



# KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

## EDUCATIONAL VISITS POLICY

### Introduction

The school places a high value on fieldwork, excursions, visits and organised tours. Such trips are of enormous benefit and safely managed educational visits/trips with a clear purpose are an essential part of a broad and balanced curriculum.

Students' safety is of paramount concern. The school accepts that trips, visits and outdoor activities cannot be completely without risk, however, it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of students and staff and minimise the risk of untoward or dangerous situations.

The information in this policy has been written with reference to the following guidelines:

- Health and Safety at Work, etc. Act 1974
- HSE - Health & Safety on Educational Visits 26 Nov 2018

Positive and proactive steps will be taken to prevent discrimination against any student in terms of access to educational trips.

Every reasonable effort will be made to ensure that school trips and activities are inclusive and accessible to all who wish to participate, irrespective of special educational or medical needs or disability (subject to health and safety implications, the constraints of the activities and difficulties of supervision), and in all cases regardless of race, ethnicity, sex, sexual orientation, gender reassignment/gender transition, gender identity, religion or belief.

### Educational Visits Coordinator (EVC)

The EVC will:

- Support the Head in ensuring that all educational visits/trips follow regulations and guidelines, together with the School's relevant policies and procedures and that appropriate safety measures are in place
- Approve educational visits, checking for any potential calendar clashes with the Assistant Heads

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- Ensure visits have appropriate support ratios and adequate cover for health and safety, First Aid, medication and behavioural management to safeguard all party members.
- Organise emergency arrangements and ensure that there are two emergency contacts for each visit for residential trips or trips outside regular school hours.
- Make sure trip leaders complete a trip evaluation form. This form should include their overall evaluations, reports of any accidents, incidents and near misses, behavioural issues, improvements or changes the trip leader could or should make, highlights of the trip and whether they would recommend running this trip again.
- Keep staff up to date on training opportunities that will help them lead or be part of a future trip, e.g. RLSS, advance leadership awards, water safety courses, etc.

## General

All situations where students are out of school, both during the day or outside of school time shall have a designated trip leader. The organiser **should be** the trip leader; however, there may be an occasion where this is not possible. All trips must be approved by the Educational Visits Coordinator (EVC).

## Planning for a trip/visit

Staff complete the preliminary trip form on Firefly. A Day Trip proposal should be completed a minimum of 1 month in advance, residential trip proposal a minimum of 11 months in advance. **Preliminary approval must be obtained before any bookings can be made or letters sent to parents.** The proposal is assessed by the EVC and Executive, as well as the Director of Finance & Operations (DFO), for trips over £1000 per person. Where possible, in the case of a residential trip or an adventure training trip into unfamiliar territory, an exploratory visit may be made in advance of the visit.

Trip leaders are responsible for ensuring that all staff on the trip are fully aware of what the trip entails, what their tasks and responsibilities are and what the risks involved are. Staff will have access to relevant medical conditions and emergency contacts through Operoo, as well as risk management documents.

## Competence

Competence to lead a trip comes from experience and personal qualities. The first question a trip leader should consider is 'Do I have the specific competence and experience to lead the proposed trip?'. If the trip leader has limited relevant experience or the proposal is for a new trip, they should first meet with the EVC to discuss the trip before submitting any trip proposals.



## Communication with Parents

It is important that parents are given full written details relating to the organisation of visits outside the School site. A letter explaining all aspects of the trip must be sent to parents of participating students. For residential trips, the trip leader must, in addition to sending a letter, hold an information evening for parents at least 2 weeks before departure. This allows for final details to be presented and for parents to ask any questions or raise any concerns.

The trip leader must inform parents of the following prior to a residential trip at the parent information evening and/or by letter:

- The objectives, dates and cost of a trip
- Travel details to include departure and arrival times
- Accommodation name and location
- Staff members on the trip
- Itinerary
- Tour Company information
- Packing and equipment list - including banned items
- Emergency contact number
- Inclusions/exclusions
- Suggested additional spending money

For all trips, students should have a trip briefing and receive the following information:

- Itinerary and activities
- Objectives of the visit
- Meeting times and locations
- Packing and equipment list - including banned items (where required)
- Behaviour expectations
- Safety reminders



## Student Supervision

Students should understand the following:

- objective of the visit
- basic foreign words (where appropriate)
- how to avoid specific dangers and any special safety precautions in place
- the standard of behaviour expected of all students
- what to do if approached by anyone from outside the group
- rendezvous and emergency procedures.

If students are unsupervised at any time during a trip, they should always know how to contact a member of staff.

It is accepted that on any trip students cannot be supervised throughout the full 24 hours of any day, but staff must use their professional judgment when assessing how much freedom students are given when unsupervised. Much will depend on the age and maturity of the students concerned and on the potential hazards of the location.

If students are to be unsupervised, they must be given clear instructions to stay in groups of a **minimum of three**, to confine themselves within a certain area, to obey instructions given about what is and what is not permissible and to rendezvous at a predetermined point within a specific space of time. Whilst on a residential trip, students should carry the address and telephone numbers of the accommodation in case they become separated from the main party as well as the trip leader's emergency contact details.

Where supervision is provided by an outside agency or by any adults who are not members of the school staff, trip leaders are responsible for discussing appropriate levels of paperwork with the EVC.

On any trip, whether at home or abroad, there should be a regular headcount.

Staff should be familiar with the procedures to be followed immediately in the event of a missing/lost child, as set out in the *Attendance Policy (including the Missing and/or Lost Child Policy)*.



Specific provisions relating to student supervision on different methods of transport are covered in the school's Transport Policy.

Students in the Fifth Year and up may, with prior written permission from their parents, be dismissed from a trip directly if it is outside of regular school hours.

### Behaviour

All students must abide by the Code of Conduct for School Trips and know the consequences for breaching this. For the duration of the trip all staff accompanying students are responsible for those students in their care and should behave with professional demeanour at all times.

### Alcohol

For the avoidance of doubt, this means amongst other things, that students are not allowed to consume, or to be in possession of alcohol at any time on any school trip, and failure to comply with this rule may result in disciplinary action.

Any students found to have used alcohol, drugs or any other banned substances should expect to be sent home at the cost of the parent immediately (as per the Code of Conduct for School Trips).

Staff are not permitted to consume alcohol on school trips at any time, and whether on or off duty.

### Consent

Parents must complete an annual consent form for all day trips run by KGS. This will be completed (through Operoo) by all parents at the start of each Academic Year. **One consent form is sufficient to cover all day trips that the student will participate in over the academic year.** This consent form does not cover residential trips or trips that have a higher risk associated with them e.g. RAF flying; shooting. For these trips supplementary consent should be given with more specific detail about the risks involved.

All residential trips will have their own separate consent form.

If a student has not provided a consent form signed by their parents the day before the trip departs, the student will not be allowed to participate in the trip.

### Recommended ratios for trips

The school may vary the supervision ratios depending on the nature of the trip, the experience of the staff and the age and needs of the students involved. Recommended ratios for trips are:



Type of Trip	Ratio
Day Trips	1:15+1
Residential Trips	1:10+1
High Risk Trips	1:8+1

Trip Leaders should seek advice from the EVC on the appropriate staff:student ratio for the trip. Trip organisers should note that if the staffing of a trip is not acceptable the trip will not take place. Staffing will be approved upon submission of the trip form through Firefly. Every trip must have one or more qualified First Aiders, the number of which will vary depending on the size of the group and the nature of the trip.

Staffing for residential trips will be arranged using an open and fair policy whereby all staff members have an equal opportunity of being asked to join the trip. The trip leader will work with the EVC to achieve this.

For trips/visits involving coach or minibus travel, there must be at least two members of staff per coach. Students and staff travel on the same vehicle for all journeys. All staff should have the relevant contact phone numbers for the trip.

### Transport Arrangements

All school vehicles used for out of school visits should be booked online and signed out by the trip leader. Further details on transport arrangements can be found in the School's *Transport Policy*

### Insurance Arrangements

The School's insurance policy provides group cover for all members of the school involved in school trips and costs must be added in. For any specific activities please check with the Bursary for coverage.

### Emergency Arrangements

These should be established before the trip/visit departs and disseminated to all adults accompanying the trip. For a residential trip, two members of the Senior Leadership Group should be identified as emergency contacts for the trip. Factors to consider when drawing up emergency procedures include the need:

- to ensure that all students in the party are safe
- to establish the names of any casualties and to get immediate medical assistance
- to notify the police (or the British Embassy/Consulate if appropriate) where necessary



- to notify the school contact of the time, nature and location of the incident and the names and injuries of any casualties
- to keep written records - including accident report forms - of all emergencies - this must all be included in the trip evaluation

Staff should never become involved in discussions about liability or insurance in the event of an accident but should refer such issues to the DFO.

Staff should also refer any press enquiries to their SLG contact (having first notified the contact of the basic nature of the incident) who will pass this information on to the Critical Incident Management Team (Head, Deputy Heads, DFO, Assistant Heads). The names of casualties should not be given to the media.

The trip leader should ensure that they can access medical and emergency contact information at all times. This information is accessible through the Operoo app (on and offline) on the school trip phone; Staff can also upload the app to their own phones should they wish to. All staff on a trip, as well as SLG cover for the trip, will have access to student emergency contacts and medical data through Operoo.

The School holds a Critical Incident File, held by the Executive, which covers the management of a major incident, disaster or emergency.

To assist any third party in the case of an emergency, students *can* carry a contact ID card (sample below) or hold an image on their phone of relevant contact details.

My name is ..... and I am a student of Kingston Grammar School, London, England on an Educational Visit to .....  
.....  
.....  
from: .. / .. / ..  
to: .. / .. / ..

**Emergency Contact Numbers:**  
1. My teacher is ..... whose number is .....  
2. I am staying at ....., the number is .....  
3. My home number is .....

### Risk Assessment

A full Risk Assessment is required. The KGS generic trip risk assessment should be reviewed prior to any trip and supplemented with a visit-specific risk assessment. There must be an on-going risk assessment by the trip leader and staff as the visit progresses and as circumstances



require. On expeditions and visits involving any hazardous activity trip leaders and staff should always be prepared to make a dynamic risk assessment on site.

In accordance with the School's Disability Policy, individual risk assessment and management strategies will be provided for disabled students, and an increased staff: student ratio may be required.

If, during the course of the visit, the risk to the students' health and safety appears unacceptable, the trip leader must stop the visit and put contingency measures into effect.

Sufficient briefing shall be given to all those involved on any school trip. This will include briefing parents and students regarding expectation of conduct and arrangements for sending students home early should their behaviour merit this. In addition, there should be a staff briefing prior to a trip to distribute all relevant information.

Where a visit involves commercial providers, such as tour operators, trip leaders must obtain trip specific risk assessments from the tour company.

Where commercial organisations are providing adventurous activities, the trip leader must ensure that, where necessary, the provider holds the appropriate licence and qualifications. Examples of activities which require a licence include (but are not limited to):

- Caving, climbing and abseiling
- Trekking (on foot or pony or cycle) on moors or land over 600m above sea level and 30 minutes from an accessible road or refuge
- Sailing, canoeing, rafting and windsurfing.

When activities are provided by commercial agencies, the trip leader and teachers retain ultimate responsibility for the students at all times.

***Any activities that require a waiver must be obtained prior to the trip and completed by the parent or guardian. No teacher or staff member can complete this on behalf of a parent whilst on a trip.***

### **Water Based activities**

These activities have intrinsic hazards over and above normal day-to-day risks and therefore require particular supervision. Staff should refer to the *Swimming Policy* and ensure the policy is followed. Seek advice from the EVC if there is any uncertainty.

Further detailed information for leaders of overseas and residential visits can be found in Appendix 1, in the *Further Information to Leaders of Residential & Overseas Trips document*.





The EVC has the right to cancel/postpone a trip if they deem it to be too risky e.g. extreme weather conditions or inadequate staff availability.



## Appendix 1

# FURTHER INFORMATION FOR LEADERS OF RESIDENTIAL AND OVERSEAS TRIPS

Please refer to the Educational Visits Policy above for further information

### Residential Visits

Staff organising residential visits should consider:

- The language and culture of the host country and the need to brief students on matters such as food and drink, safety of money and valuables, the use of local telephone systems.
- Whether vaccinations and/or visas and passports are required for the visit. Particular attention should be paid to any student who is not a British Citizen.
- Budget and contingency fund

The trip leader should have/know:

- Travel information
- Access to passports/visas via Operoo
- Hotel information
- Trip phone/s
- Travel insurance information
- Location of local hospital and medical facilities
- Contact numbers for the British Embassy/ Consulate

Factors to consider when travelling abroad include:

- the need to be aware of different legislation concerning drivers' hours and record keeping
- the need for special documentation for minibuses



- the need to observe tachograph regulations in any vehicle with nine or more passenger seats
- the need to be aware of the dangers posed by driving on the right - especially when embarking and disembarking from minibuses

Accommodation on a residential trip

The Trip Leader should:

- complete a safety briefing with students on fire exit routes
- ensure students behave appropriately whilst at the accommodation
- monitor the security arrangements
- run room checks for damage/breakages prior to students use

### Medical

For all trips there will be:

- A group in Operoo which includes all students on the trip and which lists all medical, dietary requirements and emergency contacts
- A record of the counter medications staff can distribute to students as approved by parents on the residential trip consent form in Operoo

The trip leader must meet with the school nurse prior to departure, and the date and details of this meeting must be documented. During this meeting the nurse will:

- issue a First Aid kit and over the counter medications and give any relevant instructions on its use.
- issue and explain the school's guidelines on issuing mild pain killers (e.g. paracetamol) and how to record this.
- Review the list of students on the trip and discuss any medical problems not already highlighted by parents/carers.

If, during the course of a visit, any student requires treatment in hospital as a result of an accident or of illness, the party leader should ensure that the student's parents/ carers and the school are notified as soon as is practically possible. Basic details of the situation should be given and, where possible, the student should be allowed to speak to their parents/carers.

If, for any reason, staff feel unsure about notifying parents/ carers directly they should inform their SLG contact.



Staff are reminded of the need to complete an online accident report form in the event of any incident in which First Aid or other medical treatment is required or of any dangerous occurrence where an injury might easily have occurred or where any possible claim against the school may be made, for whatever reason. There is a shortcut link to the forms on the trip phones and the form can be completed on Firefly. **This must also be reported on the Trip Evaluation Form.**

### **Water Safety**

Refer to the *Swimming Policy* for further details