

**ST MARGARET'S**  
SCHOOL

# Educational Visits Policy

# EDUCATIONAL VISITS POLICY

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## **Introduction**

Educational visits are an important part of a child's education, providing access to a variety of new learning experiences, broadening horizons and allowing pupils to develop independence and maturing social skills. At St Margaret's we offer a range of successful visits enabling every pupil who wishes to take part the opportunity to do so.

Any activity where children are not on the school site is classed as an Educational Visit and is subject to the [National Guidance](#) published by the Outdoor Education Advisers' Panel (OEAP). This includes all day trips, residential visits, sports fixtures and local visits off site.

The School's Educational Visits Policy is therefore based on the framework ([5.3b Writing an Establishment Visit Policy](#)) published by the OEAP and it must be read by any group leader and supporting staff undertaking a trip.

All visits are subject to approval by the Head and the Educational Visits Coordinator (EVC) and require submission of all the relevant documentation on Evolve. When planning residential trips, teachers in charge should ensure that initial approval would have been granted by adding their trip to a list circulated by the School's Calendar Administrator.

Additionally, educational events on the school site require an identical approval procedure when external providers and speakers are being used. In such instances Evolve forms with attached Risk Assessments are also required to be completed. **Please see and follow the visiting speakers' protocol for further information.**

## **St Margaret's School Policies and the National Guidance**

### **2.1 St Margaret's School Policies**

#### **2.1.a St Margaret's School's Child Protection Policy**

All children have the right to be protected from harm. An educational activity organised on site, off-site and residential activities, provide a stimulating learning, environmental and, in many cases a different and more relaxed or interactive setting.

The School is committed to:

- Ensure safeguarding Children procedures
- Ensuring clear lines of communication and effective liaisons are established between staff managing and supervising this work
- Ensuring clear lines of communication and effective liaison are established between all agencies responsible for the safety and welfare of children
- Enabling children to understand their rights and recognise and deal with unsafe situations

Clear DBS checks are required for all supervising staff.

In the case of Homestay trips in the UK, host parents must obtain and provide the School with a clear DBS barring list check. Please consult the Educational Visits Coordinator for more information.

#### **2.1.b St Margaret's School's First Aid Policy**

The School's First Aid Policy ensures that, as far as reasonably practicable, the School is an accident-free environment. The provision of a first-aider does not prevent accidents, but it is an important part of the control measures that follow risk assessment.

All staff complete Emergency First Aid training. The obtained qualification lasts three years. Additionally, certain members of staff qualify for the title 'First Aiders at Work' (for the full list see [St Margaret's School's First Aid Policy](#) p.14).

The School provides adequate and appropriate equipment, facilities and personnel at its locations to enable employees, pupils and visitors to be given first aid.

Prior to departure from School, Group Leaders are required to obtain a medical First Aid kit from the School Nurse. The School Nurse will make a judgement on what equipment requires to be included. The Nurse's decision will be influenced by:

- The hazards in any environment and the risks they present
- Any generic policies in place
- The group and its needs (including medical)
- The leaders and activities to be undertaken

- The transport arrangements
- The remoteness of any location and the ability to summon support
- What first aid qualifications and experience are available at the trips providers locations/centres
- The history of any incidents or accidents in similar contexts

It is the Group Leader's responsibility to obtain a list of specific medical needs (including allergies) prior to every trip. The Group Leader needs to arrange for a meeting with the School Nurse. During this meeting the School Nurse will brief the leader on the individual medical needs of the students involved. **It is the Group Leader's responsibility to pass this information on to the relevant accompanying staff and, if deemed necessary, to make pupils aware of any severe conditions suffered by a member of the group (such as food allergies that could lead to severe anaphylaxis reactions).**

In the case of pupils participating on a trip who carry an epi-pen, an additional epi-pen must be carried by a member of staff on that trip.

During the outing the Group Leader must take reasonably practicable steps (if proportionate, suitable and sensible depending on the particular circumstances) to ensure safety.

#### **2.1.c St Margaret's School's Accessibility Plan**

It is the School's intention that all pupils should have the opportunity to participate in trips organised by the School. However, due to the nature of certain trips given year groups will not be permitted to participate. Also, having reached a certain recruitment quota, allowing further students to join an existing group should be left to the discretion of the Group Leader.

Since the School strives to be a fully inclusive and welcoming school and therefore aims to ensure that each and every pupil can participate fully in the life of the School, all effort must be made to ensure that every student has the opportunity to participate despite their disabilities or learning difficulties. Teachers should plan for inclusion from the outset and should make appropriate 'reasonable adjustments' to enable the participation of disabled pupils. However, the adjustments made should seek to ensure that the planned purpose of the activity is not diluted.

For further guidance on inclusion see **Section 10. Behaviour and Safety during the Visit** of this Policy.

#### **2.1.d St Margaret's School's Visitors' Protocol**

When organising events on the School site, the Group Leader/organising teacher needs to ensure that the School's Visitors' Protocol is followed. A separate risk assessment is required and needs to be uploaded onto Evolve. This document should acknowledge supervision of students whether the delivering visitors are DBS-checked or not. Visitors cannot be left unsupervised with children at any point.

### **2.1.e Smoking, Alcohol, Drugs and Drug Testing Policy**

Since St. Margaret's School tolerates neither the misuse of drugs or alcohol by members of the School nor the illegal supply of these substances, the same principle will be adopted for educational trips and visits. Smoking, use of drugs and alcohol will be strictly prohibited for the duration of trips.

### **2.2. The National Guidance**

Any visit that leaves the school grounds or educational activity that involves outside agencies is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, St Margaret's School:

1. Adopts National Guidance <https://oeapng.info/>
2. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off- and on-site activities.

All staff are required to plan and execute visits in line with this school policy and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance (also discussed below).

In the event of any apparent conflict between St Margaret's School policies and the National Guidance, School policies must be followed and clarification needs

to be sought from the Educational Visits Coordinator (EVC) or the Senior Leadership Team.

### **2.3 Sports fixtures at St Margaret's**

An important part of the sports programme at St Margaret's is our regular schedule of sports fixtures, on and off-site activities typically taking place from Year 3 upwards.

Ratios for fixtures are in line with the remainder of the policy; due to the nature of sports fixtures our best practice is to provide an additional member of staff for each off site fixture. This additional member of staff supports with officiating fixtures, supporting changing, warmups and cooldowns, and ensuring good behaviour from pupils through fixtures.

The process for approving sports fixtures does not follow the same procedure as normal off site trips and events; rather, approval is managed as follows:

- a term ahead meeting takes place each term between the EVC and the Director of Sport, identifying clashes, staffing needs, supervision ratio
- a sports weekly meeting takes place each week between the EVC and the Director of Sport
- the Director of Sport raises any ad-hoc fixtures requirements directly with the EVC, ensuring effective supervision is in place for all fixtures.

Further information about sports fixtures can be found in the Sports Fixtures Policy as an appendix to this document.

## **Clarification of roles**

The National Guidance outlines the typical responsibilities of various roles including:

- 3.1. The Governors
- 3.2. The Head
- 3.3. The Educational Visits Coordinator (EVC)
- 3.4. The Group Leader

The following section of St Margaret's School's Educational Visit Policy is once again based on the recommendations highlighted by the OEAP.

### **3.1. The Role of the Governors**

- To ensure that the School's Educational Visits Policy (EV Policy) is being followed.
- To ensure that the Governing Body has its own systems in place to support educational visits and provide approval for new residential and overseas visits and any new visits which include hazardous activities. The Governors of St Margaret's School delegate the responsibility for authorising repeat visits to the Head.
- To review the EV Policy and procedures including incident and emergency systems.
- To discuss the place of off-site visits and outdoor learning in relation to the ethos and aims of St Margaret's School.
- To ensure there is an EVC in place who meets employer requirements.
- To be involved in adjudicating parental complaints or dealing with emergencies.

### **3.2. The Role of the Head**

- To ensure that the School's EV Policy is being followed.
- To ensure that the EVC is competent to oversee the coordination of all off-site education and support the EVC in attending relevant training courses.
- To ensure that the EVC keeps the Head informed of the progress of visits and that this information is conveyed to Governors and parents as necessary.
- To ensure, through the EVC, that for each group there is an appropriate leader who is experienced in educational visits and has the skills and training to complete the task successfully as well as being able to respond to unexpected circumstances.
- To ensure that in the event of a major incident or accident School Policies are adhered to in terms of informing parents, staff and the media. Help to ensure that serious incidents, accidents and near-accidents are investigated.



- To ensure emergency procedures are in place.

### **3.3. The Role of the EVC**

It is identified by the OEAP as good practice for schools to have an Educational Visit Coordinator (EVC). The EVC's role at St Margaret's is to support the Head in ensuring that all visits follow the EV Policy of the School and all other School policies and procedures and to act on behalf of the Head.

- To approve educational visits as agreed by the Head and the Governing Body.
- To provide adequate documentation to support planning of all trips and visits.
- To ensure that all off-site visits are thoroughly planned using standardised whole-school documentation on Evolve.
- To ensure that Group Leaders are aware of the guidelines established in this policy.
- To assign competent people to lead or otherwise supervise a visit.
- To advise the Group Leader and ensure visits have appropriate support ratios and adequate cover for health and safety, first aid and behaviour management.
- To work with the Group Leader to obtain the consent of parents on a fully informed basis.
- To ensure there is an emergency contact for each residential visit and that emergency procedures are in place.
- To keep records of individual visits.
- To ensure that arrangements are in place for the Governing Body to be made aware of visits.
- To be involved in educational visit management to ensure that the guidance and regulations are followed.
- To work with Group Leaders to ensure that the aims of the visit are achievable and in line with those of the school.
- To ensure that the online approval form (EVOLVE) has been completed in full and submitted to the Head at least two terms in advance before residential trips are due to depart, and six weeks in the case of non-residential visits.
- To ensure that visit evaluation is used to inform future visits and training needs.
- To arrange for the recording of accidents and the reporting of injuries as required.
- To review systems and, on occasion, monitor practice.
- To advise the Head of any concerns regarding a proposed visit.
- To keep a record of pupil participation on overseas and residential visits.

- To monitor, reinforce, and remind staff of their duties regarding GDPR and educational visit data.

### **3.4. The Role of the Group Leader**

The Group Leader has full responsibility for the safe running of the activity including pre-planning, following guidance and School policies ensuring that all participants are aware of their roles. To achieve this, the Group Leader will:

- Identify and secure a confirmed date for the visit, using the school's system for doing so.
- Identify the clear purpose and objectives of the visit.
- Complete all visit documentation, upload them onto Evolve, obtain HoD, EVC and Head approval for any event organised off- or on-site, no matter how short the duration.
- Plan the itinerary to account for all times on the visit including transport, meal times and relaxation times, particularly on residential trips.
- Have prior knowledge of the venue – if practicable, the Group Leader should have made an exploratory pre-visit. The Group Leader is to include this information on their Evolve form.
- Inform parents and seek consent, detailing the nature and purpose of all activities related to the visit/event. The letter requires approval by the Office Manager, following which the letter is to be uploaded onto Evolve. Reply-slips are to be kept safe by the Group Leader.
- Allocate supervisory responsibility to each member of staff for named pupils and ensure that each member of staff knows for which pupils they are responsible. Ensure that each child knows which adult is responsible for them.
- Ensure that all members of staff involved are aware of the risk assessments, emergency contact details, medical information obtained from iSams (please refer to section 2.1.c for further guidance) and emergency procedures. Each accompanying staff, SMT contact and EVC require a full pack of documentation which is also submitted to the Main School Office of St Margaret's School prior to visits/trips.
- Report any accident or injury to a pupil or member of staff and follow the School's Emergency Procedure Protocol.
- Visit the School Nurse 48 hours before the trip is due to take place with a list of pupils being taken on the trip to go over all Medical Information.
- Ensure they are personally and professionally equipped to deal with an emergency should it arise.
- Continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.

- Evaluate the trip/event on Evolve against the aims identified by the Leader during the form submission process as soon as the trip is concluded, or sooner should circumstances require this, or as directed to by a member of the SMT.
- Contribute to the development of good practice by uploading all additional/relevant documents onto Evolve.
- Ensure that GDPR guidelines are followed during the planning, execution and evaluation of the educational visit. Group Leader to ensure all accompanying staff dispose safely of the personal information of staff and students by placing all documentation in the Staff Room's shredding bin.

Further guidance on roles can be found in the following document [NG Section 3.1b Establishment Roles and their Interdependence.](#)

## **Procedural requirements**

### **4.1. Risk assessment**

The National Guidance provides advice about risk management and risk-benefit assessment. St Margaret's School follows these guidelines. For further detail please see section **Section 7. Risk-management and risk-benefit assessment** of this policy and [NG 4.3c Risk Management – an Overview.](#)

### **4.2. Approval of staff to lead activities and visits**

The staff selected to lead educational activities and visits at St Margaret's are required to be accountable, confident and competent to lead the specific visits or activities for which they are approved. Approval should never be assumed and should involve professional judgement as well as evidence of technical competence. The Head, SMT and/or EVC at St Margaret's should make an informed judgement about the suitability of that person to lead that group on that visit/activity in that environment. Any approval to lead off-site visits must also include a judgement about how an individual will react in a crisis, without the immediate support of the School around them.

For adventure activity leaders (e.g. Duke of Edinburgh's Award Scheme, World Challenge, etc.) competence is best demonstrated through holding the appropriate leadership/coaching award(s) approved by the Adventure Activities Licensing Authority (AALA). Alternatively, leaders should be 'signed off' by a suitably-qualified technical adviser appointed by the School, based upon relevant qualifications, training and/or experience. The Head reserves the right at any point to discontinue a trip should they have reason to believe trip leaders are unsuitable to undertake an educational visit of any sort.

### **4.3. Evaluation of external providers**

This policy aims to clarify expectations about the selection of venues, facilities and external providers. To reduce bureaucracy for both Group Leaders and providers, St Margaret's School takes advantage of established national approval schemes. More on this can be found under **Section 8. Assessing venues and providers** of this policy.

#### 4.4. Parental communication and consent

St Margaret's School is committed to establishing clear communication with parents right from the onset of visit and trips. Parents must receive written information about all events/trips organised by the School. Group Leaders need to compile a letter to parents that should include the following sections:

- Purpose of the trip
- Expected maximum cost (including cost of any special equipment / clothing)
- Details of transport arrangements
- Times and locations for pick up and drop off (this may be included in a later letter when exact details are known)
- The letter should be clear that deposits are non-refundable unless the School cancels the trip
- A reply slip should be attached to the letter requesting consent for pupils to participate in the visit and a commitment to pay either immediately, or via the following term's bill.

It is also recommended that the reply slip on the first letter include a request for the name of the pupil as written on the passport. Names used in school are

often different to those written on the pupils' passports. This also highlights early on whether visa arrangements may have to be made.

This letter needs to be proof-read and approved by the School's Office Manager. Once the trip letter has been signed off by the Office Manager, it can be uploaded with all other relevant documentation to the initial approval form on Evolve.

The Department for Education has published guidance on understanding and dealing with issues relating to parental responsibility, including ["Who is a parent?"](#) The guidance states:

*'Where schools need parental consent to outings and activities, Head Teachers should seek the consent from the resident parent [i.e. the parent who lives with a child] unless the decision is likely to have a long-term and significant impact on the child, or the non-resident parent has requested to be asked for consent in all such cases.'*

Sometimes there can be difficulties in obtaining consent for children in care. For example, a foster carer - although acting as a resident parent may in some cases not have the authority to give consent for a visit and there may be a delay while they seek guidance from the legal guardian. It is particularly true in the case of some international boarders at St Margaret's. When organising events/trips Group Leaders should be aware of this (using information from iSams) and make suitable allowances so that these children do not miss opportunities.

St Margaret's is **not** required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to a museum or library etc. (Education Act 2002 section 29).

There are three different types of consent that are obtained at St Margaret's School:

**a. A one-off or blanket consent form:** this consent form is signed at a child's enrolment with the School. This consent form provides evidence that parents have consented in advance to all visits and activities, which require their consent. Nevertheless, parents must be given information about the visit and their child's proposed participation, and given the opportunity to withdraw their consent should they not wish them to participate.

**b. Visit specific consent forms:** These might include:

- Visits to countries which require proof of parental consent;
- Visits for which an agreement is required for payment or other terms and conditions;
- When it is decided to use a provider's consent form

**c. The formal 'Consent and Indemnity' FORM 9:** this form is obtained with residential trips. They should be sent to parents approximately a term in advance, they must be signed before the start of the journey. No pupil may participate in the trip without this form having been returned to the Group Leader. A copy of the 'Consent and Indemnity' form must be left with the Emergency Contact person and the originals taken on the trip. Consent forms may be paper or electronically scanned/set up as a consent on Evolve. They all must be returned to the trip leader by the stated date.

Individual health requirements of pupils and staff must be considered. Trips within school hours can rely on contact being made with the School Nurse to check consents for minor medical treatment. Trips that extend outside school hours will require that the Group Leader carries individual-specific action forms (produced by the School Nurse) containing information of health issues, specific needs, disabilities, dietary requirements and consents. If the trip is overseas the Group Leader must take individually signed parental consent forms with medical, dietary, disability and specific needs information and consent for medical treatment, including emergency medical treatment if the parents cannot be contacted (Form 9).

Photographs in which individuals can be recognised are regarded as personal data in law. If certain departments of St Margaret's intend to use photographs of children, or to allow another organisation such as an activity provider to use such photographs, then the Group Leader must obtain specific parental consent to do so.

Parents can occasionally give consent electronically (e.g. by email, text) or in a letter for their daughter to be picked up at the end of an activity by family members or acquaintances.

If a trip involves overnight accommodation, parents must be given full details of the type of accommodation provided and the security arrangements which are in place to ensure the safety of their child. They must be fully informed as to the nature of the trip, with a clear indication if the students may be unaccompanied while away from school. Parents must acknowledge that their child is fit enough to go on the trip, outline any health problems and authorise the leader of the party to act on their behalf in an emergency (Consent and Indemnity Form 9). They must also provide a contact number for the duration of the trip.

For longer trips, particularly those overseas, it is essential to hold a Parents' Information Evening a few weeks before departure preferably not in the Waterhouse building. This allows information to be shared, questions to be asked and answered, and reassurance to be given where appropriate. The

publication of an information booklet for parents and students is also strongly advised.

During the Parents' Information Evening the following should be discussed:

- The itinerary, including the meeting and collection points.
- Contact details for the hotels/hostels/ names and addresses of the host families.
- The contact phone number issued to the Group Leader.
- The money, kit and equipment that the pupils need.
- The medical and visa requirements.
- The expected standards of behaviour, and the potential risks of irresponsible behaviour and the ground rules for behaviour in host families' houses.
- The ground rules on consumption of alcohol, tobacco and illegal substances.
- Remind parents those pupils who ignore or flout school rules risk being sent home at their parents' expense.
- Pupils remain subject to school rules throughout the visit.
- Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.
- Arrangements for communicating with parents in the event that the return is delayed.
- The need to notify the School in the event of contact with an infectious disease within four weeks of travelling.
- The reasons why a completed consent and indemnity form is essential.
- The need for a copy of each pupil's passport

Boarding staff should be informed of the details of the trip where it extends beyond normal school hours i.e. 8am – 4.30pm. This ensures that arrangements can be made for early breakfasts/ late suppers or access to the School / Boarding House as required.

If appropriate, packed meals should be booked from the Catering Department using the 'Pink Form' [Events Form]. Any request for transport or other requirements should be noted on FORM 2 and discussed with the Finance Office.

#### **4.5. Prior notification and approval of visit forms**

When planning residential trips, the Group Leader should ensure that:

1. Initial approval would have been informally approved by their relevant line managers, Heads of Year and by checking the calendar ahead
2. themselves to ensure there is no visible clash and adding their trip to a list circulated by the Events Office each year, usually in the summer term preceding the trip going ahead, if not before. All residential trip dates will be submitted in line with the timeframe for the trips policy. This enables the EVC to create a trips list as an overview for the year, and for SMT to discuss. This is to prevent clashes and possible cancellation of trips due to low uptake. The proposed trip list is approved by the School's SMT at a calendar meeting.
3. They should then complete a Form 1 [a Google survey form found on the staff intranet].
4. All visits and activities are entered in the Calendar by the School's Calendar Administrator in advance of printing and therefore pre-planning is essential.
5. Once in the calendar, an outline approval should be completed on Evolve. Doing these stages successfully means the EVC can formally approve the trip. The trip leader will be notified in writing, usually an email, and can set about planning the trip.
6. They are aware that the Educational Visits Coordinator will then check the uploaded documentation and seek clarification if required. The Head may at any point look at the development of a trip's planning and seek clarification or decide to postpone or cancel the trip.

**Students must miss lessons as rarely as possible.** While it is often easy to justify a trip from the benefit to one's own subject, lessons missed in other subjects need to be considered. Obviously, there will be times when it is impossible to avoid taking students out during lesson time, but full consideration must be made of alternative times before making such a decision. This is where checking with a Head of Year can be useful.

Staff organising a trip must consult as widely as possible with colleagues who might be affected and think carefully about the possible impact of a trip. For example, as far as possible, trips should not be organised on busy games afternoons, and **residential trips should take place during school holidays to avoid a loss of teaching time.**

In the Senior School Departments **should not request more than one visit per year group per year.**

#### **4.6. 'Checking out' and 'checking in' before, during and after a visit**

Prior to departure from School premises, it is the Group Leader's responsibility to give trip information packs to the School Office, SMT contact (if a longer or residential trip, please ask one of them to agree to be a contact) and staff participants. Office staff are then tasked with marking students with a 'V' (Educational Visit) on iSams. The Group Leader is expected to remind pupils

about the rendezvous, dress code, standards of behaviour etc. The Group Leader also needs to ensure that they have collected first aid kit(s) from the School Nurse and have picked up the packed lunches from the School's caterers.

If the return of a visit is delayed, the Group Leader should contact parents using the Clarion Call school/parent contact service and also advise the School Office (open until 5pm) or SMT contact.

During the visit the Group Leader must ensure they follow the School's Emergency procedures (see **Section 10. Emergency procedures and incident reporting**) in case of emergencies and notify their Emergency SMT contacts about unexpected incidents.

Upon return to School Group Leaders are required to inform SMT in writing of any incidents and when appropriate record the incidents on the School's safeguarding software <https://www.myconcern.co.uk/>

#### **4.7. Evaluation**

On their return Group Leaders will report on the trip and procedures to the EVC. This may be done verbally for day visits but a written report will be required for longer and new trips.

Group Leaders will be expected to complete an **Evaluation Report (Form 7)** on longer and new visits. Group Leaders will review their procedures and risk assessment after the event and keep a written record of any problems which may have arisen, the solutions and outcomes and changes to be made if the visit takes place again. The completed Form 7 is to be shared with the Head of the School, relevant members of SMT and the EVC. It is the duty of these staff members to report any additional concerns about the safety of any trips.

Non-residential and established one-day trips need to be evaluated on Evolve. The software will remind Group Leaders to assess their trips against the aims that were set out in the Initial Approval Form.

#### **Monitoring**

It is a requirement for an employer to monitor the implementation of their health and safety arrangements. Therefore, it is the responsibility of the Governors, Head, SMT and EVC to ensure that outdoor learning and off/on-site events are carried out safely and effectively and in line with St Margaret's School's policies and procedures.

It is also an expectation that the above-mentioned parties are responsible for producing relevant policies and procedures and reviewing and updating existing policies to remain in line with good practice.

Monitoring should ideally include an element of field observation. The above-mentioned parties can choose to attend residential trips; focus on straightforward or routine activities, on-site or off-site; and sample monitor across the full range of provision. The SMT of St Margaret's and the EVC frequently volunteer to attend trips and this is an ideal opportunity for monitoring the implementation of School policies and seeing good practice in action.

Monitoring of health and safety should be done in such a way that it is a positive experience for Group Leaders, with supportive feedback to enable them to reflect upon and improve their practice. At St Margaret's it is often integrated with appraisal and with observation of teaching and learning – in this case outside the classroom.



Further details are available at the [NG Section 3.2b document: Monitoring](#).

### **Induction, training, apprenticeship, succession planning**

**All members of staff** are expected to familiarise themselves with the School's Educational Visit Policy and relevant School policies and procedures. Staff will attend inset sessions where certain aspects of their knowledge on leading and organising educational activities will be refreshed. It is the School's responsibility to provide appropriate opportunities for staff to update their existing knowledge of the procedures followed in the School.

Additionally, any new member of staff upon joining St Margaret's must receive training on the procedures adopted by the School.

The EVC of St Margaret's needs to ensure their knowledge on recent recommendations is in line with DfE requirements and follows those suggestions outlined in the National Guidance. Therefore, the School needs to ensure relevant training is available for the EVC to obtain the required knowledge for advising staff with the latest recommendations.

St Margaret's is fortunate to have numerous experienced group leaders. When a new ECV is required, an experienced member of staff needs to be selected. The School must ensure that newly appointed EVCs have an opportunity to attend training organised by outdoor educational bodies and also by EVOLVE.

### **Risk-management and risk-benefit assessment**

The risk management of an activity should be informed by the benefits to be gained from participating. St Margaret's School promotes a 'Risk-Benefit Assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. The HSE endorse this approach through their '[Principles of Sensible Risk Management](#)' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves. The DfE also makes it clear that staff need to complete a risk management plan for all educational activities.

Generic St Margaret's School risk management plans exist for a wide range of trips and components of trips – accommodation, transport, routine visits etc. These are available on EVOLVE in the documentation section.

A useful framework for assessing risks – SAGED:

- **Staffing requirements** – trained? Experienced? Competent? Ratios?
- **Activity characteristics** – specialist? Insurance issues? Licensable?
- **Group characteristics** – prior experience? Ability? Behavior? Special and medical needs?
- **Environmental conditions** – like last time? Impact of weather? Water levels?
- **Distance from support mechanisms in place at the home base** – transport? Residential?

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Provided that they are satisfied that the risk assessments meets the requirements of St Margaret's school for the activity part of the visit, it can be attached to the St Margaret's risk assessment (covering all other aspects of the visit). Risk assessments carried out by the School for previous visits can generally be updated and re-used, unless there has been a change of circumstances.

For further guidance see National Guidance's following documents:

- [4.3g Risk Management - What to Record](#)
- [4.3c Risk Management – an Overview](#)
- [4.3f Risk Management – some practical advice](#)

### 7.1. Staffing, Ratios, and Supervision

On all visits there must be 'effective supervision' that has been approved by the EVC and the Head. Particular consideration must be given to the additional implications that may arise if staff are to accompany trips which their own children are attending.

Whilst [The Early Years Foundation Stage \(EYFS\) Statutory Framework](#) (updated 3<sup>rd</sup> April 2017) no longer sets out different requirements for minimum ratios during outings from those required on site, for safeguarding of both staff and students the School decided to follow the staffing ratios based on the recommendations of the National Guidance [4.3.b Ratios and effective supervision](#) :

Type of Visit	Staffing ratio	First aid requirements
EYFS	1:3 Ratio not to include staff for SEN support	Paediatric first aider should be accompanying the visit
Day visits with Year 1-3	1:6 Ratio not to include staff for SEN support	Routine urban visits should have access to a person with basic skills in first aid
Day visits with Year 4-6	1: 10/15 Ratio not to include staff for SEN support	Routine urban visits should have access to a person with basic skills in first aid
Residential visit with Year 4- 6	1:8 Ratio not to include staff for SEN support	Residential activities should be accompanied, or have access to, qualified first aid provision. First aid provision must be available at all times

Day visits with Year 7-11	1:20 Ratio not to include staff for SEN support	Routine urban visits should have access to a person with basic skills in first aid
Residential visits – ratio not to include staff from the residential centre	1:10 Ratio not to include staff for SEN support	Residential activities should be accompanied, or have access to, qualified first aid provision. First aid provision
Visits involving activities which could be hazardous	1:10 Ratio not to include staff for SEN support	Adventurous activities should be accompanied or have access to first aid provision must be available at all times
Visits involving activities which are inherently hazardous (water sports, etc.)	Seek OEAP guidance	Adventurous activities should be accompanied or have access to first aid provision

A leader may have to leave the group for reasons such as illness, an emergency at home or accompanying a sick or injured participant. Group Leaders and the EVC must take this into account when determining the leader/child ratio.

## 7.2. Remote Supervision

Students must be supervised throughout all visits, even though at times they may be unaccompanied by a member of staff or other responsible adult, e.g. D of E expeditions, 'down' time in a town, etc. Management of 'remote supervision' must be included in the risk assessment and communicated to parents/carers when trip details are issued.

## 7.3. Transport

Most school trips will involve transportation by some type of bus, either a school minibus, hired minibus or hired coach. It is extremely important that staff and students use such transportation safely. Everyone must wear seat belts at all times. It is good practice for staff to remind all students of the need for good behaviour before all minibus and bus journeys.

The Group Leader should ensure that coaches or buses are only hired from approved providers. Group Leaders are to contact the Director of Finance and Operations's Personal Assistant in the initial stages of their planning, complete the Coach Request

Form (Appendix 10) and request quotes from approved providers. Group Leaders upload their chosen quote, agreed with the Finance office, onto Evolve.

Parents must be made aware of the intended form of transport, and their consent obtained.

It is a requirement of St Margaret's School that all staff who wish to drive a school minibus are approved to do so. The full list of those who are eligible to drive minibuses can be found on EVOLVE in the Documents section.

Since July 2018 the OEAP has revised its recommendations to schools about transporting young people in private cars. (For further information see the National Guidance document [4.5c Transport in Private Cars](#)).

Therefore, to safeguard both staff and students at St Margaret's, it is strongly advised that staff book taxis from a selection of local companies as an alternative and depending on the nature of the event, either the School is to be billed for the charges, or the costs are to be added to the final costing of the event.

#### **7.4. First Aid**

For all visits there will be a responsible adult with a good working knowledge of First Aid appropriate to the environment (e.g. urban, remote, water, etc.). 'Basic Skills' is a level which may be suitable for routine urban visit. On visits where First Aid is more likely to be needed, or where access by the emergency services may be delayed, a qualified First Aider must be present. Based on the nature of the particular visit, the EVC (or Group Leader) will make a professional judgement regarding the level of first aid required.

Any residential visit or adventurous activity will be accompanied by, or have access to, qualified first aid provision (minimum 2 day award). For residential visits the Group Leader should ensure that first aid is available at all times. A

first aid kit appropriate to the visit will be carried, along with medical details for trip participants obtained from ISams and checked by the School's Nurse, and there should always be someone who is nominated to deal with first aid issues. This person is responsible for ensuring the correct first aid equipment is taken.

The Group Leader must have details of any medical conditions, and medical treatment consent forms (if appropriate to visit) with them at all times. A designated accompanying staff member might be chosen to carry medical equipment like inhalers and epi-pens.

For further guidance see [St Margaret's School's First Aid Policy](#)

#### **Assessing venues and providers**

Where possible Group Leaders should visit intended venues. In cases where this is not possible the Group Leader should research the intended venue using the internet, recommendations from other schools and any other means they have available to them.

Group Leaders should look for **LOtC Quality badge** and **AALA Licenses centres** as holding one of the above is a creditable assurance of appropriate Health and Safety Management Systems.

It is recommended that St Margaret's staff research their intended activity provider on EVOLVE to ensure that their chosen provider holds the above accreditation.

New providers, or providers with no track record of visits will require a pre inspection visit. It may be necessary to visit a centre to see if the provider can meet the needs of pupils if the trip consists of pupils who have additional needs.

### **8.1. The Duke of Edinburgh's Award**

The Duke of Edinburgh's (DofE) Award aims to give young people the chance to develop skills for work and life, fulfil their potential, and have a brighter future. The DofE website ([www.dofe.org](http://www.dofe.org)) has comprehensive guidance on all aspects of the Award. To obtain their DofE Award, students at St Margaret's are expected to complete an unaccompanied expedition, where a group operates independently of leaders (although supervised remotely by them).

Students who undertake the DofE Award with St Margaret's are provided with additional information regarding Bronze, Silver and Gold Awards depending on which one they are participating in. Communication with students and their parents is thorough and includes the following:

- Information evening for parents new to the award (early September)
- Letters detailing all trips which require written parental consent
- Annual progress report (autumn term)
- Invitation to the presentation event for participants who have completed the Gold award
- Parents have access to the Group Leader's mobile number during all expeditions

For further information regarding the DofE Award see [7b Duke of Edinburgh Award expeditions](#) of the National Guidance.

### **Emergency procedures and incident reporting**

Serious incidents on off-site visits are rare, but they do happen. Minor incidents, whether accidents or other emergencies, are more common. Effective planning means that the likelihood of any of these is reduced, and that, when they do happen, their impact and consequences are minimised.

St Margaret's therefore adopted the recommendations of the National Guidance on dealing with these incidents. **Form 6 – Emergency Procedures on School Visits (Appendix 6) must be carried on all off-site visits and staff are expected to follow the steps outlined in it should an accident or major incident occur. This form links to our critical incident protocol.**

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader must complete **FORM 8 - REPORT OF ACCIDENT OR DANGEROUS OCCURRENCE ON SCHOOL VISITS (Appendix 8)** within 24 hours, also located on the School's Intranet in the Educational Visits folder, and **the trip leader must follow all steps as detailed in our critical incident protocol.**

Depending on the nature of the incident, the School may implement the Critical Incident Plan. The School will speak personally to the parents of any pupil who has suffered some injury or mishap and use mass communication methods (e.g. email, messages on the School's website) for communicating with those whose children are not affected. This is in line with the School's Critical Incident procedures held by the Senior Management Team

Communication with the media should be left to the Head. The Group Leader should refer the media to the School. If comment is unavoidable, it should be brief, factual, calm, with no attempt made to cover gaps in knowledge. Pupils should be discouraged from talking to the media or posting information on any social media platform.

For further information regarding emergency procedures please consult the following documents:

[NG Section 4 – Good Practice](#)

[4.1a Off Site Visit Emergencies: The Employer’s Role](#)

[4.1c Off Site Visit Emergencies: Guidance for Leaders](#)

[4.1d/8.1d Visit Leader Emergency Action Card](#)

[4.1i Emergencies and Critical Incidents – An Overview](#)

### **Behaviour and Safety during the Visit**

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any ‘rules’ that will be in place. These will be re-emphasised as appropriate during the visit. Monitoring of the visit must be ongoing, and this contributes towards both enjoyment and safety.

Students are expected to abide by St Margaret’s behaviour conduct when on educational visits or outdoor activities. On residential trips, any student whose behaviour is inappropriate or unacceptable will be returned home with any additional costs paid by parents/carers.

It is primarily the responsibility of the Group Leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances – for example: over-busy lunch area, rain, rising water levels, etc. Following the visit, the Group Leader should record any significant issues on their evaluation form, for both reference and to inform future visits.

### **Inclusion**

Educational visits and activities should be available to all students, regardless of background or abilities. Group Leaders must ensure that their provision meets the requirements of

- [the Equality Act 2010](#) (updated in June 2015)
- [the Disability Discrimination Act 1995](#)
- [the Special Educational Needs and Disability Act 2001](#).

Guidance about inclusion can be found on the [OEAP National Guidance 3.2e Inclusion](#) and **St Margaret’s School’s [Accessibility Plan](#)**. The National Guidance document also includes a section that provides detail for staff on the grounds that they are allowed to refuse permission (e.g. poor behavior) of a young person to participate in a particular event.

## Insurance

The Group Leader must ensure that the trip has appropriate insurance cover and that it insures all participants - staff and pupils.

Insurance cover is obtained for visits and activities which:

- Include foreign travel
- Involve potentially hazardous activities
- For all other trips, insurance cover depends on the cost of the trip and the nature of the activities. Some cover may be provided through the School's own insurance policy but staff should check with the school business manager and top up as necessary.

St Margaret's has £5M of Employers' Liability Insurance and £5M of public liability insurance, as well as a group travel policy that covers all but extreme and hazardous visits inside the UK and overseas.

Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers skiing holidays, but does not cover all adventurous activities, such as climbing or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check with the Director of Finance and Operations, as to whether or not the activity is covered by the school's policy. The actual insurance documents can be located on EVOLVE in the Documents section.

The Group Leader should ensure that they take a copy of the School's travel insurance documentation with them on all but the shortest of visits.

## Finance

St Margaret's School has the following 'code' for charging for visits:

- The charges that are incurred for organising school trips and activities are passed on to parents. If these costs are to be added to the School Bill, parental permission will be required.
- For overseas trips and UK residential visits Group Leaders are to ensure that parents are made fully aware of the financial details of the trip. This is to include terms of payment, cancellation options and the School's charging policy. Advice is to be sought by Group Leaders in the early planning stages from the School Finance Office for all aspects of the financial elements of the trip (accounting, banking and reporting). Staff are advised to upload their **FORM 2. EDUCATIONAL VISITS – DETAILS FOR FINANCE OFFICE** (Appendix 3) with their Initial Approval Evolve Form (the form can also be located on the School's Intranet, in the Educational Visit Documents folder)

Group Leaders are responsible for:

- Collecting payments and lodging them with the Finance Office.
- Collecting spending money from the Finance Office and notifying the Finance Office about the required cash at least a fortnight before departure.



- Collecting receipts for items purchased with the cash obtained from the Finance Office and returning those receipts to the Finance Office
- Returning any unused cash to the Finance Office

Group Leaders need to be aware that all sums of money which are collected prior to the trip should be payable direct to St Margaret's School, deposited in the School's bank account and recorded by the School's Accountant. All cheques must have the pupil's name on the back. Deposits to tour operators can only be paid once all first installments have been received by the Finance Office.

It is strongly advised that Group Leaders create a Google Spreadsheet of the list of pupils participating on the trip and share this document with the Finance Office so that billing can be organised.

### **Data protection**

The Data Protection Act of 2018 is designed to protect the privacy of individuals. It requires any personal information about an individual to be processed securely and confidentially. In a school setting, this includes information relating to both staff and pupils.

It is important that staff are well informed about the pupils whom they are taking out of School, however the protection of this data must also be considered. The Group Leader is in charge of distributing relevant information to staff. Depending on the length of the trip this may include confidential information about pupils' medical and dietary requirements as well as contact details of parents. The Group Leader is responsible for distributing this information as well as collecting it in again at the end

of the trip so that it can be shredded. Staff should be informed of this issue during the pre-trip briefing. This is in accordance with the School's Data Protection policy.

It is expected that staff adhere to St Margaret's Policy on Data Protection during School visits just as much as on School premises.





























For further guidance on data protection and visits see [4.4j Participant Information & Data Protection](#) of the National Guidance.







## Appendix 1 - GROUP LEADERS' CHECKLIST FOR OFFSITE TRIPS/ VISITS

I. Administration	1	I have added my proposed trip to the list circulated by the School's Calendar Administrator and gained 'approval in principle' (when required).	
	2	I have completed all the relevant sections of my Evolve form and uploaded Form 2 (Finance Office form), Form 3 (Risk Assessment), the trip letter (checked and approved by the School Office Manager) and any additional information that might help the approval process.	
	3	I have gained approval for my visit from my HoD, EVC and Head. <b>(All three are needed)</b>	
	4	I have populated my visit by circulating the trip letter and gathered <b>at least</b> the minimum number of initial consent forms and deposits (when required).	
	5	I have lodged the (initial) payments with the School's Finance Office.	
	6	I have undertaken a preliminary visit (when appropriate).	
	7	I have a list using iSams for participating students.	
	8	I have obtained parental consent forms (Form 9) with medical and contact details and these have been copied and shared with relevant staff/providers.	
II. Practical steps	9	I have contacted the School's Site Manager and requested a phone number to be attached to my phone. I have checked the number.	
	10	I have arranged for the Finance Office to bill parents for the balance of the trip.	
	11	I have contacted my EVC and found out who my SMT contact(s) will be [residential trips and trips returning after 17.30 only].	
	12	I have completed a 'Pink Form' and notified the Catering Staff, Site Manager and IT support about certain requirements.	
	13	I have arranged for an information evening for parents (where appropriate) and shared my emergency contact details with them.	
	14	I have been briefed by the School Nurse on specific medical issues.	

	15	I have completed my cover request Google Form and reminded accompanying staff to do the same.	
<b>III. Prior to departure</b>	16	I have defined the roles and responsibilities of other staff (and young people) to ensure effective supervision, and have appointed a deputy. I have briefed my colleagues on the Risk Assessment, Emergency Procedures and any relevant medical issues.	
	17	I have created a trip pack <b>no later than 2 weeks</b> before departure (see appendix 2) and shared a copy with: <ul style="list-style-type: none"> <li>● accompanying staff</li> <li>● SMT contact(s) (where appropriate)</li> <li>● EVC</li> <li>● School Office</li> </ul>	
	18	I have picked up the First Aid kit(s) and epi pens (if applicable) from the School Nurse; I have collected the requested amount of spending cash from the Finance Office no later than 48 hours before the trip.	
<b>IV. During the trip</b>	19	I have picked up all the students from the School site (when appropriate).	
	20	I have collected the ordered packed lunches (if requested).	
	21	I have followed the School's Emergency Procedures (if required).	
	22	I have kept my SMT(s), EVC, School Office and parents informed on delays.	
<b>V. On return from the trip</b>	23	I have briefed my SMT contact(s) and EVC on the trip and completed my short evaluation on Evolve.	
	24	I have dropped off the School's First Aid kit(s) with the School Nurse and returned the unused cash to the School's Finance Office.	
	25	I have written up my Evaluation Report Form 7 (where appropriate) and handed/sent a copy to my EVC. I have sent photos and a summary of the trip to the School' Marketing Team.	

**Appendix 2 – WHAT TO INCLUDE IN A TRIP PACK FOR RESIDENTIAL AND NON-RESIDENTIAL VISITS/TRIPS**

No.	Type of Document	Residential Trip	Non-Residential Trip	Sport Fixture
1.	Form 5 – Trips Summary Information			
2.	List of students attending the trip/visit			
3.	Trip itinerary			
4.	Form 3 – Risk Assessment			
5.	Provider’s risk assessment (when applicable)			
6.	Emergency Contact Details (with photos) obtained using ISams			
7.	Medical details obtained using ISams and emergency medical action cards produced by the School Nurse (if applicable)			
8.	Form 6 – Emergency Procedures on School Visits			
9.	St Margaret’s insurance documents			
10.	Provider’s insurance documents			
11.	Form 9 – Consent and Indemnity Forms for all participating students			

12	<b>Documents certifying provider's LOTC Quality badge, AALA License or ATOL certificate (when applicable)</b>			
13	<b>FORM 5a filled in and submitted to the School Office</b>			

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## Appendix 3 - FORM 2 EDUCATIONAL VISITS – DETAILS FOR THE FINANCE OFFICE

TRIP LEADER:

Trip to:

Date/s:

Venue Address:

Telephone:

Contact Name

**CHARGES & COSTS** - Once inquiries or provisional booking have been completed please ask the Finance Manager to advise you of the cost per pupil to be included in your letter to parents. Please ensure the Finance Manager receives a list of pupils to be charged, within a week after the trip has run.

**Either**

Price per pupil	£	Number of pupils on trip?	
Free adults	Yes / No	Number of free adults?	
Paying adults	£	Number of paying adults?	
Additional costs (e.g. travel, parking, spending money)			
In total:			
or			
Per pupil:			

<u>Total cost of trip (all inclusive)</u>	£	<u>Number of pupils and adults?</u>	
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**Or**

**BOOKING & PAYING** - Please ask for invoices to be sent to the accounts department. Inform accounts if there are any special payment requirements? (e.g. deposits, cheques on arrival etc). If you require a cheque to be produced or you need cash, please complete a cheque requisition form or petty cash request at least two weeks before the trip.

## TRAVEL

Departure time from school		Departure time from destination	
Do you require a coach?	Yes / No	If so, how many seats do you require?	
Do you require a minibus (16 seats)?	Yes / No	If yes, please ensure you have booked this through the on-line system.	

You will be advised of school departure and arrival times and whether special instructions regarding gates are needed.

**FOOD** - Is packed food required? If so, please complete pink catering request form, which can be found on the shared area

**Accounts Department** to fill in below. A copy of this form will be returned to Trip Leader.

Total cost of trip to be charged to each pupil.	£	Has coach been booked?	Yes / No
Name of coach company.		Telephone number for coach company	
Has minibus been booked?		Time of vehicle departure from school ?	

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## Appendix 4 – FORM 3 RISK ASSESSMENT

### RISK

<b>Place(s) to be visited:</b>	
<b>Date of visit:</b>	
<b>Group Leader:</b>	
<b>Staff accompanying Trip:</b>	
<b>Number of pupils/Year Group:</b>	
<b>Transport Used:</b>	
<b><u>Potential Hazards</u></b>	<b><u>List controls/ Safety Measures</u></b>
<b>Action in case of Illness:</b>	
<b>Action in case of Injury:</b>	
<b>Action in case of Bad Behaviour:</b>	
<b>Signature of Group Leader:</b>	<b>Date:</b>
<b>Signature of EVC:</b>	<b>Date:</b>



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## Appendix 5 - FORM 5 - TRIPS SUMMARY INFORMATION

<b>Trip Title</b>	
<b>Group Leader</b>	<b>Other Staff</b>
<b>Date of Trip Departure</b>	<b>Time Out</b>
<b>Date of Trip Return (if different from above)</b>	<b>Time In</b>
<b>Name of Destination and Address</b>	<b>Transport arrangements (inc name of coach company and phone numbers if applicable)</b>
<b>Contact mobile phone numbers:</b> <b>Name 1:      Number:</b> <b>Name 2:      Number:</b> <b>Name 3:      Number:</b>	
<b>Pupil list attached</b>	<b>Yes</b>
<b>First Aid carried</b>	<b>Yes    No</b>
<b>Medical alert details checked for pupils and recorded?</b>	<b>Yes    No</b>
<b>Risk Assessment carried out and information shared among staff?</b>	<b>Yes    No</b>
<b>Pupils' Response:</b> <b>Behaviour expectations communicated clearly?</b>	<b>Yes    No</b>
<b>Contingency plan arranged for illness/injury/behaviour difficulties?</b>	<b>Yes    No</b>
<b>Do you have an Emergency Procedures Plan with you?</b>	<b>Yes    No</b>
<b>If the trip returns after 5.30pm or is residential – Name and numbers of SMT contact.</b>	

<b>Signature of Group Leader</b>	<b>Date</b>
----------------------------------	-------------

**This form must be handed into the School Office with a list of pupils and a Risk Assessment attached before the trip departs.**

**If the trip is residential, copies must be left with the EVC and emergency SMT contact. Pupil contact details and an itinerary must also be included**

## Appendix 6 - FORM 6 EMERGENCY PROCEDURES ON SCHOOL VISITS

**A copy of this written guidance should be held by each adult member of the party.**

**At the first opportunity the group leader should write notes on the details of any incident including timings, witnesses and any other relevant information.**

An emergency is difficult to define. It may be a fracture, food poisoning or a fatality, or any illness requiring immediate medical treatment. It may on the other hand be missing children who are soon found or a coach crash in which no serious injuries are sustained. The following notes are for guidance. The procedures listed will not apply to all emergencies.

1. Establish the nature and extent of the emergency.
2. Render first aid and attend to the casualty(ies).
3. Ensure all other members of the party are accounted for and safe.
4. If there are injuries, establish their extent and administer first aid **if you are qualified to do so**. (Be aware of the consequences that might follow if you were to give incorrect treatment).
5. Call the appropriate emergency services.
6. The **group leader** should advise other staff of the responsibilities to be undertaken by each of them.
7. Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action.
8. Ensure that remaining pupils are supervised and arrange for an early return to base.
9. Students should not be allowed to use mobile telephones until the group leader has given permission to do so.
10. Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over, if necessary.
11. Contact the senior member of staff on call at school (or a previously arranged contact person if incident takes place out of school hours):

**School Office 020 8416 440**

12. Give full details of the incident including:
  - Names of persons involved and their contact details.
  - Nature, location and time of incident.
  - Details of any injuries.
  - Action taken so far.
  - Action yet to be taken.
  - Telephone numbers of staff on trip.
13. **No members of staff or students should discuss matters with the media.**
14. **Legal liability should not be discussed or admitted.**
15. Inform parents of any delays.
16. Notify the British embassy if an emergency occurs abroad.
17. Refer any queries from media/external sources to the school where these will be dealt with by the senior member of staff on duty.
18. Write down all relevant details whilst still fresh in the memory. Other group leaders may be asked to do the same. A record should be kept of names and addresses of any witnesses. Keep any equipment involved in its original condition.

#### **AT SCHOOL AT THE TIME OF THE INCIDENT**

19. The senior member of staff on duty will identify alternative and additional telephone lines as needed.
20. The senior member of staff at school will contact the Head and they will establish who will take charge of the situation and what immediate action will be taken. The Head will advise the Chair of Governors.
21. The senior member of staff on duty will arrange to contact parents/carers of those involved as soon as possible. For a serious incident the senior member of staff on duty should contact parents of all party members. It is also the responsibility of this person to act as a link between the group involved, the Head, and parents.

#### **ON RETURN TO SCHOOL**

22. The named leader of the trip should see the Director of Finance and Operations to debrief and to complete all accident forms.

**Keep these emergency procedures to hand and ensure you have the means of implementing them.**

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## Appendix 7 - FORM 7 EDUCATIONAL VISITS EVALUATION FORM

Please fill in relevant sections.

<b>Trip Destination:</b>	<b>Date of Trip:</b>
<b>Staff Leader:</b>	<b>Other Staff:</b>
<b>Purpose of Visit:</b>	<b>Company Used:</b>
<b>Number in Group:</b>	<b>Year Groups involved:</b>

Please comment on the following features where they apply

<b>Evaluation Point</b>	<b>Rating out of 10</b>	<b>Comment</b>
<b>The company's pre-visit organisation</b>		
<b>Travel Arrangements</b>		
<b>Quality of Programme provided</b>		
<b>Suitability of Accommodation</b>		
<b>Guide/company representative</b>		
<b>Evening Activities</b>		
<b>Was your risk assessment adequate? Were there any areas it did not cover?</b>		
<b>Were there any pupils who were outstanding representatives of the school?</b>		

<b>Were there any pupils whose behaviour fell below expectations?</b>	
<b>Were there any accidents or injuries (including near misses)?</b>	
<b>Do you have any suggestions for improvement if the trip were to run again?</b>	
<b>Any other comments?</b>	

**Signed:**

**Date:**

To be completed after all trips and logged with the school's EVC, SMT and uploaded onto Evolve.

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### Appendix 8 – FORM 8 REPORT OF ACCIDENT OR DANGEROUS OCCURRENCE ON SCHOOL VISITS

An accident form **MUST** be completed if, following an accident:

- The emergency services have been called.
- Parents/guardians have been asked to collect a pupil from visit.
- Parents/guardians have been informed directly by staff.
- First Aid has been administered.

An accident form **should** also be completed if an accident:

- Warrants concern in any way that there might be any chance of long term consequences.
1. **THE ACCIDENT FORM MUST BE COMPLETED WITHIN 24 HOURS**
  2. **THE FORM MUST BE SENT TO THE HEAD, ESTATES AND OPERATIONS MANAGER, SCHOOL NURSE AND THE EVC.**
  3. **ALL COMPLETED FORMS ARE EVENTUALLY KEPT BY THE ESTATES AND OPERATIONS MANAGER AS THE H&S CO-ORDINATOR**

#### Accident involving a child

If a pupil/child is involved in an accident, the first adult who is called to the scene should complete the accident form on their behalf.

#### Accident involving an adult

If an adult is involved in an accident, that adult is responsible for completing the accident form. Only if the adult is unable to complete the form, should the first adult who is called to the scene complete the accident form on his or her behalf.

Name, Address and Telephone Number of person who has had the accident	
Name, Address and Telephone Number of person reporting	

Date & Time of Incident	
Place of Incident	

Full details (include activity, machinery/ equipment involved, chemicals, height of falling object etc)

Nature of any injury and medical action taken

Signature of person reporting:

Date:

Notify Insurance Company?	Y	N	Date	
RIDDOR reportable?	Y	N	Date	

**FOR ESTATES AND OPERATIONS MANAGER'S USE( TICK BOX AND DATE WHEN COMPLETED)**



# ST MARGARET'S

SCHOOL

## Appendix 9 – FORM 9 CONSENT AND INDEMNITY FORM FOR RESIDENTIAL VISITS

**TITLE OF VISIT:**

**TRIP LEADER:**

**DATE OF VISIT: FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**FULL NAME OF PUPIL**

**NATIONALITY** ..... **DATE OF BIRTH**

Name of Parent/Guardian in BLOCK capitals:

Address:

Contact telephone number:

Please detail below the name and telephone number of an emergency contact in case of illness or problem whilst participating in the holiday/activity.

Contact name:

Tel. Number:

### **MEDICAL INFORMATION**

#### **Family Doctor**

Name:

Address:

Telephone number:

Please detail below if your child suffers, even mildly, from any medical condition.

Please give details of any recent injury, infection or medical treatment.

If your child is taking medication, please give details including whether it can be self-administered.

Date of last tetanus vaccination?

Please give details of any allergies (Antibiotics, food, medication etc.)

Please give details of any dietary requirements (vegetarian, kosher, no pork etc.)

Please give details of any other information you feel necessary.

## **CONSENT / MEDICAL AUTHORISATION / FORM OF INDEMNITY**

- I give consent for my child (named above) to participate in the above school visit during the aforementioned period when the person(s) in charge of the party of school children will be a member of the teaching staff and/or the activity centre.
- I give consent to the giving of over the counter medicines in the event of my child becoming unwell during the school visit.
- I further consent to the giving of any urgent medical or surgical treatment to my child which is considered necessary by the medical authorities during the school visit.
- I understand that in the case that my child is absent from school on medical grounds during the lead up to the school visit, the visit leader may decide not to allow the pupil to travel, where it is decided that travel may be detrimental to the health of your child or other pupils participating in the visit.
- In consideration of the Governors and Head of St Margaret's School agreeing to make arrangements for and to authorise a member or members of the staff of the School or their Agent(s) to take my daughter on a school visit during the above dates, I hereby undertake to indemnify the Governors, Head and such members of the staff or Agent(s) against:
  - (a) any claims damages or costs which they or any of them may be or become liable to pay (other than due to their own negligence) in consequence of any injury or damage to or illness of my said son/daughter occurring during or as a result of the Activity.
  - (b) any claims by any third party which may be made against them or any of them in consequence of any act or default of my said daughter during or as a result of the Activity.
  - (c) any other costs and expenses reasonably incurred by them or any of them on behalf of my said daughter during or as a result of the Activity.
- Provided that the indemnity herein contained shall not extend to any claims damages costs or expenses in respect of and to the extent of which the said Governors and Head and member(s) of the staff and Agent(s) or any of them shall be entitled to be indemnified under any policy of insurance.

Signature of Parent/Legal Guardian

Date

# ST MARGARET'S

SCHOOL

## Appendix 10 - COACH QUOTE REQUEST

<b>Outbound Date</b>	
<b>Destination</b>	
<b>Time to Arrive at Destination</b>	
<b>Suggested Departure Time from St Margaret's</b>	
<b>Return Date</b>	
<b>Destination</b>	
<b>Time to depart venue</b>	
<b>Arrival time back at St Margaret's</b>	
<b>Total Number of Passengers</b>	
<b>Total Pupils</b>	
<b>Total Adults</b>	
<b>Trip Leader</b>	
<b>Trip Leader Mobile Contact (For Emergency)</b>	
<b>To be supplied by Operator</b>	
<b>Cost</b>	

# School Sports Fixture Guidance

## Introduction

Whenever pupils leave the school site (for visits or activities) under the direct or indirect supervision of school staff, they are undertaking an educational visit. (*Ref: ISI Handbook, Part 3; ISSR 7*).

This additional sports fixture guidance is to ensure that these regular events take place with the same rigour and care as all educational visits, as per our Educational Visits Policy (“**EVP**”).

Therefore, the EVP and other relevant school policy documents, such as:

- supervision of pupils,
- safeguarding,
- missing child policy,
- *Major incident plan*,
- *Equal Opportunities/Inclusion/SEN Policy*, etc

must be read in conjunction with this guidance.

## Definition:

School fixtures and representing the school in Sport both at home and away are regular activities that take part within the school curriculum. School fixtures, inter-school fixtures, training matches, coaching sessions are all regularly scheduled over the academic year. These may take place at St Margaret’s, at another school or at a dedicated sports training centre.

The School defines school fixtures as:

## Representing The School In Competitive Fixtures

Pupils selected to represent the School are expected to do so and speak to the Director of Sport if they see a clash with other events.

Members of school teams will wear school uniform when travelling to and from fixtures except when instructed that some other form of dress would be appropriate.

Pupils may be required to miss lessons in order to take part in representative competition at school, city, county, national or international level.

The Director of Sport will maintain a record of the successes of School teams and individual pupils which will be celebrated in school and with the wider community.

The Director of Sport must keep the Academic Director, The Events Coordinator and Head of Co-curricular up to date with:

- a. events that are taking place (particularly those events which are of local or national status) in which pupils are involved;
- b. the results of all fixtures.
- c. any potential changes to plans coming up

Communication is crucial.

In order to make it easier to ensure that all essential information about competitive fixtures, onsite and off site has been passed to those who need to know, a half-termly/termly overview is provided ahead of time to key parties including: SMT, Head Groundsman, Catering Manager and Events coordinator and uploaded onto the SOCS system used by the School.

Fixtures during the school day (i.e. returning to school by 3.50 p.m.) should aim to be during Games time unless a special event such as IAPS, Nationals etc.

If pupils need to miss taught lessons:

- a. permission must be sought in advance.
- b. a list of pupils involved must be shared in advance with key staff.
- c. In the case of pupils in exam years, the Director of Sixth Form and the Academic Director should be approached by the member of staff organising the fixture before approval to avoid the students being put in a difficult situation.

Team lists for fixtures outside the school day should also be uploaded to SOCS and indicate:

- a. the staff in charge;
- b. the location of the event;
- c. the travel arrangements, including any involvement of parents (see below);
- d. the starting and finishing times of the fixture and expected time of return to school;
- e. those pupils taking part and medical requirements, food requirements and allergies
- f. The kit required.

The following must be in place for all fixtures:

- a. Arrangements regarding emergency contacts must be made for parents so that information can be effectively relayed in the event of a major time delay or other problem.
- b. Medical information, including food allergies and preferences for all participants must be available in hard copy at all times during the fixture.
- c. A mobile telephone, first aid kit and any other required medication must be taken.

- d. Staff should carry parental contact details at all times.
- e. A risk assessment form must be completed for any fixture away from school and also be uploaded onto Evolve
- f. Parental consent forms are required for any off-site activities, including sporting events.
- g. At all times - Parents of pupils travelling to and from fixtures should be informed of the travel arrangements at least 48 hours in advance of the event
- h. Arrangements regarding emergency contacts must be made for parents so that information can be effectively relayed in the event of a major time delay or other problem.
- i. During the school day, the team, including staff must sign out at the school office and sign in on return. Outside of the school day the designated 'trip leader' for the fixture is responsible for registering attendance and ensuring that the last student has been picked up safely at the end of the event.
- j. At least two members of staff for any away fixture and as many beyond this as adhere to the School's EVP student ratio numbers beyond this.

### Conduct In School Sport

There should be no foul or abusive language in any arena of school sport, internal or external.

Teams should never seek to claim unfair advantage by verbal abuse or any other means.

Open criticism of, or dissent from, refereeing decisions by those playing or watching is unacceptable.

Any pupil who is in breach of the above guidelines will be formally warned - with further sanctions to include suspension from matches.

The school has a responsibility for the conduct of every aspect of its sport - including the behaviour of supporters (pupils, parents and other adults alike).

Staff in charge of individual teams should assume responsibility for the conduct of their teams and supporters and should be conscious of their role as exemplars to both.

### Guidelines for parents:

- a. Teachers and coaches give their time and energy to the development of all players in the team. Please give them your support.
- b. Winning and losing are essential aspects of a young person's education and parents should step back from the competitive nature of the game and allow their child to develop.
- c. Encourage your child to always play by the rules.
- d. The decisions made by the official(s) should be respected and should not be questioned publicly. Parents should never try to influence the result of a game or interfere in the running of it.
- e. Please help the School to keep verbal and physical abuse out of sporting activities – both on and off the field.

### Guidelines for players:

- a. Try your best to understand the rules and play by them.

- b. Always accept decisions made by the officials.
- c. Control your temper and avoid petulant behaviour.
- d. Be a good sport and try to appreciate good play from both teams.
- e. Remember that you are an individual playing in a team game and that it is the team that is important.
- f. Don't try to gain unfair advantage through gamespersonship. Treat your opponents as you would like to be treated yourself.
- g. Try to remember that the members of staff in charge of teams give up their own time to do this and that you should give them your full cooperation at all times. This means attending training sessions regularly and behaving impeccably in matches.

#### 5.2.9 Guidelines for teachers and coaches:

- a. Try to be reasonable in your demands of the pupils' time, energy and enthusiasm. They may have many other interests.
- b. Remember that the pupils are playing for enjoyment, and winning is only part of this. Individuals should not be ridiculed or berated for making mistakes or losing matches.
- c. Try to maintain high standards of coaching and discipline and show understanding of the pupils' growth and development.
- d. Equipment should meet all safety standards and should be appropriate to the age and ability of the players involved.
- e. Always insist that the rules of the game are adhered to and that respect is shown to the opposition.
- f. Set a good example yourself by never questioning in public the decisions of the officials.

#### 5.2.10 Guidelines for referees:

- a. Dissent should be dealt with firmly and the appropriate laws applied strictly.
- b. If a player commits a sending-off offence do not show leniency because it is merely a school match. Players must learn at an early stage to abide by the rules. If necessary, send a report to the member of staff accompanying the team who will be able to take the appropriate action.

#### Access to Policies and Guidelines

Staff involved in the leadership and management of visits must be familiar with all relevant guidelines and policy documents and the EVP and should know how/where this information can be accessed.

All paperwork and guidance must be uploaded to Evolve as per our EVC planning and additional team lists may be shared on SOCS.

#### Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits.



The School's EVP provides recommended minimum staffing ratios.

But the choice of staff and the decision regarding ratios is still a matter of judgement for the SMT after consultation with the EVC and designated 'trip leader', as part of the EVP, risk assessment and management process.

You must have at least two adults on any trip.

Particular consideration should be given to staffing levels and qualifications required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision.

### Risk assessments and management

The school has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed and reasonably practicable measures are taken.

The 'trip leader' should undertake an appropriate risk assessment for each visit, and this should be uploaded onto Evolve and shared/discussed/agreed by all visit leaders as part of the Evolve trip paperwork before the visit takes place. Appropriate written evidence of this process must be provided.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management – it should therefore be of real practical value to the leaders and group members, not just a paper exercise.

Section 4 of the EVP provides detailed guidance in this regard and Schedule 4 of the EVP provide a risk assessment template.