For larger groups, at least 2 of the adults need to be teachers.

The ratio may only be changed at the discretion of the Principal.

There should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Where a child/children of a supervisory member of staff will be on the trip, the risk assessment should acknowledge the possible conflict of interest. Staff children that are not pupils of the school/members of the visit party should not accompany staff as KEHS insurance will not cover them. Likewise, partners of staff should not be attending trips unless prior permission is sought from the Principal. There needs to be a genuine purpose for the partner accompanying any trip.

Adult participants (aged 18+) not part of the school but supervising a trip will need to be vetted. The vetting process is led by the HR Department. Vetting takes several weeks, so if it is likely to be needed, trip leaders must organize this early in the planning process.

Legal position: In loco parentis

The overriding principle to be borne in mind is the in loco parentis responsibility, whereby the parents delegate their own authority to the teacher so far as is necessary for the child's welfare, and so far as is reasonable to maintain discipline both in the interests of the school and (above all) of the individual pupil. A teacher who takes a party away remains in loco parentis throughout the trip and is required to take reasonable care. The more demanding or hazardous the trip, and the younger and less able the pupils, the greater the level of care needed.

Planning a visit

There is a summary in the Appendices on planning a visit.

Anyone thinking of leading a trip will need to read through this and complete a **School Visit Request Form** prior to discussing with the Director of Enrichment. It covers:

- Purpose of visit and specified educational objectives
- Place(s) to be visited and accommodation details
- Details of the programme of activities
- Existing knowledge of place(s) to be visited and/or whether an exploratory visit is intended
- Dates and times of departure and return
- Transport arrangements
- All proposed costs and financial implications. The budget must be overseen and agreed by the finance office before the trip is advertised
- Terms and conditions from the providers i.e. coach company, accommodation, instructors, agent etc. Highlight the terms governing cancellation/rebooking
- Insurance details
- Accompanying teaching staff
- Other accompanying adults (with relevant experience, qualifications and responsibilities)
- Names of pupils with pastoral and SENDCo needs - consider extra staffing
- Size and composition of group

If the Director of Enrichment approves of the visit, then a detailed **Risk Assessment** is to be carried out. Many samples of Risk Assessments can be found on the staff shared area. Just prior to the visit, a **Final Information Form** must be completed.

Risk Assessment

Risk assessments must be carried out by the trip organiser or the group leader well before the visit and must be approved by the Director of Enrichment. *No letter should go out to parents promoting the visit or providing information about the visit until the Risk Assessment has been approved.*

A risk assessment for a visit should be comprehensive. The aim of a risk assessment is to prevent risks or reduce them. Pupils must not be placed in situations which expose them to an

unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

A record of a risk assessment must be retained. There is no need to show how the assessment was made, only that it was made and that the precautions taken are reasonable in relation to the level of risk determined. It is important that the teacher concerned should think through the activity in logical sequence, noting what each phase of the activity involves and identifying what might go wrong and who might be harmed or affected by a risk. He/she should consider what precautions have been taken at the planning stage and whether further precautions are necessary.

A generic risk assessment is available for all staff running a visit and samples can also be found on the staff shared area.

Staff should note that the letter to parents, seeking their permission, must give full information about the trip including all the activities that the girls will be involved in. In giving consent parents confirm that they have read the information provided and that they give permission for their daughter to take part in the visit as described.

Pupils must only take part in planned activities since further parental permission would be needed if the students were involved in significantly different activities. For example, if ice skating is not one of the planned activities and, while away, there was an option of using an ice rink, pupils would not be able to do so unless parental permission had been obtained and staff had ascertained if the pupils were competent. The risk assessment will consider all possible activities which might take place and what steps will be taken to reduce the risks to an acceptable level. The risk assessment should be reviewed on arrival at the venue and if other hazards come to light these should be added and appropriate control measures applied.

The person carrying out the risk assessment should record it and give access to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

Risk assessments for frequent visits to local venues must be checked and up-dated. In many cases new groups of pupils will be taken to the same location each year. As some factors will change from year to year, it is prudent to re-assess the risks each time - even when the group leader stays the same. It is essential not to become complacent.

If using an outside organisation to provide an activity the trip leader must check they have appropriate safety standards and liability insurance.

The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the Classroom Quality Badge to organisations who meet nationally recognised standards.

Trip leaders can check if an organisation holds the LOtC Quality Badge
<https://www.lotc.org.uk/providers/lotc-quality-badge-2/>

If an organisation does not hold the badge, the trip leader must check that they're an appropriate organisation to use. The trip leader should obtain a written or documentary assurance that

providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place. Copies of their risk assessment should be kept on school records.

Trip leaders should consider the Foreign and Commonwealth Office's detailed guidance on safer adventure travel and volunteering overseas and foreign travel advice when organising visits abroad <https://www.gov.uk/foreign-travel-advice>

The group leader should take the following factors into consideration when assessing the risks:

- type of visit/activity and the level at which it is being undertaken
- location, routes and modes of transport
- competence, experience and qualifications of supervisory staff
- ratios of teachers and supervisory staff to pupils
- group members' age, competence, fitness and temperament and the suitability of the activity
- SENDCo, pastoral or medical needs of pupils
- quality and suitability of available equipment
- seasonal conditions, weather and timing
- emergency procedures
- how to cope when a pupil becomes unable or unwilling to continue
- Specific hazards and who will be affected by them
- Safety measures needed to be in place to reduce risks to an acceptable level.

It is important to monitor the risks throughout the visit.

Trip Evaluation

Each completed visit should be evaluated and documented. A meeting needs to be arranged with the Director of Enrichment to talk through this document.

Financial planning

The group leader should ensure that parents have early written information about the costs of the visit. Parents should be given enough time to prepare financially for the visit. It may be useful to break down the costs into subsections such as travel, accommodation, hiring instructors, meals, insurance, entry fees. All trips must be fully budgeted for in advance. This should include all costs and contingencies for emergencies and unexpected extras. Foreign Trip leaders need to ensure foreign currency is booked with the Bursar well in advance.

Expensive trips are launched early enough so that parents have enough notice to make payments. The Bursar will also need to be informed of all costings and trip details as responsible for all collection of monies and will manage all trip funding.

Terms and conditions of trips in particular cancellation policies need to be examined.

Staff usually travel free of charge on trips and should be paid for out of the trip money collected.

Regular low cost trips are budgeted for in advance as the payment will be included in the fees to avoid continually asking parents for monies.

No trip should aim to make a profit but the budget must cover all costs and include a contingency for emergencies. Accounts pertaining to visits must always balance with neither losses nor profits being made.

All expenditure on visits must be accounted for with invoices and receipts as evidence of payments made.

The school may be able to support students with financial difficulties if trips are curriculum linked, such as those parents already in receipt of a bursary or on income support, after discussion with the Bursar. The school may be able to finance other trips beyond the curriculum dependent on budget and value.

Insurance

There is no need to arrange separate cover as the school's insurance covers all trips in the UK and abroad and includes: Legal liability, travel insurance, including personal possessions, medical treatment abroad and refund if a pupil is unable to travel due to illness or injury. If unsure whether insurance will cover due to say a higher level of risk or medical conditions of the pupils/staff involved, checks should always be made with the Foundation Office.

Parents should note that as a general rule pre-existing conditions are not covered in the event of cancellation, curtailment etc. It is therefore important to flag up to parents that it is their responsibility to satisfy themselves that the insurance provided is adequate but that if they wish to take out cover for pre-existing conditions they will have to do so privately. If a girl has a pre-existing medical condition and goes on the trip, the school insurance would not cover the cost of medical treatment if the medical incident was related to the pre-existing condition.

Exploratory Visit

An exploratory visit should be made by any teacher who is to lead a group in an outdoor activity such as trekking or scuba diving in a location that is not familiar to them. In addition to this, it is highly recommended to carry out a visit where you are visiting for the first time. Often tour organisers include this or it can be budgeted for in the trip costings. Please see the Director of Enrichment about this.

The group leader should undertake an exploratory visit, wherever that is possible to:

- ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit;
- obtain names and addresses of other schools who have used the venue;
- obtain advice from the manager;
- assess potential areas and levels of risk;
- run through the activities and logistics and ensure the visit can work;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- become familiar with the area before taking a group of young people there

If in the last resort an exploratory visit is not feasible then the group leader will need to consider how to complete an adequate assessment of the risks. A minimum measure would be to obtain

specific information from the venue, from other schools who have recently visited it, and from local organisations such as tourist boards.

First Aid and Medication

First aid should form part of the risk assessment. Before undertaking any off-site activities the group leader should assess what level of first aid might be needed. On all visits the group leader should have a good working knowledge of first aid and ensure that duplicate medication for a pupil is taken as well as an adequate first aid bag is taken. The level of first aid cover for these trips will be agreed with the Director of Enrichment. All adults in the group should know how to contact the emergency services.

For adventurous activities, fieldwork and residential visits at least one of the group's teachers should be a first-aider.

For day or evening trips to, for example, the theatre/study days/museum etc. it may not always be possible to have a member of staff on the trip who has a working knowledge of first aid. In this instance the trip leader should assess the risks, after discussion with the Director of Enrichment, and the risk rating would be amended accordingly e.g. there may be adequate first aiders on site at the museum or easy access to the hospital/emergency services so no need for a first aider.

In an emergency, if there is no member of staff on the trip who has a working knowledge of first aid, the trip leader or another supervisory member of staff would contact the emergency services (if on the way to the venue) or the first aider at the venue as quickly as possible.

On the Trips Parental Consent Form, parents are asked to agree to the pupil's receiving emergency treatment including anaesthetic, as considered necessary by the medical authorities. The group leader must make every effort to contact parents when there is such an emergency. If parents do not agree to this, it may be necessary to withdraw the child from the visit.

Well in advance of the day, the trip leader would need to hold a meeting with the School Nurse about any medical needs of pupils so that he/she is aware of potential problems and ensure the correct and in date medication is carried such as an EpiPen or inhaler. If, in carrying out a risk assessment for a young person with a special medical or pastoral need, the member of staff feels it is too great a risk then he/she should discuss the problem with the Director of Enrichment and Head of Year.

It is the parents' responsibility to ensure the trip leader has up to date medical information and medication prior to a visit. Trip packs and relevant medication as well as a First aid kit are always carried by the trip leader on the visit.

Pupils are also asked to carry their own medication on the visits where it is safe to do so such as EpiPens, inhalers etc.

Catering and allergies

Girls bring their own packed lunch if there is a whole year group visit and parents are not billed for lunch on this day. The finance office need to have notice before parents are billed for the term for

lunches. In some exceptional circumstances, the Dining Hall may provide food for pupils going on the trip and also for staff. Do arrange this with the Dining Hall well in advance.

Please ensure that you are aware of any pupil who has any food allergies especially when residential visits take place and consult the School Nurse about measures to take here. If travelling abroad, extra care needs to be taken to ensure food providers are aware of allergies. Pupils should also carry cards which highlight allergies in the language of the country they are visiting.

Rules/code of conduct and alcohol

School rules apply on school trips and behavior should be acceptable at all times. Girls should be reminded that they are on public view and that their poor behavior will bring discredit on their school. The code of conduct should reflect the strictest of the following standards:

- School rules
- UK law
- The law of the country

If a pupil's behaviour threatens safety, or brings the school party into unacceptable disrepute, or makes the continuation of the trip impossible due to supervision procedures put in place for the pupil, you may need to consider sending her home. The trip leader would contact a member of the leadership team for whom he/she has contact details for and that person would contact parents to fetch the pupil. The behaviour could jeopardise future trips for the pupil. The school has a no alcohol policy for students involved in all visits regardless of age and staff should follow the school's code of conduct with regards to alcohol when on visits.

Passports. Visas and GHIC cards

Everyone travelling abroad requires a passport. This will need to have a validity for at least six months after the date of travel. [Gov.uk](https://www.gov.uk) recommends checking both the issue and expiry date of passports. If passport have been renewed early, extra months may have been added to the expiry date, which may not be valid for the 3-month rule. The passport is valid for five years from the issue date.

If a passport has been issued from outside the UK or the EU, please note that a visa might be required. It is the parents' responsibility to apply for a visa in good time.

Trip leaders need to ensure they collect all passports from students once they have been through security and keep them in a safe place until departing the country. Trip leaders should also carry photocopies of all passports in case of any emergencies.

The UK and the EU have reached an agreement on healthcare when visiting the EU, allowing UK Citizens to access free healthcare across Europe after Brexit through a new UK GLOBAL HEALTH INSURANCE CARD (GHIC). Any up to date EHIC cards will remain valid until the expiry date on the card. If a pupil does not have a valid EHIC, parents need to apply for the new style GHIC [here](#).

Remote supervision

During any time that remote supervision takes place the group leader must ensure that pupils are aware of the ground rules and are adequately equipped to be on their own in a group. The size of each group should also be considered (usually a minimum of 3). As a minimum, pupils should have the following:

- telephone numbers and emergency contacts if lost (make a contact card for pupils)
- mobile phone
- money
- maps and plans and any other information for them to act effectively e.g. medical/allergy card
- Identity card
- knowledge of how to summon help
- knowledge of out of bounds areas or activities
- means of identity and a rendezvous point

It is important that pupils are told not to go off on their own, are given clear instructions about permitted remote supervised activities and understand and accept the ground rules. They must be checked upon regularly and be very clear about check-in locations and timings.

Advertising and parental communication

Parents and girls must receive clear communications with all of the details for a trip. For simple visits one letter announcing the trip and providing details is enough. For more complex trips, an initial letter giving basic information will be followed later by fuller details. Some trips may require a final letter prior to departure. In addition, a trip briefing may need to take place with parents especially if the visit is a foreign visit.

The Bursar will send out the letters where payment needs to be collected, otherwise all letters, after having been checked by the Director of Enrichment, are sent out by the Reprographics Manager.

The letter to parents should contain:

Purpose of the visit

Dates, times of departure and return

Itinerary including locations, activities

Modes of travel including the name of any travel company

Trip leader details including mobile number

Size of the group and the level of supervision, including any times when remote supervision may take place and arrangements for this

Catering arrangements

Cost and what it covers including a payment plan and deposit (if applicable)

Clothing and equipment to be taken/kit list

Suggested pocket money

Documentation needed e.g., passports, GHIC, visas

Medication reminder

Behaviour reminder

Emergency Contact Information

For all trips Reception is the first point of contact. If any part of the trip is outside School office hours then an additional named contact (a member of the Leadership team) should be arranged and that person must also have access to all trip information.

Cameras and mobile phones

Trip mobile phones can be used to take photos. Personal cameras must not be used. Staff should be aware of all pupils who have non- photographic consent.

In addition, the school mobile phone should be the contact number that girls and parents should have for any visit planning. Any numbers and photos stored on the trip mobile do need to be deleted after the visit.

Staff Cover

Sufficient notice should be given to the Cover Supervisor to ensure adequate cover can be put into place if a member of staff is going to be absent. It is the trip leader's responsibility to put cover in for staff.

Pupil absence

A list of pupils attending a visit must be made available to staff well in advance of the visit, so staff have plenty of notice.

Dismissing pupils following trips

When setting out on the journey back to school, staff are advised to ask girls whether their parents know of their expected return time, and to arrange for pick up calls as necessary. Any trips that take place which are not in school time and for when there are no staff in school in case of problems, will require for organising staff to wait with girls until they are collected.

If a KS3 or KS4 trip returns unexpectedly early back to school during a normal school day, the trip leader must keep the pupils in school in the Dining Hall until the end of the school day.

Equal opportunities

All young people should be encouraged to participate in as wide a range of activities as possible. Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion etc.

The following factors may need to be taken into consideration:

- Is the pupil capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the pupil to participate at a suitable level?
- Will additional/different resources be necessary?

- Is the pupil able to understand and follow instructions?
- Will additional supervision be necessary?

Protocol for joint visits with other schools

If organising a residential or day trip where there are members of both the Boys' and Girls' School taking part it is crucial that appropriate permission is sought and that all the relevant personnel are informed.

The following should be helpful:

- The Heads of Department/Group Leader(s) must have an initial meeting with the trip leads at both schools to discuss the proposed visit and procedures for the trip planning
- The staff must agree between themselves who is to be the named group leader; this person will take overall responsibility for ensuring that the established trips and visits procedure is followed
- The group leader should use his/her own school's system and paperwork for all the students taking part and send copies to the partner school
- In terms of supervision, staff can supervise students from both schools and medical/pastoral concerns will need to be shared
- The group leader remains responsible for the whole trip including the production of the risk assessment

Emergency procedures during a visit

In the event of an emergency or critical incident the procedures detailed will be followed by staff which can be found on the staff shared area.

1. If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible
- Ensure that all the group are safe and remain looked after
- Establish the names of any casualties and get immediate medical attention / contact the emergency services (if applicable)
- Ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together
- Notify the police
- Ensure that all group members are following the emergency procedures listed on the staff shared area and the roles allocated to them - revise procedures and re-allocate roles as necessary
- Inform the school contact person, (in the event of a serious emergency, the Principal), and provider/tour operator (as appropriate). The school contact number should be accessible at all times during the visit.
- Explain the situation and give as much information as possible.
- nature of incident - what exactly has taken place

- date and time incident occurred exact location of incident names of casualties, including staff & details of injuries / deaths (if applicable)
- names of others involved so that parents can be reassured
- what action has already been taken so far
- action yet to be taken (and by whom)
- who is coordinating the response on the ground (police, ambulance etc.) and their telephone contact number(s)
- any other emergency contact number(s)
- contact numbers of any other organisations involved e.g. travel firms, other schools etc.
- ascertain phone numbers for future calls; try not to rely solely on mobile phones.
- control the use of mobile phones by pupils.

2. Request any additional assistance required

3. Respond to instructions of the emergency services/school instructions

4. No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Refer any enquiries to the SLT of the school.

5. Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence

6. Keep a written account of all events, times and contacts after the incident

7. No one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the Principal

8. Keep receipts for any expenses incurred - insurers will require these

9. Ensure all parties are kept up to date on a consistent basis

The information below will normally be dealt with by the school. Please be advised however that if you cannot reach the school contact the group leader / designated staff will have to do the following:

- Notify parents, providing as full account of the incident as possible
- Notify insurers, especially if medical assistance is required
- Contact the Bursar
- Notify the British Consulate/Embassy if an emergency occurs abroad
- Complete an accident report form as soon as possible.
- Deal with all media enquiries (see point 4)

Depending upon the nature of the incident where there is mutual agreement between the school contact and the group leader at the site, the group leader might take over some of the roles and responsibilities that are usually assigned to the contact at school.

**Residential or non-residential Adventure Activities, Duke of Edinburgh Award trips,
Camping and other trips requiring expertise and consideration**

Additional procedures to those already outlined.

For all activities in this category EXPERIENCED AND FULLY QUALIFIED SUPERVISION IS ESSENTIAL. The minimum supervision is listed below with pupil ratios. If necessary, expertise should be bought in. The supervisor may have to hand over the leader's role to a fully qualified person who oversees the activity.

Caving - 1. Caving within the limits of the Local Cave Leader Level One Award, i.e. principally horizontal caves with occasional use of safety ropes but no abseiling: 1 qualified instructor plus one assisting adult to 10 pupils.

2. Caving within the limits of the Local Cave Leader Level Two Award, i.e. climbing and abseiling on pitches less than 18m: 1 qualified instructor to 8 pupils, plus an additional adult with the group.

3. Caving within the limits of the Cave Instructor Award, i.e. pitches of variable height depending on student experience/ability:

1 qualified instructor to 6 pupils, plus either an additional adult with the group, or 1 qualified instructor to 3 pupils and another KEHS party caving nearby

Canoeing – FULLY QUALIFIED STAFF ESSENTIAL – BCU, SCA or CANI appropriately qualified coaches. Ratio; 1:8 for flat water canoeing, 1:6 on rivers, 1:4 on the sea. Participants should be able to swim (50 yards min.)

Climbing - FULLY QUALIFIED STAFF ESSENTIAL for climbing out of school.

Single Pitch climbing – ratio 1:6, instructor to hold the Single Pitch Award for climbers leading or supervising groups.

Multi Pitch climbing – ratio 1:2, instructor to hold the Mountain Instructor Award.

Winter climbing – ratio 1:2, instructor to hold the Mountain Instructor Certificate

Cycling - 1:6 ratio, one adult should be experienced in cycling the type of route envisaged.

Duke of Edinburgh's Award

Specialist companies and instructors are also used for the Bronze, Silver and Gold expeditions. As a general rule there would be 1 experienced school staff member who knows the pupils to supervise 2 groups for the Bronze and Silver expeditions with added supervision from outside providers.

Refer to the DofE guidance on the staff shared drive.

Horse Riding/Pony Trekking – Ratio of 1:10 but use should only be made of establishments licensed by the Local Authority and approved by the British Horse Society.

Hats to BSI standard should be worn, together with suitable footwear.

Dinghy Sailing - 1:6 or 1:10 when there is additional support from the local safety boat.

Instructors should hold current RYA certificates at the appropriate instructor level if sailing alone as a school group. If safety boats are available in addition, and manned by at least one person qualified with RYA Powerboat level 3 and 4, then the person supervising the sailing group must be an experienced sailor. Safety boats should always be available, manned by qualified operators. All boats used must have built-in buoyancy, and life jackets must be worn.

Sailing off-shore - The skipper must be suitably qualified to be in charge of an off shore yacht, and conversant with all the relevant safety regulations.

Skiing – 1:8. Pupils should not ski without qualified instructors for lessons. Outside ski school lessons, pupils may only ski with members of staff experienced in skiing if parental consent has been obtained beforehand. Appropriate safety helmets must be worn.

Swimming

The appropriate consent must have been obtained in advance of the visit. No swimming is allowed unless:

- There is constant supervision of the group by qualified lifeguards
- Where the group leader or another adult member of the party has a relevant lifesaving award and is accompanied by an appropriate number of other supervisors – supervisors must be able to swim and effect a rescue. NO PUPIL SHOULD EVER SWIM UNSUPERVISED.

The group leader should assess the risks and consider a safe supervision level before the activity takes place.

One adult should always stay out of the water to supervise from the shore/side of the pool
If there is a lifeguard/qualified adult, the group leader should:

- Consider local conditions - currents, obstructions, access from the shore, level of water traffic, shelving
- Designate a safe area of water for use by the group
- Realize the dangerous effects of sudden immersions in cold water
- Consider the dangers of paddling, especially for young pupils
- Explain the distress signals
- Supervisors should be able to swim and effect a rescue.

All water activities – Supervisors must be able to swim and effect a rescue. During activities on water, life jackets must always be worn. Participants should be able to swim (50 yards min.)

Walking – A minimum of TWO staff are required to supervise any walking group – one in front and one at the back of the group.

Ratios:

Low level routes and coastal walks 1:10

High level routes 1:10 but ONE member of staff must have the MOUNTAIN WALKING LEADERSHIP CERTIFICATE

Mountains/difficult/isolated terrain 1:6 ONE STAFF WITH MOUNTAIN WALKING LEADERSHIP CERTIFICATE

For winter mountain walks the WINTER MOUNTAIN LEADERSHIP CERTIFICATE IS NECESSARY (or equivalent).

At the planning stage, the Leader should ensure, by discussion with the Director of Enrichment whether the trip is classified as high or low level, and is a summer or winter expedition.

Multi activity trips – where a group may be involved in a variety of activities during a trip e.g. skiing etc. then the staff organising the trip must ensure that these guidelines are adhered to:

- Where the instruction is done by a hired-in guide, or ski personnel, staff in charge must hand over the group of girls personally, and not just assume that it will happen.
- Wherever possible, staff should accompany the group throughout the period of instruction, and must be available to deal with any problem or emergency and to take back the group on completion.
- Staff must be satisfied that the organisation or individuals instructing the girls are fully qualified and have a written code of practice, which should include operating procedures for each adventurous activity and which conforms to the relevant national governing body's guidelines.
- The centre should clearly specify when their staff will be responsible for pupil supervision and when the party leader is responsible.

Other potential adventurous activities need approval, and organisers should ensure that such activities are not undertaken without approval or parental consent. This is most likely to occur when an opportunity arises unexpectedly e.g. water skiing.

THE ADVENTURE ACTIVITIES LICENCING SERVICE (AALS)

Any outdoor centre or individual which provides activities for school children in the UK is legally obliged to register with the Adventure Activities Licencing Service (AALS). The licence is required solely for any of the activities listed below – other activities are not licensable, but remain covered by existing health and safety legislation.

Licensable activities are:

- Caving
- Rock climbing, abseiling, scrambling, coasteering (sea-level traversing)
- Trekking - journeying on foot, horse or bike or skiing over terrain which is moorland or more than 600 metres above sea level; and from which it would take more than 30 minutes travelling time to reach any accessible road or refuge; Watersports – sailing, canoeing, kayaking, rafting, windsurfing.

Holding a licence means that a provider has been inspected and that the Licensing Service is satisfied that appropriate safety measures are in place for the provision of the specified activities – other elements such as catering and accommodation are not inspected.

It is important for Risk Assessments to be obtained from all external providers.

Games Fixtures

The PE Department have their own detailed guidance on games fixtures which follows the procedures for trips closely.

Appendices:

1. Parental Consent Form for Day Off site activities
2. Parental Consent for a School Visit Abroad
3. School Visit Request form
4. Final Information Form
5. Planning a school visit checklist



**KING EDWARD VI
HIGH SCHOOL FOR GIRLS**

PARENTAL CONSENT FORM FOR DAY OFF SITE ACTIVITIES

Trips taking place during your daughter's school career

Name of pupil:	Current Form:
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I consent to my daughter being allowed to participate in activities (including travel) organised or supported by the school that are held off the school site.

For activities not involving an overnight stay, no further parental permission will be requested. For other activities, I understand that I will get a letter containing details about the arrangements regarding the activity and will be asked to complete a consent form.

I understand that, while the KEHS staff in charge of a group will take all reasonable care of my daughter, they cannot necessarily be held responsible for any loss or damage of personal property or injury suffered by my daughter arising during the school activity. I further understand that girls will not necessarily be under the continuous and direct supervision and control of KEHS staff for the whole of the time and this includes travel arrangements. For some externally organised events such as lectures, there may be no staff supervision and your daughters will need to organise their own travel.

I acknowledge the need for her to behave responsibly and to follow instructions. Should she fail to do so, I accept responsibility for any costs or expenses (such as returning her to school) which may be incurred as a result.

I agree to my daughter receiving any emergency medical treatment, including anaesthetic, as considered necessary by the medical authorities present. I understand that in the event of any emergency, every effort will be made to contact me, and I authorise the school to take whatever measures seem necessary in the best interests of my daughter. I undertake to reimburse the school for any costs or expenses incurred by the school as a result.

I understand that any monies paid for activities may not be refundable if my daughter withdraws from the activity, unless covered by insurance.

Please note that if your daughter is on any medication, up to date medication must be kept in school. When on a visit, it is your daughter's responsibility to carry the correct medication. Staff will not take your daughter on a visit if she does not have the correct medication with her prior to the visit departure.

Signature of Parent/Guardian

.....

Name of Parent/Guardian (in CAPITAL LETTERS)

.....

Date

Single parents will be presumed to have obtained the consent of either the absent parent or the court



**KING EDWARD VI
HIGH SCHOOL FOR GIRLS**

Parental consent for a school visit abroad

Name of child:

Destination of trip:

Dates:

I consent to my daughter travelling to and from the UK to participate in the school trip named above. I understand that, while the school staff in charge of the party will take all reasonable care, they cannot necessarily be held responsible for any loss, damage or injury suffered by my daughter arising during, or out of, the school journey. I understand that monies paid for school visits may not be refundable if a child withdraws from the trip, unless covered by insurance.

I understand that a high standard of behaviour is expected of pupils on school visits. As pupils gain more experience, and as they get older, they are expected to behave more responsibly. They may be included in taking a role in planning part of a visit, and for all pupils having an awareness of safety. I understand that as part of this philosophy pupils may not necessarily be under the direct control of a teacher throughout a trip.

I acknowledge the need for her to behave responsibly and to follow instructions. Should she fail to do so, I accept responsibility for any costs or expenses (such as returning her to school) which may be incurred as a result. I also understand that bad behaviour will result in her not being allowed to participate in future trips abroad.

I consent to any emergency medical treatment necessary during the course of the visit. I also give my consent for staff accompanying the party to offer appropriate medical assistance where this is within their training. Single parents will be assumed to have gained permission of the other parent, or of the court, if either is required by a custody order.

Parent's signature:

Date:

KING EDWARD VI HIGH SCHOOL FOR GIRLS: SCHOOL VISIT REQUEST FORM

Request made by/Trip leader:	Date of request:
Proposed visit to: <i>(Include accommodation address and contact number)</i>	Approx. cost to parents:
Purpose of visit:	
Date (s) of visit and departure/return times:	
Classes/age of girls on visit:	
Names of staff/adult supervisors going on the trip:	
Mode of transport:	
Name of tour/travel company:	

Adventurous activities

Are there any special hazards involved e.g., skiing, scuba diving, hill walking, canoeing	
Activity ratio staff: pupils	
Any external staff/qualifications of supervising staff	
Would school insurance cover this trip?	

Authorisation:

Have you read through the Trips and Visits Policy? Signed by staff in charge: Date:
Signed by Director of Enrichment: Date:

TRIPS AND VISITS OUT OF SCHOOL – FINAL INFORMATION SHEET

Location of visit:	
Date (s)/ Times:	
Accommodation address and telephone number:	
Trip leader and mobile number:	
Tour company details and emergency contact number:	
Brief Itinerary:	
Emergency SLT Contact Details: 1. 2.	
Insurance details: Aviva Travel insurance emergency claims <u>01603 208 044 (24 hours)</u>	Travel insurance non-emergency claims abroad <u>+44 1603 603 716</u>

If the visit is taking place outside school hours, please complete the information in the table below.

Staff member	Staff member mobile	Next of kin contact details/number

PUPIL LIST

PUPIL NAME	FORM
1.	
2.	

King Edward VI High School for Girls
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Planning a school visit checklist

1. Complete a School Visit Request Form and discuss your trip with the Director of Enrichment (purpose and aims of the visit, itinerary, costings, staff names going on the visit, dates, transport)
2. Have you visited the location? Is there a need for an exploratory visit ?
3. Do get dates are approved via the Assistant Head (Community), taking into account dates when particular year groups/pupils should not be out?
4. Inform the Bursar a term in advance of your visit so parents are not billed for lunches on days when pupils are out
5. Ensure staffing ratios are met and include reserve staff. Do any external staff need to be vetted? Do you need first aiders?
6. Contact accommodation providers, travel agent, and airline (if applicable), Coaches are booked through FH; minibuses through KES; TW/JK can help with accommodation and other modes of transport.
7. Financial Planning: ensure you prepare a budget with the Bursar. It is very easy to miss items such as transfers, particular meals, hiring extra staff, contingency fund or exploratory visit.
8. Book a school mobile to take on the trip
9. Complete a Risk Assessment . This MUST be done prior to any trip letter going out to parents/girls). Samples can be found on the staff shared area.
10. Draft a Trip letter only once all costings, risk, itinerary has been agreed. The letter must include standard information such as: purpose of the visit, time, medication information Inc. medication being up to date, date and location, itinerary including activities and accommodation, clothing/equipment list, costs, supervision including remote supervision, medication being up to date, food arrangements, behavior guidelines, documentation details e.g. passports. If there is a payment that needs to be collected, share the letter with the Bursar who can organise the payments and set it up on the school Gateway. Plenty of notice needs to be given to parents to make large payments.
11. Consent: We do now have a consent for day off-site activities which covers lectures, competitions etc. for the whole of the pupil's school career. However, you do still need to inform parents of what visit their daughter will be participating in. Other visits will need consent.
12. If consent is required, do check numbers signed up once the deadline has passed
13. Pastoral and medical checks (HoY and Nurse) need to be undertaken once you have the list of names and then again, prior to the trip especially if there is a long time between sign up and departure as circumstances could have changed.
14. If travelling abroad, collate the relevant documentation early: passport expiry, if visas are needed, GHIC cards . It is parental responsibility and they will need to be warned to commence this process early.
15. With residentials, more detailed information usually needs to go out after the first letter e.g. kit list?
16. Does a parent meeting need to take place (MUST occur if the visit is a foreign residential)? Has this been calendared and meeting place booked.

17. If going abroad, have you prepared a detailed Trip Information Pack for your trip briefing meeting which includes a detailed itinerary and emergency contact details?
18. Have you checked that the visit is insured if anyone has pre-existing medical conditions or there are particular risks with the visit?
19. Have you checked the Trip pack with medical details, emergency contact details? Have you met with the School Nurse and gone over the list of pupils going on the trip and prepared adequately e.g. appropriate First Aid kits, Epipens, inhalers etc.? Will a medical note from the GP be needed to carry medication on a flight?
20. Have you completed the Trips and Visits Final Information Sheet which summarises the visit and has details of staff next of kin and emergency phone numbers of the Leadership Team?
21. If there are any particular medial/allergy concerns, have measures been put in place e.g. allergy cards that pupils can carry?
22. Car park access: Have you seen the Porters if the visit involves the school grounds out of school hours OR if transport such as a minibus or coach is coming onto the school grounds so they can prepare the car park?
23. If pupils are staying with families e.g. exchange have DBS or equivalent checks been made? See the VP Pastoral about this. This process will need to start very early as it takes time to complete.
24. Are you aware of any staff assisting on the trip with medical conditions and have provisions been made?
25. As Trip leader, are you comfortable with your role? Have you appointed a Deputy Trip Leader ? Have you been through the trip itinerary, risk assessment with all of your team prior to the visit?
26. Have you ensured all paperwork including medical forms, copies of passport/visas (if travelling abroad) are with you? Have you got all the medication and the trip mobile?
27. Have you briefed pupils in advance of the visit including kit lists, expectations of their behaviour ? Are pupils aware of the rules e.g. customs of the country, no alcohol allowed?
28. If travelling abroad, have you got the details of all the local emergency services ?
29. Will you get mobile reception in the area of the visit and have you considered the risks in this situation? If going abroad, let JW know so that it can be organised for the mobile to work. Inform IT of your trip so you have access to the school shared area?

30. Are you aware of the appropriate action to be taken in the event of a major accident or incident which might invite media attention? Are you aware of the response to emergencies?
31. Is there flexibility within the programme e.g. do you have contingency plans/Pan B for bad weather, staff illness etc.?
32. Are groups and rooming sorted in advance of the trip?
33. Have you collected your currency ?
34. Have arrangements been made to wait with pupils until they are safely collected upon return from a visit (if it is out of school hours?)
35. If going abroad, have you checked the Foreign Office website for travel updates?
36. Upon return complete a trip evaluation form and discuss with the Director of Enrichment

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Girls

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