



Educational Visits Policy

2025-26

Reviewed: March 2025
Next Review: March 2026

1. Overview

The school aims to enhance the academic, personal and cultural development of its pupils through a programme of day and residential educational visits. The visits are arranged by the academic staff, scheduled in the calendar and overseen in terms of administration and safety by the Educational Visits Coordinator (EVC). The policy covers UK and international day and residential educational visits.

Categories of Trips

Trips are divided into categories:

1. Lower risk activities:

- a. Curriculum work in the vicinity of the school (e.g., local shopping survey)
- b. Day trips (e.g., to museums and art galleries)
- c. Lower risk off-site enrichment activities
- d. 'Away' sports events not involving an overnight stay

2. Residential visits in the UK or abroad

3. Higher risk activities, which may take place during enrichment activities, on day trips or residential trips, in the UK or abroad

The school is committed to complying with the requirements contained in the [DfE Guidance "Health and Safety on Educational Visits" \(Nov 2018\)](#). Staff use SharePoint as an administrative tool for planning, approving and managing all Educational Visits. Staff planning trips should liaise with the EVC Coordinator. Risk assessments and other necessary documentation are accessed through SharePoint.

2. Legal Responsibility

- The **Board of Governors** are ultimately responsible for the health and safety at work of all staff and pupils. The Board's day-to-day responsibility is delegated to the Head.
- The **Head** is responsible for staff, pupils and any accompanying adults, e.g., parents, on every school visit.
- The Head delegates all day-to-day tasks identified in this document to the **Educational Visits Coordinators (EVCs)**.

- The Head is responsible for ensuring the school has a comprehensive, up-to-date Educational Visits Policy and Procedure.
- The **EVC** is responsible for:
 - Ensuring that all staff involved in educational visits are competent for the roles allocated to them
 - Maintaining a robust system for approving leaders and plans for activities and visits
 - Approving all day trips and advising the Head on the approval of residential and foreign trips
 - Ensuring that all appropriate safeguards are in place
 - Maintaining written records of approvals
- The **Trip Leader** is responsible for:
 - Planning, preparation, organization and coordination of the trip
 - Completing risk assessments for all aspects of the trip
 - Taking day-to-day decisions once the trip is in progress

Requirements for Trip Leaders

Trip Leaders must:

- Be a member of staff employed by the school (teaching or non-teaching staff may lead trips)
- Have adequate training, experience and be competent for the type of trip and activities being undertaken
- Have been approved as Trip Leader by the EVC
- Have a common law duty to act as a "reasonably careful parent"
- Be responsible for the safety and wellbeing of staff and all pupils in their care throughout the entire trip
- Take all reasonable steps to safeguard the health and safety of staff and pupils
- Maintain good order and discipline at all times.

Responsibilities of Accompanying Staff

Accompanying staff are in loco parentis (i.e., responsible for taking immediate and appropriate decisions) of the pupils in their charge at any given time. They also:

- Are responsible for the safety and wellbeing of all pupils in their care throughout the entire trip
- Must take all reasonable steps to safeguard the health and safety of pupils
- Must maintain good order and discipline at all times

Even if other adults (e.g., parents) accompany the trip, the staff remain responsible in law for the pupils. It is essential that adults are properly briefed on their role.

3. Staffing Requirements

Trip Leaders

- Trip Leaders must have prior experience of being an assistant leader on similar visits before leading a school trip.
- The Trip Leader must always be a member of staff employed by the school.
- Non-teaching staff may lead trips providing they have adequate experience, are competent for the type of trip being undertaken, and have been approved by the EVC.

Staff Qualifications and Requirements

- All members of staff, instructors, and adult volunteers must be suitably qualified, competent, fit, and well enough to accompany school trips.
- Competence includes:
 - Appropriate personal qualities, knowledge, skills, and experience
 - Being organized and practical
 - Remaining positive and calm
 - Experience with the activities involved and managing the age range of pupils
 - Good communication skills
 - Risk awareness
 - Willingness to take responsibility and make decisions
 - Awareness of potential problems that might arise during the trip and possible solutions

Medical Considerations for Staff

- Accompanying adults with medical conditions/allergies should inform the Trip Leader before the trip in case specific assistance is needed in an emergency.
- The Trip Leader should give their own medical information to another adult in the party, possibly in the form of a written medical declaration.
- If the Trip Leader or accompanying adults have allergies or medical conditions, these must be included in the trip's risk assessment.

Specific Requirements for Skiing Trips

- Staff organizing school ski trips should attend a 1-day 'Ski Course Organizer' training course delivered by a Snowsport England coach.
- All members of the skiing party, including pupils, staff, and any other accompanying adults, must wear helmets when skiing/snowboarding.
- In many ski resorts, it is compulsory for children aged 14 years or less to wear helmets when skiing.
- The school will conduct a comprehensive risk assessment for all ski trips or ski competitions. Specific risks associated with skiing, such as; ski lifts, weather conditions, avalanche risk, collisions and course conditions will be strongly considered in the risk assessment.

4. Training and Experience

- The responsibilities placed on Trip Leaders cannot be underestimated.
- Residential trip leaders are required to complete The National College Certificate in Organizing & Managing School Trips training course.
- All staff accompanying residential trips must undertake training on allergy awareness and prevention via The National College.
- It is important that Heads develop the experience of potential Trip Leaders.
- Records of previous trips, with follow-up reports on successes and problems, can be useful training and source material for planning.

5. Supervision Ratios

This section should be read in conjunction with the Supervision Policy.

Minimum Supervision Ratios

- Ratio 1:5 in Nursery and Reception
- Ratio 1:6 (trips using public transport) and 1:8 (trips using coach travel) for Years 1 and 2
- Ratio 1:10 in Years 3-6

Additional parents or staff may be used to reduce the ratio further.

Additional Guidance on Ratios

- Where the adult:pupil ratio requires more than one adult, at least 2 of these should be members of staff.
- Parents or other adult volunteer helpers may make up necessary numbers in addition to these.
- Unless the EVC agrees otherwise, the majority of adults should be staff.
- If parents or other adult helpers accompany the trip, they must be aware who the Trip Leader is and be briefed in advance on their responsibilities.
- For their own protection, male members of staff should normally be accompanied by a female member of staff.
- When determining the final ratio of adults to pupils, consideration should be given to any activity that requires the group to break up into subgroups, ensuring proper supervision for each subgroup.

Parent and Staff Children on Trips

- Parent volunteers can accompany a school trip if their own children are participating, but it is recommended that parents do not supervise groups that include their own children.
- Staff should not be counted as one of the supervising members of staff if their own child is a member of the group.

- If a member of staff accompanies a trip which their own child is participating in, they should not be included in the supervisory adult:pupil ratios.
- If the only way for a particular trip to go ahead is for a supervising staff member's own child to attend, the potential risks must be considered in detail by the EVC before approval. A risk assessment should include:
 - Age and gender of child compared to the group
 - Activities the group will undertake
 - Effect on supervisory ratios if the staff member needs to leave the group due to an incident involving their child
 - Other possible conflicts of interest
- The EVC must ensure sufficient appropriate adults will accompany the trip under all circumstances.
- Other staff and parents of pupils on the trip must be informed that the staff member's child will also be participating.

6. Safeguarding

- All staff who have contact with pupils during the trip must be recruited according to the school's Safeguarding Policy.
- When outside agencies are engaged to work with pupils on trips (e.g., ski trips, outward bounds trips), the following documentation must be obtained in advance:
 - The outside agency's Safeguarding Policy
 - The outside agency's policy relating to allegations against their staff
 - The outside agency's Code of Conduct

The Trip Leader must obtain this documentation early and upload it to SharePoint for scrutiny and approval by the EVC. The documentation should satisfy the EVC that the agency has suitable safeguarding procedures in place, aligned with the school's own policies.

On rare occasions when a non-DBS checked adult accompanies the trip (e.g., parent volunteers), they must never be left alone with pupils.

7. Planning Process

Initial Planning and Approval

Trip approval should be secured from the SLT via the EVC. The EVC should:

- Be clear about the purpose of the trip
- Be satisfied it is suitable for the age and experience of pupils
- Be satisfied that the educational value of the trip merits the sacrifice of other teacher lessons and in-school activities that will be missed
- Be satisfied that the Trip Leader has appropriate experience and is competent

- Be satisfied that a sufficient number of competent staff are willing and able to accompany the trip
- Agree arrangements for detailed planning and preparation

Further Planning

Once approved, the Trip Leader must:

- Read the school's guidance on procedure for planning a trip
- Carry out sufficient research ahead of the trip to ensure it can be run smoothly and safely, potentially including a reconnaissance trip if necessary
- Seek information on:
 - Travel time
 - Access and permission
 - Facilities and equipment
 - Leisure or recreational facilities for residential stays
 - Staff support
 - Guides or work programs
 - Potential health and safety issues (e.g., fire procedures)
 - Shelter and toilets
 - Costs and accommodation
 - Contingency arrangements
 - References from previous users

If a Trip Leader has previously led a trip to the same location, updated information may be obtained without a visit. If the visit is organized by a tour company and will be accompanied by a tour company representative, the EVC may consider that a reconnaissance visit is unnecessary.

The Trip Leader should:

- Prepare a detailed plan according to school guidance
- Ensure documentation is stored on SharePoint.
- Consider staff qualifications and experience in relation to the planned activities
- Include off-duty time for staff and regular briefings for pupils and adults
- Anticipate potential problems and develop contingency plans (risk assessment)
- Consider if the school's Code of Conduct covers all relevant circumstances
- Plan how to handle a pupil who needs to return home early
- Have backup measures in case a staff member becomes ill or must return home
- Establish a communication system for accurate information dissemination to parents
- Ensure arrangements for physical fitness and equipment needs are addressed

For residential visits:

- The Trip Leader should carry an up-to-date photo of each pupil in the group
- Each pupil should receive details of the accommodation address, telephone number, and an emergency contact number

- Emergency procedures must be incorporated

8. Transport Arrangements

- All arrangements for pupils should be clearly communicated in the trip letter.
- Use of staff cars is not permitted.
- Use of parents' cars is not recommended. If used, parents must have:
 - Clean driving licenses
 - Current comprehensive insurance
 - MOT if the vehicle is over 3 years old
 - Written parental consent must be obtained

Coach Transport Requirements

When coach transport is used, the following conditions must be met:

- A current PSV Operators license
- Current 'MOT Certificates' and 'Certificates of Fitness' for all vehicles
- Adequate insurance
- All drivers and escorts DBS checked
- The operator must provide:
 - Risk assessments
 - Procedures for incidents/coach breakdowns
 - Operator Compliance Risk Score

For coach transport outside the UK, the Head/EVC should use their discretion when approving arrangements.

9. Budgeting

- Following preliminary approval, the Trip Leader should complete a draft costing summary and liaise with the Bursar regarding:
 - Costs
 - Payment arrangements
 - Ticket bookings
 - Parent deposits
 - Payment schedule
 - Final costs
- The Trip Leader should forward invoices to the Bursar for tickets, accommodation, transport, etc.
- If the total trip cost increases beyond the initial estimated amount by 5% or more, this should be discussed with the EVC promptly.
- Depending on the reasons for the increase, a plan will be agreed either to reduce costs elsewhere or communicate the change to parents.
- Financial Risk and Cancellations: Trip Leaders must assess the financial risk of cancellations due to unforeseen circumstances, such as adverse weather, transport strikes, or pupil withdrawals. When

working with external providers, Leaders must review their cancellation and refund policies to ensure financial viability. Any significant financial risks should be discussed with the Bursary and parents informed in advance of refund conditions.

10. Insurance

- The school has travel insurance covering most trips, please check with the bursar that any new or unusual trips are covered, for example Winter Sports which need to be added separately to our usual cover.
- In the event of a claim, the Bursar will provide guidance on appropriate action.

11. Parental Consent

- Educational Visits consent, contact details, and medical information are collected by the school in advance of any trip.
- It is the responsibility of the pupil's parent/guardian to provide updated information to the school.
- If requested information has not been completed satisfactorily before the trip, the pupil should NOT participate.
- For activities involving swimming or water sports, a separate 'Swimming Consent Form' must be completed and signed by parents.
- An 'Educational Visit Information Letter' should be sent to parents in advance of all trips.
- A 'Residential Educational Visit Consent Form' is required for:
 - All residential trips
 - All trips abroad (including day trips)
 - Trips assessed as higher risk

This form must include:

- All relevant trip information
- Confirmation of the child's participation
- Up-to-date medical details, including medication requirements
- Relevant contact details for the duration of the trip

The form must be completed, signed, and returned to the school by each pupil's parent/guardian before the trip.

12. Briefing Procedures

Pupil Briefing (Pre-Trip)

Pupils must receive the following information before day and residential trips:

- Expected standards of behavior and reminders about uniform/equipment

- Procedures if something goes wrong (getting lost, injury, illness, etc.)
- Rendezvous procedure for lost group members
- Activity supervision groupings
- Emergency recall and action system
- The need for vigilance at all times

Staff and Adult Briefing (Pre-Trip)

Staff and accompanying adults must receive the following information:

- Group subdivision arrangements with individual staff responsible for checking their subset
- Supervision requirements covering the entire trip duration
- Hazard anticipation
- Expected standards of pupil behavior
- Regular roll call procedures (in subgroups)
- Guidance on helping pupils with tasks or activities
- A list of names for each subgroup
- The need for vigilance
- Response procedures for suspected terrorist incidents

Regular Briefings During the Trip

For pupils:

- Procedures if problems arise (getting lost, injury, illness, etc.)
- Rendezvous procedures for lost group members
- Emergency recall and action systems
- Expected behavior standards
- Study or supervisory groupings

For staff and adults:

- Supervision requirements for the entire trip
- Hazard anticipation
- Regular head counts and roll calls (in subgroups)
- Expected pupil behavior standards
- Guidance on assisting pupils with activities
- Subgroup name lists

13. Parent Information Requirements

Parents need detailed information to decide on their child's participation. For all residential trips, a briefing should be held to:

- Provide a full overview of the trip
- Confirm medical advice is understood and necessary vaccinations/European Health Insurance Cards obtained
- Address special arrangements for pupils with individual health care plans
- Agree on pocket money (if appropriate)
- Advise on clothing/equipment needs
- Review behavior expectations and the trip's Code of Conduct
- Explain insurance coverage
- Emphasize the importance of emergency contact numbers
- Explain emergency procedures
- Verify passport/visa validity and expiration dates
- Confirm that consent forms are fully completed and signed

This meeting serves both to reassure parents and as an additional check for the Trip Leader's planning and preparation.

13.1 Parental Consent and Refunds

- Consent for all educational visits must be provided by a parent or legal guardian no later than three months prior to the scheduled departure date. This ensures adequate time for planning, staffing, and financial commitments.
- Once payment for an educational visit has been received, no refunds will be issued unless there are extenuating circumstances, such as a family bereavement or serious medical emergency. In such cases, written evidence may be requested, and any refunds will be at the discretion of the school's senior leadership team.
- Residential trips within the United Kingdom are considered a core part of the school curriculum. As such, any request for a student to be excused from attending must receive prior approval from the Headmistress. Non-attendance without such consent may be recorded as unauthorised absence.

14. Risk Assessment Requirements

- The Trip Leader must complete a full risk assessment for each trip, addressing:
 - Generic hazards
 - Trip-specific hazards (venue, transport, activities, participants)
 - Ongoing hazards (continuing to update the assessment during the trip as needed)
- Specific risk assessment examples are available to all Trip Leaders
- Any accidents or incidents must be reported to the EVC and Headmistress

- Risk assessments must be completed before a trip receives permission to proceed

Adventurous/Water-Based Activities

These activities have intrinsic hazards beyond normal day-to-day risks and require particular supervision. Staff must check current regulations and guidance for any adventurous activity and ensure appropriate standards are met.

16. First Aid Requirements

- Low-risk day trips: at least one 1-day trained first aider
- Medium-risk day trips: at least one 2-day trained first aider
- Sports activities: a 3-day at-work trained first aider or a 2-day sports first aider
- Low-risk residential trips (including low-risk trips abroad): at least one 1-day trained first aider
- Staff at approved centers and external organizations must have adequate first aid training available to trip members as needed
- High-risk trips: appropriately trained and qualified school staff or staff provided by the tour operator, residential center, or activity provider
- Sufficient first aid kits must be taken on trips
- All accidents or incidents involving pupils must be reported to the supervising staff member and communicated to parents at the earliest opportunity
- Staff must report any accidents or incidents during off-site activities to their line manager and the School Nurse logging

17. Medical and Pastoral Considerations

Medical Information and Preparation

- A list of participating pupils must be sent to the School Nurse during trip preparation
- The School Nurse will provide:
 - Background medical information
 - Health care plans for pupils with specific medical needs
 - First aid kits for school visits (which must be carried by staff at all times)
 - Spare epipens/inhalers to be collected before departure

Medication Management

- Pupil medication must be available throughout the trip with equipment and spares for emergencies
- Staff should not supplement the first aid kit with personal supplies
- No aspirin should be given to any pupil
- Pain relief from the first aid kit should be administered according to recommended dosage
- Staff must record the pupil's name, time, and dosage administered

- Records must be kept of any medical incidents during the trip, including treatment and responses
- For prescribed medication, parents/guardians must inform the Trip Leader and submit the medication before the trip, completing a 'Consent to Administer Medication' form
- The Trip Leader or designated staff member should oversee medication administration
- Pupils should not take or self-administer their own medication without staff knowledge
- If necessary, a doctor's letter can be requested to confirm a pupil's fitness for the trip
- First aid kits and pupil epipens/inhalers must be returned to the School Nurse immediately after the trip

Pastoral Considerations

- Trip Leaders should consult with pastoral leaders (e.g., Deputy Head Pastoral) before departure regarding any pastoral issues that might place a student at significant risk
- A list of names and related control measures must be included in the Risk Assessment
- Staff should be prepared to support pupils experiencing anxiety, homesickness, or stress during trips. Trip Leaders should identify pupils who may require additional reassurance and pastoral support and ensure that designated pastoral staff or trained mental health first aiders are available when needed. Strategies may include buddy systems, quiet spaces, and regular check-ins. Staff should also be aware of potential mental health triggers and encourage open communication with pupils.

18. Pupils with Specific Educational Needs

- The school follows the education provisions in the Equality Act 2010, prohibiting discrimination, harassment, and victimization on the grounds of protected characteristics
- When planning trips, staff must carefully consider whether they have a duty to make reasonable adjustments
- When a provision, criterion, or practice puts a disabled person at a substantial disadvantage, there is a duty to take reasonable steps to avoid the disadvantage
- There is also a duty to provide auxiliary aids where a disabled person would otherwise be at a substantial disadvantage
- Staff should discuss with the pupil and parents what adjustments could reasonably be made
- The School takes reasonable steps to overcome obvious barriers for those with disabilities
- Each pupil's needs must be assessed individually, with potential difficulties anticipated and addressed during initial trip planning
- Blanket restrictions are not acceptable (e.g., excluding pupils with epilepsy from trips with swimming sessions, or wheelchair users from trips with hiking)

19. Mobile Phones, Digital Devices, Photography & Air Tags

- A school mobile phone must be taken on all educational visits (multiple phones may be needed for separate groups)
- Staff should not use personal phones or share personal numbers with pupils except in emergencies
- If staff personal numbers are used, they must be deleted after the trip
- Lists of telephone numbers provided for educational visits should be destroyed afterward
- If staff use personal phones, a member of SLT and the Head must be informed

- No pupil/parent telephone numbers should be stored on staff personal phones
- All photography should use school mobile phones, not staff personal devices
- Pupils are not permitted to bring mobile phones, digital devices, or air tags on school visits, with no exceptions
- Social Media: Staff must not post photos or videos of pupils on their personal social media accounts. All official communications, including social media updates, must be managed through the school's official channels. In the event of a media inquiry during a trip, staff must refer all requests to the Head or designated school spokesperson. Under no circumstances should staff provide comments to the press without prior authorisation.

20. Pupil Behaviour Expectations

- Pupils must demonstrate the same behaviour standards on school trips as in school
- They must adhere to the school's Code of Conduct, School Values, and any additional requirements from group leaders
- The school's Behaviour Policy applies during school trips just as on school grounds
- Pupils and parents are briefed about expected behaviour before trips (in school for day trips, at pre-trip meetings for residential trips)

21. Emergency Procedures

- The Trip Leader must carry emergency procedures (as outlined in the Emergency Response document)
- The School Emergency Contact person should have access to all trip details and documentation
- The SLT School Emergency Contact should have telephone numbers for the Headmistress, Bursar, and Chair of Governors (including out-of-hours contact)
- Top priority is addressing those involved in emergencies and minimizing further injury
- Group leaders must be contactable by mobile phone and have mobile numbers for all accompanying staff, school reception, and SLT Emergency Contacts
- Staff on day trips can request parents' emergency contact numbers from the School Office
- Staff on residential and out-of-hours trips should have access to parents' emergency contact numbers (preferably via school mobile phone or iPad, with paper copies as backup)
- Parents provide consent for emergency medical treatment on the trip consent form
- All emergencies should follow the control measures in the trip risk assessment and Emergency Response form
- The senior staff member will follow Critical Incident Policy guidelines
- Staff should familiarize themselves with emergency procedures before departure

Emergency Procedures - General Principles

- Ensure all supervising adults are briefed on responding to serious incidents, accidents, injuries, medical emergencies, or missing persons
- Ensure pupil medical details and trip insurance information is available to all supervising adults
- Manage communication effectively and document events and actions
- Staff should not communicate with parents or friends via personal mobile phones

- **Staff Absence Contingency Plan:** If a key staff member, including the Trip Leader, becomes unavailable due to illness or an emergency, the second-in-command staff member (previously identified in the planning process) will assume leadership. The school should be notified immediately to determine whether additional staff support is needed or whether a replacement should be sent to the trip location. All accompanying staff must be briefed on leadership succession before departure.

Medical Emergency/Accident Procedure

1. Secure the scene and ensure others' safety - prevent further injury and provide first aid
2. Contact emergency services with who, where, and when information, then contact the tour operator
 - a. Know the emergency services number for your location (e.g., 999 UK, 112 Europe)
3. Gather necessary documentation (medical details, insurance, consent forms, EHIC if applicable)
4. Contact the SLT person named on the Emergency Response Form to decide who will inform parents and manage communication
5. Arrange transport and supervision for both casualties and the rest of the group
6. Know where casualties are being taken; ideally, a staff member should accompany them while considering the needs of remaining group members
7. If approached by media, don't name casualties and provide only brief factual information after consulting with the SLT contact
8. Record in writing:
 - a. Nature, date, and time of the incident
 - b. Location of the incident
 - c. Names of casualties and injury details
 - d. Names of others involved (to reassure parents)
 - e. Actions taken and pending (including responsible persons)
9. Take photographs of the scene and events when possible
10. Do not discuss legal liability or sign accident liability documents without clear advice from the Head or Bursar

22. Changes to Departure/Arrival Arrangements

- Trip leaders are responsible for promptly informing parents/guardians of itinerary changes
- For departure changes, parents/guardians must be notified by school email or text message, and pupils must be informed
- For arrival changes, parents/guardians must be notified as soon as possible via school email or text message
- For changes during the trip, parents must be informed as soon as changes become apparent
- A school text message must be sent to parents as soon as practicable
- For changes before 5:30 pm, the trip leader should contact the school office to request SchoolPost to parents
- For changes after 5:30 pm, the trip leader should contact the SLT Emergency Contact to send the message via SchoolPost
- The SLT Emergency Contact should be consulted for severe delays or changes to return location

23. Tour Operator Requirements

The school requires all activity providers and tour operators for Day and Residential Trips to complete the stipulated form, available on SharePoint, in the School's Educational Visits Folder.

Compliance with External Standards:

All external providers must comply with the Outdoor Education Advisers' Panel (OEAP) National Guidance and Health & Safety Executive (HSE) standards for activity providers. For providers offering adventurous activities, the Trip Leader must ensure they are licensed under the Adventure Activities Licensing Authority (AALA) where applicable. Documentation confirming compliance should be submitted to the EVC before final approval.

24. Staff Alcohol Policy on School Trips

- Staff accompanying school trips must adhere to the staff code of conduct in their contract
- Staff must not be under the influence of alcohol while performing professional duties
- During working hours—including educational visits—staff must refrain from consuming alcohol or other substances that could impair performance or cause adverse comment
- For clarity and risk management, staff are expected to abstain from drinking alcohol while accompanying school trips

25. Final Approval Process

- All paperwork must be uploaded to SharePoint before departure:
 - Non-residential trips: three working days prior to departure
 - Residential trips: a full calendar week before departure
- The EVC must review all paperwork and electronically sign off on the trip before departure
- All paperwork is maintained within SharePoint, including consents, risk assessments, and itineraries
- Paper copies of these documents can be securely destroyed after the trip
- If difficulties arise, related paperwork (e.g., medical letters, police reports) must be retained in the school file for potential follow-up

26. Trip Evaluation

- Upon return, the Trip Leader must:
 - Return school equipment (school phone, first aid kit, etc.)
 - Follow up on any issues (behaviour, pastoral, medical) with relevant staff, SLT, or School Nurse
- Leaders of Residential Trips (UK and abroad) must complete a short survey summarizing their experiences, which aids future planning of similar trips

Stage 1 - Preliminary Planning		
Step	Action	Done
1	Obtain initial approval for the trip from the SLT via the EVC.	
2	Clarify the purpose, educational value, and suitability of the trip for the age and experience of pupils.	
3	Ensure the Trip Leader and accompanying staff are competent, experienced, and approved.	
4	Establish minimum supervision ratios based on year groups and risk levels	
5	Draft a provisional budget and liaise with the Bursary for payment and deposit arrangements.	

Stage 2 - Detailed Planning		
Step	Action	Done
1	Conduct sufficient research about the trip destination, facilities, travel, and potential risks (a reconnaissance trip if necessary)	
2	Develop a comprehensive itinerary, including supervisory groupings and contingency plans	
3	Complete a full risk assessment for the trip, including transport, activities, and medical needs.	
4	Obtain and upload documentation from external providers (e.g., safeguarding and insurance policies).	
5	Draft a provisional budget and liaise with the Bursary for payment and deposit arrangements.	
6	Arrange appropriate first aid coverage and ensure first aid kits are prepared.	
7	Liaise with the School Nurse for medical information, healthcare plans, and medications for pupils.	

Stage 3 – Staff Preparation		
Step	Action	Done
1	Brief staff on supervisory responsibilities and group assignments, emergency procedures and communication protocols, expected pupil behaviour and safeguarding guidelines	
2	Ensure all supervising adults are familiar with the trip itinerary and risk assessments.	

Stage 4 - Parent Communication		
Step	Action	Done
1	Send parents an Educational Visit Information Letter detailing trip plans	
2	Collect signed consent forms, medical details, and emergency contact information.	
3	Schedule a briefing for parents (for residential trips) to discuss behaviour expectations, medical and insurance information, packing lists and equipment, emergency procedures, any special requirements (e.g., passports, visas).	
4	Brief parent volunteers on supervisory responsibilities and group assignments, emergency procedures and communication protocols, expected pupil behaviour and safeguarding guidelines	

Stage 5 - Pupil Preparation		
Step	Action	Done

1	Before the trip brief pupils on expected behaviour and the school's Code of Conduct, procedures for emergencies (e.g., getting lost or injured), relevant group assignments and rendezvous points.	
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Stage 6 – Final Approvals and Logistics		
Step	Action	Done
1	Upload all trip documentation to SharePoint at least 3 working days before departure for day trips or 1 full calendar week before residential trips.	
2	Ensure all parent contact details are securely stored for easy access along with next of kin details for staff and contact details for SLT Base Contact (residential trips only) and	
3	Confirm final approval from the EVC.	
4	Confirm transportation arrangements and verify driver and vehicle compliance with safety standards.	

Stage 7 – During the Trip		
Step	Action	Done
1	Conduct regular roll calls and maintain careful supervision of pupils.	
2	Communicate any changes to the itinerary or delays to parents promptly.	
3	Follow emergency procedures as needed, including: - Ensuring the safety of pupils and staff. - Contacting emergency services and SLT if required.	
4	Keep a written record of incidents, including actions taken and communication with parents.	
5	Ensure regular communication is maintained with the SLT contact and updates are provided to parents as per the commitments made in the parent briefing	

Stage 8 – After the Trip		
Step	Action	Done
1	Return all school equipment (e.g., first aid kits, phones) promptly.	
2	Follow up on any issues (e.g., medical, behavioural) with relevant staff members.	
3	For residential trips, complete a survey to evaluate the trip and inform future planning.	