



Educational Visits Policy

Whole school including EYFS

Pupils derive a great deal of educational benefit from taking part in visits and trips with the school. They can undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills and longer trips encourage greater independence.

The school has separate Educational Visits Coordinators (EVC) for the Junior School (including the Early Years Foundation Stage) and Senior School who oversee the arrangements for all school trips and visits according to the written procedures for arranging visits which teachers must follow. Whilst staff consult with the EVC, it is the Headmaster who grants the final approval for every visit. In the Junior School, final approval for all day trips has been delegated to the Head of the Junior School.

The School will ensure that:

- adequate child protection procedures are in place with staff and volunteer helpers appropriately vetted;
- the Risk Assessment has been completed and appropriate safety measures are in place;
- training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- there is adequate and relevant insurance cover;
- the school Educational Visits Coordinators working with the Headmaster are satisfied that the person planning the visit is competent to do so, has the necessary relevant experience and that all necessary actions have been completed before the visit begins.

Note: The coronavirus pandemic will have an impact on trips in the 2020/21 academic year. At the time of writing, the government is advising against all domestic and overseas residential school trips; this is likely to be reviewed in the coming months. Day trips can currently take place with suitable risk assessments in place, though again this guidance may change. Measures in places are taken into account in a separate risk assessment and the latest government advice can be found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings>

Planning

The School will ensure that:

- a comprehensive Risk Assessment is carried out prior to every visit/trip;
- the trip leader is a member of teaching staff who has experience in supervising the age groups going on the visit and will organise the group effectively;
- the trip leader should seek preliminary approval for the trip from senior management
- the trip leader will undertake and complete the planning and preparation of the visit, including the briefing of group members and parents;
- the trip leader will ensure that staff and volunteers accompanying the trip/visit are clear about their roles and responsibilities during the visit;
- the trip leader or another teacher is suitably competent to instruct when the trip is a school-led adventure activity, and is familiar with the location/centre where the activity will take place;



- where practicable, the trip leader may carry out a reconnaissance trip to the trip venue;
- where an adventure activity organisation is engaged, that the organisation is licensed according to 'Activity Centres (Young Persons' Safety) Act 1995' and 'Adventure Activities Licensing Regulations 1996';
- in line with the 'Equality Act 2010', the trip leader must ensure that details of the trip are considered carefully, including whether they have a duty to make reasonable adjustments so that it is accessible to all pupils regardless of any specific need (including but not limited to disability, gender reassignment, religion or beliefs);
- the ratio of supervisors to pupils is appropriate:

Year 7+	1 adult:20 girls (10 girls if a hazardous activity – instructors may be considered as part of this supervision ratio). Discretion may be exercised for Year 12 / 13 depending upon the trip/visit.
Year 4 - 6	1:10 girls
Year 1 - 3	1:6 girls
Year R	Higher supervision ratio where necessary

- For their own protection, male members of staff should normally be accompanied by a female member of staff.
- staff whose own children are participating in a trip should not be counted in the ratio of supervising adults due to potential conflict of interest;
- parental consent forms have been completed and signed;
- arrangements have been made for any medical requirements and special educational needs of pupils and that staff have the details necessary for them to carry out their tasks effectively;
- adequate first-aid provision will be available;
- a school mobile phone, preferably a smartphone to access EVOLVE, will be available;
- consent forms should be carried in a secure, electronic format in compliance with GDPR
- the mode of travel is appropriate and safe;
- travel times out and back are known including pick-up and drop-off points;
- the school will follow any guidance given by the Foreign and Commonwealth Office (FCO) concerning terror alerts. If the FCO advises against travelling to a destination the trip will be cancelled;
- in the case of heightened alerts, but where the advice is still that it is safe to travel, risk assessments will be reviewed to make sure everyone knows what to do if the group is split up;
- if considered appropriate for a particular trip all girls will be given a card with the hotel, group and local British embassy contact details so that they can find help in the event of the group being split up following an incident.

In addition, the School will ensure that:

- they have the address and phone number of the visit venue and have a contact name;
- a school contact has been nominated and the trip leader has contact details;
- the trip leader, supervisors and nominated school contact have a copy of the agreed emergency procedures;
- the trip leader, supervisors and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin;
- there is a contingency plan for any delays including a late return home.



Insurance

The GDST has insurance cover for girls and staff on visits/trips.

Pupils

Pupils will be properly **and regularly** briefed to make it clear to them (as appropriate to their age):

- That they must not take unnecessary risks;
- That they must follow the instructions of the leader and other supervisors including those at the venue of the visit;
- That they dress and behave sensibly and responsibly;
- That they should be sensitive to local codes and customs;
- They may not take drugs, nor alcohol whilst on the trip;
- They should be careful regarding food and drink in certain countries where it is safer to drink bottled water, and care needs to be taken with raw vegetables, salads and unpeeled fruit, raw shellfish, underdone meat or fish;
- They should be discreet with money or valuables especially in certain countries;
- What they should do in an emergency;
- They should look out for anything that might hurt or threaten themselves or anyone in the group and tell the trip leader or supervisor about it;
- That any pupil, whose behaviour may be considered to be a danger to themselves or to the group, may be stopped from going on the visit, or may be sent home from a visit.

Parents

The School will ensure that:

- Parents are given sufficient information in writing for them to be able to make an informed decision on whether their child should go on the visit; this includes the method of travel;
- Parental consent is requested for school trips
- When consent is general e.g. PE squads, local walking visits or to local playing fields, parents are informed and sign a blanket consent form for the time their daughter is a pupil at the school;
- Parents are invited to any briefing sessions.
- Parents are advised how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.
- Parents are aware that if their daughter is sent home early from a trip, they will be asked to agree the arrangements and may be responsible for meeting the cost (certainly so in the case of inappropriate behaviour on the part of their daughter).

Parents will be required to:

- Provide the trip leader with emergency contact number(s);
- Sign the consent form;
- Give the trip leader information about their child's emotional, psychological and physical health which might be relevant to the visit (usually by means of the consent form).

Travel

- Where coaches are used, **the company must have a valid PSV Operators' Licence and** have been approved by the school. All girls should have seatbelts, which staff check.
- Coach drivers are DBS checked but a member of staff must always be present.
- Trips into London may often be undertaken by public transport. In these cases, in the Senior School, the girls carry relevant mobile telephone numbers.
- Girls will be encouraged to wear suitable walking shoes on trips e.g. trainers.



- Staff cars may only be used to transport girls if the parents and/or Headmaster have given specific consent. In this case, staff are covered by the Trust's insurance. **If possible, a second adult should also travel in the staff car.**
- **Use of parents' cars for school trips is not recommended, but where permission has been granted the driver must have a clean licence, up to date insurance and MOT.**
- **Where taxis are required, these should be booked from a licenced operator with an up to date vehicle licence.**
- When necessary, Senior girls walk in groups of not less than four to PE lessons at the local fields.
- The school minibus is also used to transport girls to PE lessons, to some fixtures around London, and on Duke of Edinburgh expeditions.
- All school minibus drivers are to be suitably qualified school staff, have undertaken a driving assessment, filled in a medical form and have been approved by the Headmaster. Driving licences and medical fitness are checked and authorised annually by the Headmaster/DFO.
- If travelling abroad, reputable tour operators will be used whose operations are covered by a bonding body such as ATOL or ABTA.
- On certain visits/trips girls will carry a card with contact numbers in the unlikely event of being separated from the group.
- Girls in Year 10-13 are allowed to make their own way to and from the venue if stated clearly on the trip letter. For girls in Year 7-9, their trip must start at school but may end at Ealing Broadway station. Students may not be dismissed from underground stations on the journey for health and safety reasons. Under exceptional circumstances, permission for alternative arrangements can be sought from the Head via the EVC.

Educational visits in the Early Years Foundation Stage (EYFS)

Trips will be organised in line with the above policy. In addition, trips that include girls who are in the EYFS must abide by the following:

- at least 1 qualified teacher for each group of 20 girls must be part of the supervision ratio.
- at least one member of staff with a Paediatric First Aid qualification must be present.
- all girls must have a sticker/wrist band with the school contact details on them.

Health & Safety

It is the policy of the GDST to ensure, as far as is reasonably practicable, the health and safety of all pupils, staff and all other people who participate in educational visits and trips organised by GDST schools. NHEHS is also committed to complying with the requirements contained within the DfE guidance document:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

This advice document issued February 2014 by DfE replaces a number of guidance documents on health, safety and security in schools, including 'Health and safety: Responsibilities and powers (2001)' and 'Health and safety of pupils on Educational Visits (HASPEV 1998)'.

All procedures regarding school trips and educational visits at NHEHS have regard to the above advice and make specific reference to this guidance. All staff who lead or accompany school trips should familiarise themselves with this guidance.

The Council of the Trust is ultimately responsible for the health and safety at work of all staff and pupils. The Council's day to day responsibility is delegated to the Heads.



Heads are responsible for both staff and pupils and for any accompanying adult on a school visit. It is important for everyone involved that the Head is satisfied with the arrangements and that there is a record that they have been approved.

The Trip Leader is responsible for the planning and organisation (or the co-ordination of this in appropriate cases) of the trip and for taking day to day decisions once the trip is in progress. There must always be a designated Trip Leader, who is a member of the teaching staff.

The accompanying teachers are in loco parentis (i.e. responsible for taking immediate and appropriate decisions) of the pupils in their charge at any given time.

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

The EVC reports to the school Health & Safety Committee on any issues arising from trips being planned or recently taken. EVC is a standing item on the Health & Safety Committee meeting Agenda.

Safe handling of personal information for trips

School trips are an important aspect of our school curriculum and in order to ensure the safety and welfare of students on trips it will be necessary to process student personal information, including special categories of personal data concerning student health, medical conditions, allergies and diet. We may also share sensitive personal information with third parties include allergy information with third party caterers.

Principle One – secure storage of sensitive personal information

1. Student personal information, including health, diet and allergy information will be collected, managed and approved through EVOLVE.
 - In preparation for the school trip, parents will be asked to update their contact details, together with their daughter's health, diet and allergy information through the SIMS parent app. School SIMS administrators will review updates and write these across to SIMS as appropriate. Student personal data will be drawn from SIMS to populate EVOLVE.
 - Where the School Nurse provides additional information, this will be loaded onto EVOLVE and any draft documents deleted.
 - Basic student information, including names and a photograph of each student may be held on paper to enable roll calls, and easy identification of students.
 - Sensitive personal information (including parents contact details and information on health, diet or allergies) should not be printed from EVOLVE onto paper, but should be accessed directly through this application. *Note: Where a school Nurse advises that specific information should be immediately available (for example a written health plan accompanying an EpiPen®) medical advice should be followed.*
 - To ensure information can be accessed where there is no mobile / data signal, a copy of the information held on EVOLVE may be extracted as a csv file, and held on an encrypted and password protected mobile device or tablet.

Principle Two – secure sharing of sensitive personal information

2. Where it is necessary to share sensitive personal information with trusted third parties (such as allergy information with a caterer or activity provider) this information should not be shared in the body of an email but recorded on a document which should be encrypted, password protected* and attached to the email. Passwords must be shared separately.



The Role of the EVC

- to liaise with the GDST, by reference to Notes of Guidance, to ensure that educational visits meet the GDST's requirements including those of risk assessment;
- to support the Headmaster, Governors and Trust Office in approving trips and other decisions;
- to assign, recommend or endorse competent people to lead or otherwise supervise a visit;
- to assess and advise on the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations (particularly relevant for outdoor adventure activities) from an awarding body. It may include practical observation or verification of experience and analysis of the quality of risk assessment;
- to identify training needs and ensure that training is in place for leaders and other adults going on a visit. This will commonly involve training such as first aid;
- to support trip leaders with the use of EVOLVE, ensuring it is used effectively by staff;
- to organise thorough induction of trip leaders and other adults taking pupils on trips;
- to make sure that Disclosure and Barring enhanced disclosures are in place as necessary, in liaison with the Director of Operations;
- to work with the trip leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand to that parents can consent or refuse consent on a fully informed basis;
- to organise a school system for emergency arrangements and ensure there is an emergency contact for each visit, ideally the Headmaster or Deputy Head;
- keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses');
- review systems and, on occasion, monitor practice.

The EVC has responsibility for ensuring that all staff organising school trips plan these properly and carry out appropriate risk assessments and checks on providers. The monitoring and reviewing process will provide the school with a formal mechanism for demonstrating that it takes on board any lessons from visits where things may not have gone quite according to plan, to introduce new checks and identify training needs as appropriate.

The EVC should be competent to carry out all the above functions, and fully familiar with the above DfE guidance, Trust Guidance on NOG and its supplements, including HASPEV. Appropriate training will be given to ensure this.

Last reviewed June 2020

Next review August 2021