



## Educational Trips and Visits Policy

### Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on **11 June 2026**.

#### Introduction

This policy sets out the School's procedures within which all employees must operate.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

#### Scope and Responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision.

The Headmaster has appointed an Educational Visits Co-ordinator (EVC). The EVC will have the training and experience to enable them to competently discharge their responsibilities.

- The Educational Visits Co-ordinator is **Chris Stubbings** ([evc@ermysteds.uk](mailto:evc@ermysteds.uk))
- Administrative tasks will be carried out by: **A dedicated member of the office staff**
- Financial tasks will be carried out by: **Sam Poole** ([finance@ermysteds.uk](mailto:finance@ermysteds.uk))

#### Establishment Policy and Procedures

The Governing Body recognises that it is the employer and retains responsibilities for health and safety. It will discharge its duties through the adoption of the policy and retain competent advice, additional approval and monitoring through North Yorkshire Outdoor Learning. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources, this policy should take precedence with clarification sought from the Headmaster, and if required from North Yorkshire Educational Visits Advisory Service.

#### Consent

**Routine consent:** Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day and information regarding the nature of the types of visit will be included with the acknowledgment request.

We will always aim to inform parents of the nature of each visit, activity or series of a similar nature. We will remind parents that they have already consented to this but provide them with the opportunity to update information and emergency contact details. On occasion, a curriculum opportunity may become available at

short notice. We will always aim to notify parents that their child will be offsite, but this may not always be possible.

**Non-routine consent:** Formal consent will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents of the nature of each visit, activity or series of a similar nature.

**Specific consent:** Formal consent will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk, including but not limited to longer journeys, residential visits and adventurous activities. We will fully inform parents of the nature of each visit, activity or series of a similar nature.

**Medical information:** We will use the medical information on record from Arbor alongside any updated information which parents have provide for most visits and activities. Where visits or activities involve a higher level of risk, it may be appropriate for separate medical information and consent forms to be completed.

### Staff Competence

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve. To ensure sustainability of important visits, deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

### EVC Training

The Educational Visits Co-ordinator will attend appropriate training and revalidation as required by the employer.

### Visit Leader Training

Visit leaders will be approved by the Headmaster and will have attended appropriate training as required by the employer.

### Planning and Approval Procedures

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures and standard assessments of risk as set out in the appendices to this policy.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. Generic or event specific risk assessments will be used to record significant findings.

**External providers:** Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively assurances will be gained through a Provider Statement as detailed in the employer policy.

### Joint Trips with Skipton Girls' High School

Where an educational trip is only sharing transport, a 'Joint trip' through EVOLVE does not need to be created. However, the school organising the trip are responsible for submitting the relevant information on EVOLVE if it is outside the local learning environment. The EVC from the other school should be informed. Each school is responsible for collecting consent and payment from their own students.

If joint classes are taught solely by one establishment, the trip does not need to be set up as a "Joint trip". Information should be submitted on EVOLVE through the usual process. When classes are shared/split across

both schools a “Joint trip’ should be set up. Again, each school is responsible for collecting consent and payment from their own students.

### Visit Planning Using Evolve

Evolve, a web-based system is used to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own account which is set up by the Educational Visits Co-ordinator.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Refer to local procedures and guidance regarding the establishments’ use of these categories.

Approval of visits will be made as detailed below. Initial approval in principle will also be gained as required in the employer policy.

- **Governing Body:** As the employer, approval will be retained by the Board for visits abroad and all self-led adventurous activities. The governing body delegates final approval of these visits to North Yorkshire Educational Visits Advisory Service.
- **Advisory Service:** Visits abroad and all self-led adventurous activities regardless of location.
- **Headmaster:** Visits abroad, all adventurous activities, residential visits.
- **Educational Visits Co-ordinator:** All other day visits.

### Visit planning approval summary table

EVOLVE Classification	Planning/Recording Process	Risk Management	Final Approval
<b>On-site/Local Area Visits (LAV)</b>	Trips to be discussed and approved with the Senior Leadership Team or EVC.  Office staff informed	School risk manages routine risks e.g. road crossings, moving around public places, the journey etc., and if a provider is being used any non-provider led activities using LAV risk management	EVC/Head
<b>Day Visit outside Local Learning Area</b>	Recorded on Evolve	supplemented by specific documentation where necessary	EVC/Head

<b>Overseas</b>	Recorded on Evolve	As above plus the school <b>also</b> risk assesses down time activities.	Adviser
<b>Residential</b>	Recorded on Evolve		Adviser
<b>Adventure, provider led</b>	Recorded on Evolve	As per On-site/Local Area Visits and Day Visits outside Local Learning Area.	Adviser
<b>Adventure, self-led</b>	Recorded on Evolve		Adviser

### Incident Management

In the case of an incident during a visit all members of staff will follow the establishment’s incident management plan.

### Monitoring of Visits and Procedures

Governors will monitor the implementation and effectiveness of the policy. The governors have a strategic role to set the vision and direction of the school and have responsibility for its educational and financial performance. To enable this it will hold the Headmaster to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained, and financial regulations are adhered to.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

### Charges for Off-site Visits and Activities

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance.

Reference should also be made to the School’s **Charging and Remission Policy**, which is available on the School website: [www.ermysteds.uk](http://www.ermysteds.uk)

### Inclusion and SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable.

Reference should also be made to the School’s **SEND Policy**, which is available on the School website: [www.ermysteds.uk](http://www.ermysteds.uk)

## Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the **Designated Safeguarding Leads** (AJJ, GB or PH) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the Designated Safeguarding Lead (AJJ) or Deputy Designated Safeguarding Leads (GB or PH), either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure will be obtained, and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures.

Reference should also be made to the School's **Child Protection Policy**, which is available on the School website: [www.ermysteds.uk](http://www.ermysteds.uk)

## Insurance

Young people participating in visits and activities will have annual travel insurance provided under an annual Schools Journey Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

## Transport

Careful thought must be given to planning transport to support off-site activities and visits, including appropriate levels of supervision and deployment of staff e.g. where staff are seated during the journey. Statistics demonstrate that it is often more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by their employer.

## Local Policy

Appropriate planning is essential for all educational visits; however, some visits will be excluded from the guidance set out in this policy. Activities which take place on-site, ones which happen as normal part of the establishment day or ones within the local area will not have to be entered into Evolve.

These include:

- Local sports fixtures during school hours
- Local learning area visits such as trips to Aireville Park, Skipton Library, Skipton Castle, etc.
- Multi-site curriculum delivery
- Activities/visits outside of school hours, where blanket consent is appropriate, such as local sports fixtures out of school hours.

All activities must be risk assessed. It is essential that the above activities do not include adventurous activity and are within a 15-minute drive of school. The visit leader has been assessed as competent and will have sought blanket permission for the trip. The visit leader will be contactable always. For the procedures to be implemented on the day, the following conditions must be met:

- A Senior Leader or the EVC must give verbal approval before a group leaves.
- There is a sufficiently competent leader/leadership team.
- There is an emergency base contact at the establishment.
- The office staff know who has gone where, with whom, and when they will be back.
- The visit leader(s) have appropriate information about the individual needs of participants.
- Staff are familiar with the area, including any areas of higher risk, and have practiced appropriate group management techniques.

- Effective communication between the establishment and the leaders is possible (mobile telephones are often uncontactable in the local area and should be used as an additional layer of cover only).
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.

We use our Local Learning Area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area by inputting visits on EVOLVE using the Local Learning Area option, provided they follow the Operating Procedure identified in Appendix H.

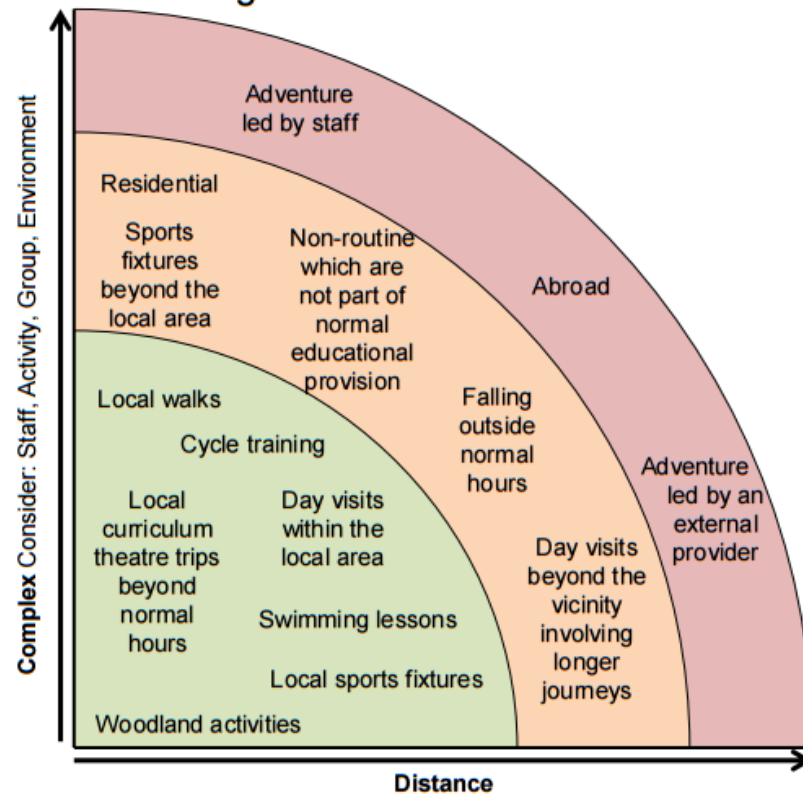
### Sports Fixtures

Sporting fixtures and the handling of risk will be handled by ensuring that all staff leading a team will have attended a visit leaders' course and each fixture will be judged on a point scoring system on whether an extra member of staff is required or if an EVOLVE form needs completing.

Sport	Distance From EGS	Number Of Stops On The Journey	An Overnight Stay?
Athletics	1	1	1
Racquet Sports	1	2	3
Cricket	1	3	
Golf	1		
Basketball	1		
Football	2		
Rugby	2		

A score **below 6** is covered by local policy, **6-7** requires two members of staff and a score **greater than 7** will require an EVOLVE form to be completed.

## Learning Beyond the Classroom Proportional Management of visit and activities



Factor	Distance		
	Local normal, routine	Day, residential, local non-routine	Adventure & Abroad
<b>Consent</b>	On enrolment	Individual	Individual
<b>Medical information</b>	From establishment records. Opportunity to update and provide new contact details	From establishment records (as local) unless residential or unusual activity then individual	Individual medical information
<b>Fully inform parents/guardians/carers</b>	Method determined by establishment	Letter or electronic (payment) system	Letter or electronic (payment) system
<b>Risk Management</b>	Local policy and generic risk management	Event specific – with generic activity and site adapted as required	Event specific – with generic activity and site adapted as required
<b>Group information</b>	Group list	Group list, medical information if sought	Group list and medical information
<b>Notification</b>	Via employer system/local policy*	Via employer system	Via employer system
<b>Approval</b>	EVC/Head according to local policy	EVC/Head according to local policy	Employer Check required lead-in time

## Appendix B: Educational Trips and Visits Approval Matrix

This matrix is used to identify the appropriate body for approving a trip; it says nothing about whether the trip will be approved or not.

- **Educational value**
  - High (requirement of syllabus)
  - Medium (relevant to syllabus)
  - Low
- **Social/Health value**
  - High (of high social/health value)
  - Medium
  - Low (of no social or health value)
- **Cultural value**
  - High (of high cultural value)
  - Medium
  - Low (of no cultural value)
- **Cover requirement**
  - High (external cover required)
  - Medium (internal cover required)
  - Low (no cover required)
- **Cost [per pupil]**
  - High (Over £200 per student)
  - Medium
  - Low (below £50 per student)
- **Availability [of participants]**
  - High (Enrichment Week, Weekends, Holidays)
  - Medium
  - Low (September, January 1<sup>st</sup> half of the summer term)

Using the guidance above, select a grade for each category and calculate the total score – note that ‘high’ is sometimes worth one point and sometimes three, depending on the category under consideration.

	<b>Educational</b>	<b>Social/Health</b>	<b>Cultural</b>	<b>Cover</b>	<b>Cost</b>	<b>Availability</b>
<b>High</b>	1	1	1	3	3	1
<b>Medium</b>	2	2	2	2	2	2
<b>Low</b>	3	3	3	1	1	3

**Total score:** ..... out of 18

If total score **is higher than 12**, the Governing Body will decide whether the trip can proceed; all other decisions are delegated to the Headmaster. Regardless of the score achieved above, the Headmaster reserves the right to refer any trip to the Governing Body for approval if needs be.



## Educational Trips & Visits Application Form

### Ermysted's Grammar School

EVOLVE is used as our trip management system, with a new process from Sept 2020. Please first apply on EVOLVE for Outline Approval and upload this form in the “Attachments -> Other (give name)” section calling it “Trip Application” (your file can be called whatever you like).

The initial steps in EVOLVE will only ask you a limited set of questions (name of trip, date, destination, travel method, attendees, staffing and actual costs) with the level of detail depending on if the trip is residential/overseas/adventurous, and offer advice about planning your trip, alongside this shortened form in the attachment section. [Note: Is this an Onsite or 'Local Learning Area' activity? should be answered No, as we don't need to use evolve for Local Learning Area activities].

When submitted for Outline Approval, emails will be set to seek approval from the following:

- **EVC:** Chris Stubbings, Educational Visits Coordinator
- **Cover:** Stephen Speak, Assistant Head
- **Finance:** Finance Team
- **SLT:** Michael Evans, Headteacher

Information entered will be saved (so you won't have to enter it again) and once Outline Approval is granted the full EVOLVE system will ask for all the usual complete information, about times, risk assessments, flight details, venues and external providers.

Name of trip:	
Group Leader(s):	
Date of departure:	
Other information:	

**Insurance details** (if not the School's policy) suitability of any such policy **must** be agreed by Finance

Insurer:		Contact:	
Policy number:		Telephone:	
Address:			

**Tour operator** NB all international residential trips **must** be organised through a tour operator

Name of operator:		Contact:	
Address:		Email:	
		Telephone:	
		Fax:	

The overriding aim of budgeting is to ensure that the activity is affordable to the students and cost-neutral to the school.

The following breakdown assumes that the trip is an essential part of the curriculum, as such it will consist of two elements: a **chargeable element** that refers to the board and lodgings cost of a residential trip, if relevant, and a **voluntary element** that covers everything else. Charges for non-residential curriculum trips are entirely voluntary. Note if the trip occurs **outside of school hours** and is not part of the curriculum then **all costs become chargeable**.

#### Chargeable costs

Total cost of board and lodgings	£
Number of pupils	
<b>Chargeable cost per pupil</b>	<b>£</b>

#### Voluntary costs

Total cost of travel	
Total cost of excursions	
Total cost of insurance (applicable to residential trips only at £2 per student)	
Additional expenses (if applicable):	
Teaching staff cover (£50 per day or £25 per half day)	
Photocopying	
Other (please specify)	
<b>Subtotal</b>	
Contingency charge (up to 10% of subtotal)	
Finance Transaction Fee @ 1.275%	
<b>Total voluntary cost</b>	
Number of pupils	
<b>Voluntary cost per pupil</b>	<b>£</b>
<b>TOTAL COST per pupil</b>	<b>£</b>

In the event of a surplus remaining at the end of the trip, amounts under £10 per student will not be refunded. Amounts in excess of £20 per student will always be refunded. Amounts between £10 and £20 per student will be refunded if this amount represents at least 10% of the cost of the activity.

**Checklist:**

1. Discussion needed with **EVC** regarding feasibility of the visit. Obtain necessary planning documentation (cc documentation/emails to [evc@ermysteds.uk](mailto:evc@ermysteds.uk) / [finance@ermysteds.uk](mailto:finance@ermysteds.uk) ).
2. Obtain **agreement in principle** from the **Headmaster** that the trip can occur at the time proposed.
3. Ensure your **Head of Faculty** is aware of your planned trip and approves of it.
4. Complete the **EVOLVE Outline Approval** including this **completed Trip Application Form**, which will inform the cover manager of any staff absence, and alert finance to the intended trip - having ensured that you obtain all financial quotations in writing before completing the budget and discussing with finance as necessary.
5. The **Headmaster** will inform the Governing Body regarding trips that are residential, overseas or OAA.
6. Once **outline approval is granted**: Complete the full trip details on EVOLVE including completing a full risk assessment of the proposed activity; Draft letter(s) to be sent to parents, including payment instructions and deadlines. Submit documentation to the **Finance Office**, where the finance team will agree the budget and arrange to receive the payments from parents.
7. The **Educational Visits Coordinator** will check that the submitted EVOLVE form has been completed and that all of the appropriate documentation is present. Once this has been authorised, the trip is **formally approved**.
8. Inform the cover manager of **any changes to staff absence**.
9. The **Group Leader(s)** will oversee the collation of reply slips, coordinate booking arrangements and ensure that a detailed itinerary is produced for the trip.

**I confirm that I have read the Educational Trips and Visits Policy and undertake to complete all aspects of the checklist given above. I will ensure that a list of participants is advertised to staff well in advance of the trip.**

Group Leader(s): ..... Date: .....

## Appendix D

### Educational Visits: Code of Conduct

1. Students remain under the jurisdiction of the School and its policies during the visit. Pupils must follow the instructions of the Party Leader and all staff with responsibility during the visit.
2. Punctuality and politeness from students will be insisted upon at all times during the visit. All pupils are expected to be at agreed meeting points without delay. Unnecessary lateness causes anxiety over safety. Pupils must attend all pre-arranged meals.
3. There will always be at least one member of staff on duty during a visit. Students must know where and how staff can be easily contacted. This will apply to all parts of the visit including the journey, free time and during the night. During exchange visits, it is particularly important that students know how to contact a member of staff and that they do so as soon as possible if a problem arises.
4. Students should never deliberately put themselves at risk and they must know what to do in the event of an emergency. They should know how to contact staff during any periods of time when they are indirectly supervised and must follow the given instructions for emergency procedures.
5. Students remain responsible for their belongings and valuables whilst on visits. Students are strongly advised not to take expensive items on trips. Staff will usually arrange for the safekeeping of passports and may decide to help students safeguard other valuables.
6. Unless clearly stated by the Party Leader, all entry into water, including swimming pools, is strictly prohibited.
7. Students will not be allowed to:
  - a. Smoke, or to purchase cigarettes or e-cigarettes, during any part of the visit.
  - b. Drink or purchase alcohol during any part of the visit.
  - c. Use drugs, other illegal substances or synthetic legal highs during any part of the visit.

**Any contravention of the above may result in an immediate return to the UK at the parent's or carer's expense.**

8. Should a student purchase any prohibited items such as knives, fireworks, alcohol, drugs, laser pens, weapons or inappropriate adult material, such items will be destroyed immediately, and reimbursement of the cost will not be given. This list of prohibited items is given in the School's Behaviour Policy but is not intended to be exhaustive and may be reasonably amended at the discretion of the Party Leader.

## Residential Visits

9. At all residential venues students must be considerate of all guests/staff and should not do anything to inconvenience them. Students will be expected to maintain their room/tent in a reasonable state and to leave it in an acceptable condition.
10. A clearly stated curfew will be given out and silence will be insisted on from a given time. It must be understood that staff must be able to trust students to remain in their own rooms when instructed to do so. Students will not be allowed into rooms of other guests (and vice versa).
11. No student will be allowed out of the residential venue on his own. If free time is allowed during the day, students must always, at least, be in groups of three to ensure their safety.

Please note that further rules of conduct may apply on specific trips and any supervising member staff will expect their instructions to be followed. Where this is the case, these rules will be made clear to students, staff and parents as necessary.

12. Any damage incurred by students will be the financial responsibility of parents. In an extreme case of misbehaviour, parents will be contacted. If this results in a student being sent home, parents will be required to bear the extra expense and to arrange an escort, if necessary.
13. Any student who breaches the code of conduct not only risks his own place on school visits, but also threatens the future organising of visits in the school.

In the event that staff feel that a student's behaviour is unacceptable, or that he/she consumes alcohol or uses any inappropriate substance, then the position of trust between the individual and the party leaders will have been compromised. In these circumstances it will be necessary to apply the following sanctions:

1. Initially for generally inappropriate behaviour, the student will be spoken to and will be expected to take responsibility for their actions. The student may receive a suitable sanction in line with the School's Behaviour Policy.
2. Should an individual continue to behave inappropriately, or if the initial episode of poor behaviour was sufficiently severe, then staff may no longer be able to accept responsibility for the individual. In these circumstances arrangements may be made to return the individual home, which could include repatriation to an airport in the UK at the earliest possible opportunity. The parent/carer will be required to collect the student and pay all of the costs incurred, including the return airfare for an adult to accompany the individual should that be necessary.
3. The behaviour of students will be reviewed on our return and further sanctions may be applied in line with the general School Behaviour management protocols.

I have read and understood the items above and agree to abide by the conditions and expectations therein.

Pupil: .....

Date: .....

## Appendix E

### Educational Trips and Visits Planning Tool

Trip discussed with EVC C Stubbings regarding the feasibility of the visit?	
Has an agreement in principle been sought from MJE?	
Complete the <b>Educational Visits Application Form</b> ensuring that:	
<ul style="list-style-type: none"> <li>All financial quotations are in writing</li> </ul>	
<ul style="list-style-type: none"> <li>Full risk assessments are completed (using form on Evolve)</li> </ul>	
<ul style="list-style-type: none"> <li>Letter(s) to be sent are drafted including the phrases regarding chargeable elements and voluntary contributions</li> </ul>	
The leader should identify appropriate staff willing to accompany the trip and ensure appropriate ratios and qualifications if necessary.	
If possible, the leader should make a preliminary visit to the centre/venue to become familiar with the facilities. If this is not possible, try to garner information from those with previous experience.	
Confirm travel arrangements. If the school minibus is to be used, ensure that you have sufficient appropriately qualified Midas assessed drivers.	
Copy <b>finance@ermysteds.uk</b> into all correspondence and documentation	
Liaise with Finance to setup a payment item for the collection of money and confirm any approved Pupil Premium support	
Discuss any behavioural concerns with pastoral staff.	
Contact Mrs Higginson to ensure that cover is in place	
Arrange for/ensure that all duties are covered	
Inform the Refectory of pupil absence	
Produce a programme planner which describes a programme for each day, supervision details, alternative plans where needed and emergency arrangements.	
Ensure that the appropriate consent is obtained. If unsure, use the proportional risk management documentation, available on the 'Resources' section of Evolve	
If appropriate, before the trip, arrange a meeting with parents to discuss arrangements, the expected standard of behaviour and all final details. (see Appendix D)	
Distribute trip insurance policy if not using the RPA Insurance cover (RPA details in Appendix G)	
Arrange for CS or other suitable member of staff to act as a contact person while you are away. Ensure that appropriate student details are sent to that person	
Hold a meeting of all staff involved to arrange supervision duties and other matters. Establish a code of conduct.	
Contact Finance to book any foreign currency	
Make sure you are familiar with the emergency procedures to be adopted if an accident happens.	
Ensure that first aid kits are collected and are fully stocked	
Collect school mobile 'phone and charger	
Leave a register with the office	
<b>After the trip</b> , e-mail/text the emergency contact to inform them of your safe return	
Evaluate the programme on Evolve.	

This is a planning tool, to be used prior to visits or residential trips.

It is based on a checklist in the DfES publication 'Health and Safety of Pupils on Educational Visits'.

## Appendix F

### Letter Template

Letters to parents should be designed in line with the principles set out in the School's **Charging and Remissions Policy**.

*The total cost of the trip will be £ xxx, inclusive of ...*

*This total includes a chargeable element of £ xxx for board and lodgings and a voluntary contribution of £ xxx is requested for the balance. Please note that other sources of funding are not available for this trip; therefore, if we do not receive enough voluntary contributions to make the trip possible, we may be forced to cancel the event.*

*Applications are requested by xxx. Please note that places are limited; therefore, if more pupils apply than can be accommodated, we will apply our over-subscription criteria: namely, each eligible application will be given a number and numbers will be selected at random from a box until all available places have been filled; this process will be continued to place the remaining applications in rank order on a waiting list.*

## Appendix G

### School Insurance

The Department for Education's **risk protection arrangement (RPA)** is a voluntary arrangement for academies, free schools and local authority maintained schools. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds. The RPA includes cover for school trips both in the UK & Overseas.

*This covers: (a) any pupil enrolled at the participating school; (b) any employee of the participating school; (c) any adult who is acting in a supervisory capacity as a volunteer and is authorised by the participating school.*

#### **Details of Cover and Sums Insured (up to):**

1) *Personal Accident – UK & Abroad £100,000*

2) *UK Travel:*

*Compensation for Travel related costs including;*

- *Loss of Baggage or money up to £2,000 per person*
- *Cancellation, curtailment, rearrangement and change of itinerary up to £1,000 per person*

3) *Overseas Travel:*

<b>OVERSEAS TRAVEL INCLUDING WINTER SPORTS</b>		<b>Limit</b>
Medical Expenses, Repatriation and Emergency Travel	Per person	£10,000,000
Baggage	Per person	£2,000 in total (inner limits apply)
Money	Per person Per event	£750 £5,000
Cancellation, Curtailment, Replacement, Rearrangement and Change of Itinerary	Per person Per trip	£4,000 £250,000
Political and Natural Disaster Evacuation	Per person Per trip	£10,000 £80,000
Missed Departure	Per person	£1,000
Disruptive Pupil Expenses	Per event	£5,000
Loss of Passport/Travel Documents	Per person and/or trips	£2,000
Search and Rescue Expenses	Per event	£100,000
Kidnap Consultants Costs	Per person and/or trips	£250,000
Piste Closure	Per day per person Total Per person	£35 per full day of closure £350
Legal Expenses	Per person	£50,000
Personal Liability	Per occurrence	£5,000,000
Personal Accident	Per Person	Death and capital benefits £100,000

#### *Notes*

- *This policy is subject to annual renewal. Whilst correct at the time of publication, in the event of any variance between the cover outlined above and the policy in operation at the time of the claim, the cover listed in the policy will be the relevant guide.*
- *The conditions set out in the RPA document must be met to qualify for the above and exclusions apply.*

## Appendix H

### Operating Procedure for visits to the Local Learning Area

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- Walking in close proximity to the canal

These are managed by a combination of the following:

- The Head, Deputy or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office. Training awards can be checked on EVOLVE.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults. Decisions should be based on the area and the age / maturity of the pupils - the key determinant will always be 'what would the pupils do if the only adult collapsed?'
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc).
- All remotely supervised work in the extended learning locality is done in groups of 3 as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)

## Appendix I

### General Risk Assessment

<b>ACTIVITY</b>	1. Generic Risk Assessment for Ermysted’s Grammar School Learning Outside the Classroom
<b>HAZARDS</b>	<ul style="list-style-type: none"> <li>✘ Road traffic accidents</li> <li>✘ Slips/trips/falls/strains etc.</li> <li>✘ Group Leader incapacitated</li> <li>✘ Objects falling from height</li> <li>✘ Heat related conditions (sunburn, dehydration, heat exhaustion, heat stroke)</li> <li>✘ Other adverse weather related conditions e.g. lightening, strong/gusting winds etc.</li> <li>✘ Falling down a pothole</li> <li>✘ Getting lost/separated from group</li> <li>✘ Unplanned/inappropriate entry into water/drowning</li> <li>✘ Burns, fire/smoke injuries</li> <li>✘ Substance abuse, alcohol, drugs</li> <li>✘ Diseases, illness stings/bites etc.</li> <li>✘ Adverse contact with animals/plants: kicks, trampling, bites, stings, ticks</li> <li>✘ Abuse/inappropriate contact with strangers</li> <li>✘ Manual handling issues</li> <li>✘ Poor personal hygiene</li> <li>✘ Poor hygiene facilities in some locations</li> <li>✘ Potential for uncontrolled food hygiene</li> <li>✘ Security/civil unrest/crime/terrorist activity</li> <li>✘ Illness requiring emergency medical and dental treatment</li> <li>✘ Drinking natural water</li> <li>✘ Lightning</li> <li>✘ Falling from height</li> </ul>
<b>CONTROL MEASURES</b>	
<ul style="list-style-type: none"> <li>➔ Use/consideration of provider’s specific risk assessment or published information where appropriate</li> <li>➔ Appropriate and approved leadership, briefing, supervision and supervision ratio</li> <li>➔ Briefing of young people and agreed behaviours/requirements etc</li> <li>➔ All equipment checked and fit for purpose</li> <li>➔ Weather forecast/underfoot conditions/surface water conditions/impact of weather on activity e.g. strong winds – woodland activities, mountain walking</li> <li>➔ Use of support vehicle</li> <li>➔ Relevant local knowledge/pre-trip visit completed</li> <li>➔ Previous experience, age and ability of young people</li> <li>➔ Warm up activities, as appropriate</li> <li>➔ Arrangements for pupils with special needs, medical conditions or requiring particular attention</li> <li>➔ Staff to pupil ratio, defined groups and regular head counts</li> <li>➔ Communications between staff and back to school or base</li> </ul>	

- ➔ Appropriate personal protective equipment available to pupils and staff
- ➔ Emergency procedures in place and equipment carried/available
- ➔ Fire safety procedures in place
- ➔ Application of strategies to prevent heat/sun related conditions (sunburn/dehydration/heat exhaustion/heat stroke)
- ➔ Appropriate rests for re-hydration/food/shade/shelter/application of sunscreen/insect repellent etc.
- ➔ Use of eye protection against sun damage
- ➔ Clear guidance on personal hygiene/hand washing/use of hand gel etc.

#### **NOTES**

- Accidents to young people, including several fatalities, highlight the need for great care in or near water – refer to Safety at Water Margins - <http://www.rospa.com/leisuresafety/info/watersafety/groupsafety-watermargins.pdf>
- Each excursion must be risk assessed on an individual basis and not to rely on “last year’s” details. Recent accidents have occurred to parties led by staff that have run incident free activities for many years.
- It is good practice to involve young people both in the risk assessment process and in the safety precautions to be followed

<b>ACTIVITY</b>	2. Unaccompanied Activities Risk Assessment for Ermysted's Grammar School Learning Outside the Classroom
<b>HAZARDS</b>	✘ All hazards identified in Generic Risk Assessment No. 1 apply but the risks may be heightened by the lack of direct supervision, which means the following additional controls may be required
<b>CONTROL MEASURES</b>	
<ul style="list-style-type: none"> <li>➔ Use/consideration of provider's specific risk assessment or published information where appropriate</li> <li>➔ Appropriate group size</li> <li>➔ Groups must be trained, briefed and assessed as competent for the proposed activity</li> <li>➔ Staff to have sufficient knowledge of students and venue to assess suitability of proposed activities and arrange appropriate monitoring</li> <li>➔ Clear geographical boundaries set</li> <li>➔ Appropriate behaviour standards agreed</li> <li>➔ Clear emergency briefing for all students including what to do if lost, frightened etc, where supervisory staff will be located</li> <li>➔ Clear timings set for activity and everyone aware of meeting points. Groups must have watches.</li> <li>➔ Outdoor activity groups must have clear and concise instructions for emergency procedures and have emergency contact numbers. These in turn must be permanently staffed by a person who has a clear idea of the necessary action to be taken</li> <li>➔ Groups should be self-sufficient in any emergency equipment</li> <li>➔ Planned routes will not direct un-supervised students onto crag/cliff tops or over moving water</li> </ul>	
<b>NOTES</b>	
<ul style="list-style-type: none"> <li>• Mobile phones/radios are frequently out of range in (insert location if necessary) and although useful at times, must thus be regarded as just another layer of cover.</li> </ul>	

<b>ACTIVITY</b>	3. Generic Accommodation Risk Assessment for Ermysted’s Grammar School Learning Outside the Classroom
<b>HAZARDS</b>	<ul style="list-style-type: none"> <li>✘ Fire</li> <li>✘ Building/grounds fabric</li> <li>✘ Electricity and electrical appliances</li> <li>✘ Catering</li> <li>✘ Child protection</li> <li>✘ Lost students</li> </ul>
<b>CONTROL MEASURES</b>	
<ul style="list-style-type: none"> <li>➔ Use/consideration of provider’s domestic site specific risk assessment or published information where appropriate</li> <li>➔ Check accommodation has a fire risk assessment</li> <li>➔ Staff inspection of fire precautions/fire warning system on arrival.</li> <li>➔ Briefing of students on emergency procedures (if possible, a fire practice should be held on the first day)</li> <li>➔ Visual inspections of stairways, bath/shower facilities, furniture, electrical sockets etc. (preferably on a pre-visit inspection and again on arrival and record/report to travel agent rep/hotel as appropriate)</li> <li>➔ Group has exclusive use of the sleeping accommodation (preferred) or at least all group rooms are adjacent or in the same area of the accommodation. Where this is not possible there must be suitable deployment of staff to provide appropriate supervision in accommodation close to the students</li> <li>➔ All staff accommodation, including Group Leader, to be adjacent to students, unless remote or indirect supervision has been agreed by the EVC</li> <li>➔ Student rooms should not be locked, and staff can always gain access</li> <li>➔ All accompanying staff and volunteers must have valid CRB clearance</li> <li>➔ Student rooms should not be accessed from outside (ground floor windows, balconies with fire exits etc)</li> <li>➔ External doors and windows are secure against intrusion – or if staying in hotel, main door is continually staffed by hotel staff 24 hours</li> <li>➔ Pupils know where staff will be throughout the night</li> <li>➔ Pupils are checked into rooms at “lights out”</li> <li>➔ Catering staff have food hygiene qualifications</li> <li>➔ Students are not involved in catering or washing up unless the activity has been specifically risk assessed and is properly supervised/managed/training given</li> <li>➔ Students should be carefully briefed about boundaries for down time and timings/ locations of meetings</li> <li>➔ Sales of alcohol to students prohibited – prohibition arrangement with staff</li> <li>➔ Students to be excluded from the centre’s facilities unless supervised by a member of staff</li> </ul>	
<b>NOTES</b>	
<ul style="list-style-type: none"> <li>• Students <b>should not</b> wear any badge identifying them by name.</li> <li>• Students should know details of their destination and of school contacts. It would be good practice for students to carry written details of these.</li> <li>• Accidents have occurred as a result of misuse of balconies. Balconies also present possible unauthorised entry and exit points for pupils and /or unwelcome visitors.</li> </ul>	

<b>ACTIVITY</b>	<p>4. Generic Transport of Children and Young People Involved in Educational Visits</p> <p>Risk Assessment for Ermysted’s Grammar School Learning Outside the Classroom</p>
<b>HAZARDS</b>	<ul style="list-style-type: none"> <li>✘ Breakdown</li> <li>✘ Accident, illness or travel sickness</li> <li>✘ Missing young person</li> <li>✘ Lack of knowledge of meeting place, contingency plans</li> </ul>
<b>CONTROL MEASURES</b>	
<ul style="list-style-type: none"> <li>➔ Emergency procedures/contacts in place</li> <li>➔ Contingency plans for breakdowns of Coach/Minibus</li> <li>➔ Use of Group Leader Emergency Card</li> <li>➔ Effective communication systems (where appropriate, ensure coverage of mobile network/identify available landline access/use of radios)</li> <li>➔ Appropriate supervision, travel groups and head counts/register as required</li> <li>➔ Plan for appropriate comfort stops</li> <li>➔ Particular arrangements for supervision at service stations, railway stations etc.</li> <li>➔ Transport not to depart without full headcounts etc</li> <li>➔ Young people to know the overall Group Leader and their Sub-Group Leader</li> <li>➔ Young people briefed regarding purpose, expectations, appropriate behaviour, timings, supervision</li> <li>➔ Use of small groups system.</li> <li>➔ Young people to be briefed on what to do if separated from the group</li> <li>➔ Appropriate sites for getting on and off transport</li> <li>➔ Prepare route or site specific risk assessment where appropriate</li> <li>➔ Use of seatbelts to be monitored and enforced by staff in addition to any responsibility by carrier</li> </ul>	
<b>NOTES</b>	

**On foot**

- On public roads/service stations etc. determine crocodile or wave method to crossroads, agree and brief all participants regarding responsibilities at crossings and other hazardous locations
- On public footpaths/bridleways/parks etc. brief all participants relating to other users e.g. walkers, cyclists, farmers, horse riders, dog walkers and apply appropriate codes or practice e.g. Country Code etc.

**Hired coach/bus/taxi**

- Coach hired from LA reputable firm/correct licence/appropriate CRB arrangements for drivers and escorts
- All arrangements to be agreed with contractor
- Coaches to be fitted with seatbelts
- Buses without seatbelts not to be hired for sole use (scheduled service buses acceptable without seatbelts)

**Minibus**

- Driver appropriately licensed
- Appropriate safety checks carried out
- Determine additional supervision, other than driver, by dynamic risk assessment
- Luggage appropriately and securely stored on roof rack or inside, clear of aisles

**Tram/Train**

- Head count students on and off
- Be visible, as a member staff on the carriage and consider appropriate placement e.g. spread staff out
- Have a clear meeting point if students get off at the wrong stop
- Ensure tickets are to the right destination

**Private Car**

- Have appropriate insurance cover and/or covered by the school
- Students/parents have been informed and consented
- Appropriate driver breaks taken if required
- Seat belts checked and used at all times
- Car has passed its most recent MOT test
- Driver has an appropriate licence

<b>ACTIVITY</b>	<p>Terrorism Threat Risk Assessment for Ermysted’s Grammar School Learning Outside the Classroom</p>
<b>HAZARDS</b>	<ul style="list-style-type: none"> <li>✘ Heightened terrorism threat levels</li> <li>✘ Suspicious items</li> <li>✘ Bomb threat</li> </ul>
<b>CONTROL MEASURES</b>	
<ul style="list-style-type: none"> <li>➔ Be aware of the latest news relating to your destination</li> <li>➔ In the UK, know the current threat level (available at: <a href="http://www.mi5.gov.uk/home/the-threats/terrorism/threat-levels.html">www.mi5.gov.uk/home/the-threats/terrorism/threat-levels.html</a>).</li> <li>➔ When travelling abroad check the FCO website <a href="http://www.fco.gov.uk">www.fco.gov.uk</a> in the early stages of visit planning, at regular intervals and immediately prior to leaving.</li> <li>➔ Consider the threat of terrorism as part of visit risk management and include it within visit emergency plans. When visiting a major city, venue or event, where the risk of attack may be greater, consider within your planning, including: <ul style="list-style-type: none"> <li>• Possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter.</li> <li>• How to minimise waiting time at busy transport venues.</li> <li>• How you would get away in an emergency, bearing in mind that the direct route and planned transport might no longer be an option.</li> <li>• Are you aware of alternatives and can you access emergency funds to pay for them?</li> <li>• The possibility of an enforced overnight stay and what this might entail – for example do you need a reserve of any critical medication?</li> <li>• How the leadership team might manage an enforced group split.</li> </ul> </li> <li>➔ Be vigilant and aware of your surroundings – know where the exits are and where you would run to.</li> <li>➔ When staying at any place for more than 30 minutes identify emergency meeting points in case the group is forced to move and becomes split.</li> <li>➔ Consider agreeing a suitable rendezvous point whenever a new location is reached.</li> <li>➔ Whilst mobile ‘phones do not provide comprehensive cover; all staff should share their numbers with one another (including school mobiles and the 24/7 contact ‘phone).</li> <li>➔ Avoid congregating too long around entrances to major public sites.</li> <li>➔ At ports and airports don’t linger unnecessarily on the public side of security screening.</li> <li>➔ Be aware of the ‘Stay Safe’ principles: ‘Run, Hide, Tell’ and know what to expect if you encounter armed response officers (see point 2 in ‘recognizing the terrorist threat’: <a href="http://tinyurl.com/pp4fxmu">http://tinyurl.com/pp4fxmu</a> ) Another useful source of information is the website of the National Counterterrorism Security Office: <a href="https://www.gov.uk/government/organisations/national-counter-terrorismsecurity-office">https://www.gov.uk/government/organisations/national-counter-terrorismsecurity-office</a></li> </ul>	
<b>NOTES</b>	