



St George's College

WEYBRIDGE

EDUCATIONAL VISITS POLICY

1. Educational visits: policy guidance

1.1.Scope

This guidance is applicable to all those involved in the organisation of educational visits. The DH Pastoral, or their designate, has overall responsibility for Educational Visits. Please see procedures on the Trips File in the Academic Shared Drive or Firefly relating to the process for approval, execution and feeding back.

1.2.Objectives

- 1.2.1 To ensure that visits are well planned and significant risks are identified and managed
- 1.2.2 That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable
- 1.2.3 That those in charge of visits have the necessary competence to manage situations appropriately

1.3.Guidance

- 1.3.1 The Deputy Head Pastoral, or their designate, will be responsible for the implementation of this policy.
- 1.3.2 Learning outside the classroom environment is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):

- a) Day trips to historic sites, museums, galleries, natural features, farms, drama productions
- b) Language exchanges abroad
- c) Field trips, eg Geography, History, Extension Activities
- d) Adventure activities, eg canoeing, climbing, trekking, horse riding, sailing,
- e) Choir concert tours
- f) Sports teams and ski trips
- g) Duke of Edinburgh Award programme

1.3.3 The school calendar will list the trips and visits that are due to take place over the coming academic term/year, together with planned home and away sports fixtures. In the ordinary run of events, these Trips and Visits will have been tabled through the fortnightly HoDs meeting, and will have been confirmed from a Calendar perspective by the DH Staff; by exception, for instance, where competition fixtures are scheduled at short notice, this can be waived by the DH Staff and DH Pastoral.

1.3.4 Parents will be notified in advance of:

- a) Selection of a child for a sports team where they will be given a list of fixtures
- b) A child attending a day out on a trip / visit, including details of any extra charge and details of visit duration
- c) Planned trips and visits for year groups.

- d) For residential trips only, parents of pupils opting for trips will attend the school for a full briefing
- 1.3.5 Individual written consent will be obtained where pupils are taken on a trip or visit that:
- a) Extends beyond the normal school day
 - b) Involves an overnight stay
 - c) Has collection from a different venue
 - d) Is an overseas visit
 - e) Has an extra cost to a parent
- 1.3.6 The completed and signed consent form will include details of how to contact a parent in the event of an emergency. The form must be returned to the school at least three days before the start of the trip
- 1.3.7 Parents are expected to support the school in ensuring that pupils follow instructions given by those in charge of the trip. Those in charge of the trip may send home early any pupil who declines to follow reasonable instructions
- 1.3.8 The DH Pastoral will:
- a) Support the Head Teacher in the process of approving visits
 - b) Ensure, as far as possible, they are spread through different age groups and the school year
 - c) Help staff involved with organising tours
 - d) Check parental consent forms
 - e) Keep records of previous visits, including details of accidents and incidents
- 1.3.9 All new staff will receive support in planning school visits, should they be involved in the planning of such visits
- 1.3.10 Every planned trip or visit will have a nominated Group Leader ("GL") who is responsible for organising and running. A deputy GL will also be nominated
- 1.3.11 For residential trips, the Deputy Head Pastoral will hold a briefing session for all those nominated as a GL, which will cover:
- a) Conducting risk assessments
 - b) Emergency procedures
 - c) School insurance cover
 - d) Budgeting for visits
 - e) Circumstances when a trip may be terminated
- 1.3.12 The GL will hold a valid first aid certificate or ensure that one of the accompanying teachers does
- 1.3.13 Where a school minibus is used, the driver must have the appropriate qualifications. If staff are transporting students in their own private vehicle, the driver(s) will adhere to the Drivers Policy and complete a driver's declaration form, which is retained by the Transport Manager.
- 1.3.14 Personal Liability
- a) The GL acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do"
 - b) The school, as employer of the GL will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines

1.3.15 Insurance

- a) The school has Employers Liability Insurance of £25m and Public Liability Insurance of £30m.
- b) It also has a group worldwide travel policy that covers all visits in the UK and overseas.
- c) The DH Pastoral and/or GL should check with the Head of Administration when planning trips relating to hazardous/adventurous activities for the applicability of insurance and arrange for an extension where required
- d) The GL should ensure that they have a copy of the school travel insurance with them on the trip
- e) Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the schools "occasional business use" motor policy, subject to staff following the Driver Policy and returning a self-declaration form to the Transport Development Manager
- f) Staff wishing to take a minibus overseas must discuss the trip with the Transport Development Manager and the Head of Administration and Commerce to ensure latest procedures are followed and correct documentation is prepared.

1.3.16 Trips and visits planning

For Non-residential Trips, except Games Fixtures: At least 1 Term in advance that:

For Residential Trips: At least twelve months in advance it is recommended that:

- a) Assurance should be sought that suitability checks have been carried out for any staff or another organisation taking responsibility for the school's pupils on a site other than the school
- b) Obtain suitable advice from the DH Pastoral and DH Staff on suitable dates, previous experience and requirements etc
- c) Discuss key elements of the visit, including purpose, location, transport, accommodation, activities, itinerary, number and age of participants
- d) Calculate the staff to pupil ratio
- e) Prepare a draft itinerary
- f) Decide the mode of transport for the whole journey
- g) Prepare a costing for the visit, remembering to allow a contingency for delays and emergencies
- h) If an adventurous activity is involved, that the provider is licensed and individual instructors possess a recognised qualification (such as the Adventure Activities Licensing Authority)
- i) Obtain relevant details from the intended Centre regarding acceptance of responsibility and copies of risk assessments before committing to the visit
- j) Prepare your own risk assessment
- k) Find other members of staff who are willing to participate, remembering:
 - i. male / female ratios
 - ii. language skills
 - iii. medical assistance
 - iv. nature of activities
- l) The school may permit parents and office staff to assist with day trips and sports fixtures
- m) Where parent volunteers participate arrange for enhanced DBS disclosure if they may have unsupervised responsibility for children

For Residential Trips Only:

- n) Check that the tour company / airline is ATOL / ABTA bonded so that cover is provided in the event of the bankruptcy of the provider

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- o) Undertake a reconnaissance visit to the location if the school has not visited it before, or a reference from another school where this is not possible; consult with Dh Pastoral on this in advance
- p) Establish the minimum and maximum numbers for the visit to be viable
- q) Establish any visa and medical requirements
- r) Establish the cost of any deposits required both for travel and the activity provider and calculate the deposit required from participants
- s) Check with the travel advice unit of the Foreign and Commonwealth Office depending on the location
- t) Prepare a written case for counter signing by the DH Pastoral and approval by the Head Teacher
- u) If the trip is to an Activity Centre, the GL must ensure that the Centre is licenced in accordance with Adventure Activities Licensing Regs 2004 and a copy of the licence submitted to the DHP with the trip documentation.

1.3.17 Staff pupil ratios recommend by the DfE for off site activities are:

- a) 1:15/20 for First Year upwards (with a larger ratio permitted for overs 16's)
- b) 1:10 for all visits abroad
- c) Gap Tutors are not be included in staff to student ratios.

1.4. Risk Assessment

For both residential and non-residential trips:

1.4.1. GL's are trained in undertaking risk assessment and how this relates to the visit trip or activity they are planning. The school adopts the model risk assessment from the DfE (www.education.gov.uk), which is downloadable and covers:

- a) Identifying potential hazards of the location being visited
- b) Listing the groups of people that are at risk from significant hazards
- c) Listing control measures that are in place
- d) Allowance for hazards which may not yet be fully understood due to lack of information
- e) Monitoring hazards during the visit

1.4.2. The GL should ask for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators. These will form part of the overall school risk assessment. Outdoor activity centres must be with those licensed under the Adventure Activities Licensing Regulations 2004 (AALA). Their risk assessment must accompany the documentation.

1.4.3. Risk assessments from previous visits can be used as a starting point for a revised assessment, but they must never be adopted without checking for changes which may have occurred.

1.4.4. The DH Pastoral and the Health and Safety Co-ordinator maintain a dossier of generic risk assessments relating to sports activities, regular school visits and theatre / museum visits

1.5. After permission for the trip has been granted

For Non-residential: at least 1 month in advance

For Residential: at least 10 months in advance

- a) Write a preliminary letter to send to parents and guardians of the target age group (which should be reviewed by the DH Pastoral), outlining:
 - b) Purpose of the trip

- c) Programme
- d) Expected maximum cost
- e) Process for expressions of interest and date by when deposit must be paid
- f) Parents briefing at least six weeks before departure
- g) Restrictions on numbers
- h) Brief pupils about the visit, its dates and purpose
- i) Check the names of all pupils wishing to participate with the Medical Centre. Discuss any requirements with Sister and the DH Pastoral, (including those for special educational needs)
- j) Collect the payment for the trip and arrange for accounting procedures with Accountant
- k) Arrange with the Accountant to pay any deposits on accommodation, travel, activity centre etc
- l) On exchange trips, assign pupils to host families

1.5.1. For Residential only: At least three months in advance

- a) Finalise costs with the travel company
- b) Where possible check that all coaches are fitted with seat belts
- c) Confirm the cost for parents (including contingency provision)
- d) Inform parents of medical and visa requirements. Any non-British passport holders parents should be advised that it is their responsibility for ascertaining any visa requirements for their child
- e) Arrange with the Accountant for the parents to be billed for the balance of the cost of the trip / collect the balance of the money for the trip from pupils and pass to the Accountant for crediting to the trip account
- f) Arrange for the Accountant to pay the travel company /airline / hotel etc with the balance required
- g) Arrange via Student Services/IT Services for the loan of a school mobile phone, with pre-paid SIM for the country to be visited from an agreed date
- h) Brief pupils and ensure any specific advance requirements have been communicated

1.5.2. For Residential only: Six weeks in advance

- a) Currency and cash required for a trip should be requested from Accounts at least 7 days in advance, to enable enough time to be ordered through the bank. Transfer of funds to a personal card to avoid carrying cash is permissible, subject to certain terms and reconciliatory conditions.

1.5.3. Arrange trip briefing with parents, which will cover:

- i. Itinerary, including meeting and collection points
- ii. Contact details for hotels / hostels/ names and addresses of host families
- iii. The number of the school mobile phone issued to the GL
- iv. Kit, equipment, dress code of country and money requirements for pupils
- v. Expected rules of behaviour for the trip and the arrangements where such rules are not followed by pupils (including possibility of sending pupils home at parents expense). This includes, alcohol, tobacco etc usage
- vi. Arrangements for dealing with emergencies and informing parents of them
- vii. Arrangements for communicating with parents in the event of return from the trip being delayed
- viii. The need to notify the school of contact with an infectious disease 4 weeks before travelling
- ix. The reasons for why a consent form is essential
- x. The need for a copy of each pupils passport
- xi. Send all parents a copy of the consent form (example appendix 1) and the return date

- xii. Arrange for any catering requirements with the catering department
- xiii. Brief pupils on expected standards of behaviour and cultural differences
- xiv. Book travelling first aid kit from the Medical Centre

1.5.4. For Residential only (except (a) below): Two weeks in advance

- a) Chase parents who have not returned their consent forms, pointing out that their child will not be able to participate unless the form is received 3 working days before departure
- b) Obtain copies of each pupil's passport
- c) Check all travel tickets and store in the school safe
- d) If collecting currency / travellers cheques etc arrange for storage with the Bursar in the school safe and make a note of any serial numbers etc
- e) Meet with accompanying staff members to discuss all practical arrangements for the trip and roles and responsibilities

1.5.5. Prepare central documentation and packs each member of staff containing:

- a) the itinerary, with all addresses of locations during the trip etc
- b) The GL mobile number
- c) mobile numbers of participating staff
- d) A list of pupils with parental contact details and medical conditions
- e) Copies of all passports and travel documents
- f) Emergency contact numbers for the Head Teacher, DH Pastoral, or their designate, designated member of staff on-call
- g) Out of hours contact numbers for school security
- h) Address and contact details of nearest British Consul
- i) On exchanges contact details / addresses for schools and host families
- j) Copy of travel tickets and insurance documents
- k) Copy of the trip risk assessment
- l) Location of nearest hospital
- m) Copies of serial numbers of travellers cheques
- n) Meet with the DSL for a Safeguarding conversation

1.5.6. For residential trips: Day prior to departure / day of departure

- a) Collect tickets, foreign currency, travellers cheques etc from the safe
- b) Give trip information packs to nominated persons
- c) Give each pupil the names, addresses and phone numbers of their accommodation
- d) Remind pupils about expected standards of behaviour and sanctions if not followed
- e) Remind pupils to bring passports and ask to see a copy
- f) Collect travelling first aid kit (check contents)
- g) Collect school mobile phone and charger
- h) Collect any catering provisions

1.6. During the visit or activity: For both residential and non-residential trips

1.6.1. Primary responsibility for the safe conduct of the visit rests with the GL. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They will liaise with the partner school in the event of difficulties between a pupil and their host family. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- a) Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc

- b) Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- c) Agreeing a central meeting point
- d) Checking that all pupils wear their seat belts

For residential trips only:

- e) Checking the fire exits and escape routes at each hotel or hostel.
- f) Ensuring that every pupil walks through the emergency escape route at each hotel. It is the responsibility of the GL to check that the Fire Exits are properly signed, the routes of escape are clear and not blocked, here are fire alarms in communal and private areas and that the fire evacuation procedures are adequately displayed.
- g) Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- h) Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- i) Ask all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups
- j) Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- k) Enforcing expected standards of behaviour
- l) Looking after (or reminding pupils to look after) passports and valuables
- m) Storing cash, travellers' cheques and tickets in the hotel safe
- n) Keeping an account of all expenditure
- o) Recording all accidents and near misses

1.7.Illness or minor accidents

For residential trips only:

- 1.7.1. If a pupil has a minor accident or becomes ill, the GL, or another member of staff, will take him/her to the local hospital or clinic. If the trip is outside the UK, he/she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The GL will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.
- 1.7.2. GL must read the Insurance Travel Policy wording carefully and carry a copy of the documentation with them. The contact number must be kept separately and also inform a colleague.
- 1.7.3. GL may wish to send the insurance details to parents so they have transparency of what is provided in case they wish to supplement the cover in any way.
- 1.7.4. ACE Assistance, who insure us for Travel, need to be contacted in the first instance, or as soon as is reasonably possible, for any event that may give rise to a claim. They have a 24/7 contact number and in order to settle claims their procedure must be followed. In an emergency it is clearly the most important thing to call an ambulance or whatever action is needed. However, at the earliest opportunity engage the travel insurance on the contact numbers. They will log the incident which means the insurance is activated but more importantly they can assist in certain circumstances.

1.7.5. Whatever the circumstance where insurance needs to be evoked, never admit any liability and keep all receipts for expenses incurred. Do not make major decisions such as repatriation, or expensive transfer costs without discussing it with the insurers first.

1.8. Emergency procedures

For residential and non-residential trips:

1.8.1. In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the GL first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.

1.8.2. After ensuring that the rest of the group are safe and looked after, the GL will:

- a) Inform the Head Teacher or on-call member of the SLT of what had happened
- b) Where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Head Teacher are maintained.
- c) Arrange for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas.
- d) A full record should be kept of the incident, the injuries and of the actions taken.
- e) Where appropriate the school communications plan will be implemented
- f) Where possible, communication with the media should be left to the Head Teacher. The GL will refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

1.9. Delayed return

For residential and non-residential trips:

1.9.1. If the return from a visit is delayed, the GL will contact SSU and/or all parents via the loan mobile. The loan mobile should have had all parent contact details uploaded. The GL is responsible for ensuring that the parent contact details have been uploaded to the loan mobile, with support from IT Services

1.10. On Return

For residential trips:

- a) The GL will provide the DH Pastoral with a report on the visit.
- b) The GL will return all school property (together with a report of any lost or damaged property).
- c) The GL will instruct all pupils to delete their records of the school mobile and of any staff mobiles (staff mobile numbers can only be given out in the event of dire emergency).
- d) The GL will remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit
- e) The GL will return any unused cash or credit to the Accountant.
- f) The GL will produce a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill

1.11. Report for Governors

1.11.1. The Head Teacher may elect to report to the Governors on Trips, via a synopsis of all the school trips and visits that have taken place since the last visit. The DH Pastoral will invite the GL to draft a short report for this purpose, and for the review and appraisal of residential trips.

NON – RESIDENTIAL

Date of Visit:

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Destination - full address:

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Purpose of visit:

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| Year group | Number of students | |
|---------------|--------------------|--------|
| | Male | Female |
| 1st Year | | |
| 2nd Year | | |
| 3rd Year | | |
| 4th Year | | |
| 5th Year | | |
| L6th | | |
| U6th | | |
| Gender totals | | |
| TOTAL PUPILS | | |

| |
|-------------------------------|
| Group Leader & contact number |
| Other staff |

| | |
|---|---|
| Means of transport (If coach which company) | |
| Departure time: | Expected return time: |
| Cost: £ | Method of payment e.g. school bill, cheque, dept budget |

Please attach or provide evidence of the following:

| ITEM | ATTACHED <input type="checkbox"/> /X If not attached provide a further note |
|---|---|
| RISK ASSESSMENT | |
| SISTER'S MEDICAL NOTES | |
| CORRESPONDENCE WITH PARENTS | |
| LIST OF STUDENTS | |
| CATERING (Y/N) If yes – PLEASE SUBMIT CATERING FORM | |

For office use only

| | |
|-------------------------------|--|
| Permission granted by SLT | |
| RA approved | |
| Updated on trips spread sheet | |
| Email sent from SSU | |

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RESIDENTIAL

Date of Visit:

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Destination - full address:

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Purpose of

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|--|
| |
|--|

| Year group | Number of students | |
|---------------|--------------------|--------|
| | Male | Female |
| 1st Year | | |
| 2nd Year | | |
| 3rd Year | | |
| 4th Year | | |
| 5th Year | | |
| L6th | | |
| U6th | | |
| Gender totals | | |
| TOTAL PUPILS | | |

Group Leader & contact number:

Other staff:

| |
|--|
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Means of transport. Provide coach company, flight details etc

| |
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Cost: £

| |
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| |
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Method of payment e.g. school bill, cheque, dept budget

Please attach or provide evidence of the following

| ITEM | ATTACHED <input type="checkbox"/> /X If not attached provide a further note |
|--|---|
| SAFEGUARDING MEETING WITH DSL (TWO WEEKS OUT) | |
| TRIPLEADER HAS READ SGC EDUCATIONAL VISITS POLICY | |
| ACCOUNTS NOTIFIED | |
| RISK ASSESSMENT(S) | |
| SISTER'S MEDICAL NOTES | |
| CORRESPONDENCE WITH PARENTS | |
| LIST OF STUDENTS | |
| CATERING (Y/N) If yes – PLEASE SUBMIT CATERING FORM | |
| IF NOT PREVIOUSLY VISITED, REFERENCE FROM ANOTHER SCHOOL | |

For office use only

| | |
|-------------------------------|--|
| Permission granted by SLT | |
| RA approved | |
| Updated on trips spread sheet | |
| Email sent from SSU | |

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APPROVAL CHECKLIST - NON RESIDENTIAL

| | | |
|---|---|--|
| Risk Assessment | Appropriate measures are in place | |
| Staffing ratio | Appropriate for trip | |
| Medical | Discussion of trip with Matron, who will have prepared a first aid kit for collection. Evidence on file | |
| Safeguarding | Approval of staffing gender mix Discussion with regards to safeguarding and mobile phones and cameras All arrangements comply with various policies | |
| Travel or transport | Arrangements are appropriate | |
| Parental consent | Where required, is in place | |
| Emergency | The trip leader has sufficient funds and an effective means of communication | |
| Activities | Assurance that the provider holds a licence as required | |
| Third party providers | Check have been appropriately selected | |
| | | |
| Contact point during trip for updates and emergencies | Notified and on file | |
| Student attendee list | Submitted | |
| Curriculum time | Considered | |
| Final decision | Visit is appropriately prepared and should take place | |

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APPROVAL CHECKLIST - RESIDENTIAL

| | | |
|------------------------------|--|--|
| Risk Assessment | <p>Appropriate measures are in place</p> <p>The risk assessment should also consider the implications of one of the leaders/helpers becoming incapacitated either before or during the trip.</p> <p>Risk assessments should consider how the party might respond to a serious incident, including identifying any emergency procedures for contacting sources of help. Children should be involved in practical risk assessment and decision-making to help them become “risk aware”</p> | |
| Staffing ratio | Appropriate for trip | |
| Medical | <p>Discussion of trip with Matron, who will have prepared a first aid kit for collection. Evidence on file</p> | |
| Safeguarding and supervision | <p>Approval of staffing gender mix</p> <p>Discussion with regards to safeguarding and mobile phones and cameras</p> <p>All arrangements comply with various policies</p> <p>Consideration of sleeping arrangements</p> <p>Does the leader possess the personal attributes needed to take responsibility for this particular group</p> <p>Consider the ratio of experienced to novice supervisors. If an incident occurs, it is likely that, as a minimum, a different competent person would be required for each of the following activities (a) dealing with the incident and any casualties (b) going for help (c) leading the rest of the party to safety.</p> | |
| Activities | <p>Supervision on educational visits needs to be 24 hours per day 7 days per week. The precise nature of and planning for 24/7 supervision should be risk based, for instance taking account of the environment and the maturity of the children</p> <p>Qualifications and competence checked where necessary</p> | |

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| | <p>For adventurous activities and residential visits, it is good practice for the school to hold a meeting for parents so that they can hear first-hand from the leader(s) about the proposed activities and contingency arrangements and can ask questions. Involving pupils in a pre-visit and/or post-visit presentation to parents can provide a useful opportunity to develop their understanding of potential risk and add to the visit's educational value.</p> <p>It is essential that prospective leaders are familiar with all relevant guidelines, including relevant guidance on outdoor and open water activities, and seek expert advice if necessary</p> <p>If the activities include swimming, prior parental consent for swimming is extremely important and should ask about the child's swimming ability. This gives the leader objective evidence about their ability, rather than relying on verbal information from children who may be tempted to exaggerate, particularly in front of their peers.</p> <p>Leaders should make sure that they have sufficient local knowledge</p> | |
| Travel or transport | Arrangements are appropriate | |
| Parental consent | Where required, is in place | |
| Preliminary visits | If required, have taken place. | |
| Insurance | Suitable insurance is in place | |
| Emergency | The trip leader has sufficient funds and an effective means of communication | |
| Activities | Assurance that the provider holds a licence as required | |
| Third party providers | Check have been appropriately selected | |
| Contact point during trip for updates and emergencies | Notified and on file | |
| Student attendee list | Submitted | |
| Curriculum time | Considered | |
| Final decision | Visit is appropriately prepared and should take place | |

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