



**North London**  
Grammar and Prep School

# Educational Visits Policy

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## EDUCATIONAL VISITS POLICY

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## 1. 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 NLGS / NLPS 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.

This policy has also been written in accordance with government and HSE health and safety guidance.

**This policy refers to Educational Visits for both the Prep and Senior School.**

## 2. NLGS Policies and the National Guidance

### 2.1.a NLGS's Child Protection and Safeguarding 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 are followed
- 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

DBS checks are required for all supervising staff in line with the School's Safer Recruitment Policy.

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 NLGS's First Aid and Educational Visits

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 at work every three years in School as part of INSET provision. The obtained qualification lasts three years.

Additionally, staff taking out overseas, residential or outdoors educational visits (such as Duke of Edinburgh) are asked to undertake 'First Aiders at Work' longer course on a rolling programme from September 2022.

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, and no later than 48 hours in advance, Trip Leaders are required to obtain a list of pupils' specific medical needs (including allergies) from the School's MIS. It is the Trip Leader's responsibility to obtain this list of specific medical needs prior to every trip.

The School must:

- Provide the Trip Leader with a First Aid Kit during this meeting.
- Make a judgement on what equipment is required in the First Aid Kit. The School Office's decision may be informed 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 Trip Leader's responsibility to obtain a list of specific medical needs (including allergies) prior to every trip.

Staff will be encouraged as part of their general duty of care to undertake an 'Administering of Medicines at Work' online course from Educare, which is provided by the School in advance of leading trips.

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 visit, the Trip Leader must take reasonably practicable steps (if proportionate, suitable and sensible depending on the particular circumstances) to ensure safety, and the medical needs of pupils should be factored into risk assessments for trips.



The Trip Leader will look after the first aid equipment and facilities and call the emergency services when required. Staff and pupils will be informed of the location of first aid equipment, facilities, the first aider or appointed person.

The School will have an appropriate emergency response plan and a communications plan in place. Parents or carers will be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and of any first aid treatment given.

**It is the Trip Leader's responsibility to pass 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). If it is felt that there is specialised care requiring specific attention, a separate can be arranged to deliver to all staff attending the trip.**

### **2.1.c NLGS'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 pupils to join an existing group should be left to the discretion of the Trip Leader. Often this will be dependent on staffing and other practical reasons.

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 pupil has the opportunity to participate despite their disabilities, identity or learning difficulties.

Teachers should plan for inclusion from the outset and should make appropriate 'reasonable adjustments' to enable the participation of pupils. However, the adjustments made should seek to ensure that the planned purpose of the activity is not diluted.

The School will always consider the abilities of the specific children involved when planning visits and preparing risk assessments. For further guidance on inclusion see **Section 10. Behaviour and Safety during the Visit** of this Policy.

### **2.1.d NLGS's Visitors' Policy and Procedures**

When organising events on the School site which involves external visitors, the Group Leader/organising teacher needs to ensure that the School's Visitors' Policy and Procedures are followed.

Depending on the type of event on site, Leaders should also consult the Hosting Events and Sports Fixtures Protocol.

A separate risk assessment for every trip and event is required and needs to be given to the School's EVC. This document should acknowledge supervision of pupils 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 the 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. Anything classed as a prohibited substance on School site according to its policies is likewise banned on trips.

### 2.2. The National Guidance

National guidance currently recognizes any visit offsite as an educational visit. This included fixtures for sports.

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

In addition to this Educational Visits Policy, NLGS adopts National Guidance <https://oeapng.info/>

All staff are required to plan and execute visits in line with school policies 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 NLGS's 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.

### 3. Clarification of roles

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

- 1.1. The Governors
- 1.2. The Head
- 1.3. The Educational Visits Coordinator (EVC)
- 1.4. The Trip Leader

The following section of the 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 the School delegate the responsibility for authorizing events and 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 the 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 NLGS 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, always with the individual pupils and their needs at the heart of all planning.
- To ensure that all off-site visits are thoroughly planned using standardised whole-school documentation.
- To ensure that Trip Leaders are aware of the guidelines established in this policy.
- To assign competent people to lead or otherwise supervise a visit.
- To advise the Trip Leader and ensure visits have appropriate support ratios, pupil lists, risk assessments, paperwork, staffing and adequate cover for health and safety, first aid and behaviour management.
- To work with the Trip 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 support Trip Leaders through guidance on EV matters, advice on letters, prompting on interim deadlines and paperwork, support with Evolve, and attendance at parent meetings in advance of trips.
- To be involved in educational visit management to ensure that the guidance and regulations are followed.
- To work with Trip Leaders to ensure that the aims of the visit are achievable and in line with those of the School.





- To ensure that the approval FORM has been completed in full and submitted 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, and that issues arising are addressed and lessons learned are evidenced through meeting minutes.
- 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 and members of the Senior Management Team (SLT) 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 data protection law and educational visit data.
- To support the work of trip leaders of DoE and any outdoors education related activities.

### 3.4. The Role of the Trip Leader

- The Trip 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.
- This person must have had experience of School trips and be fully conversant with the School's policies, systems and procedures and sufficiently competent enough to deal with issues as they arise. The ultimate adjudicator of this is the Head.
- This person must also be confident enough to manage and brief other staff accompanying the trip, ensuring everyone knows their roles and always carries them out effectively.

**This person cannot be a Gap Student, ECT, unqualified teacher or member of the support staff. These staff members could support the running of a trip, although should not be left in sole charge of a group of pupils on a trip at any time.**

To fulfil their role, the Trip Leader will:

- Identify and secure a confirmed date for the visit, using the School's policy for doing so.
- Identify the clear purpose and objectives of the visit.
- Complete all visit documentation, obtain EVC/Senior Team approval for any event organised off or on-site, no matter how short the duration. This should be done in the time frames stipulated.
- Plan the itinerary to account for all times on the visit including transport, meal times, travel and relaxation times, particularly on residential trips.
- Have prior knowledge of the venue. **If they do not know the venue**, the Group Leader should have made an exploratory pre-visit and prepared a risk assessment based on this pre-visit, with a decision made as to the viability of the venue prior to any booking. The Trip Leader is to include this information on their Evolve FORM.
- Inform parents and seek consent in a letter detailing the nature and purpose of all activities related to the visit/event. The letter requires approval by the EVC. Consents are to be kept safe by the Trip Leader, or if done electronically through Google Surveys or similar, records saved. All letters and consents must be done in good time, not, for example, a week or a few days before a trip is due to go out.



- Meet with the staff accompanying the trip in advance for a thorough briefing in the days leading up to the event. Allocate supervisory responsibility to each member of staff for named pupils and ensure that each member of staff knows which pupils they are responsible for.
- 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.
- Make sure that each accompanying staff member, SLT contact and EVC receives a full pack of documentation which is also submitted to the School Office prior to visits/trips.
- Meet with the children attending the trip to do likewise and to remind them of the timings, equipment, expected behaviours and itineraries. Ensure that each child knows which adult is responsible for them.
- Report any accident or injury to a member of staff and follow the School's Emergency Procedure Protocol.
- 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 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 SLT.
- Ensure that data protection 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 pupils.

#### 4. Procedural requirements

##### 4.1 Risk assessment

The National Guidance provides advice about risk management and risk-benefit assessment. NLGS follows these guidelines. For further detail please see **Section 7. Risk-management and risk-benefit assessment** of this policy.

The staff selected to lead educational activities and visits at NLGS 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, SLT and/or EVC at NLGS 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 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.

## **4.2 Approval**

### **4.2.1 Initial Planning and Approval.**

When planning residential trips, teachers in charge should ensure that initial approval is granted by filling in a **'FORM 1'** which should include information about where the trip will be, its educational aims, duration, approximate costs and a confirmed staffing list.

All visits are subject to approval by the Educational Visits Coordinator (EVC), with clashes and larger residential/overseas visits approved by the Senior Leadership Team in advance, usually a year ahead when trip requests are prompted in the Summer Term. Where issues cannot be resolved, the final decision on any trip proceeding will rest with the Head.

**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.**

All overseas trips require submission and planning at least 2 terms in advance to be considered for approval. Submission of all the relevant documentation is required in advance. This should be done at least half a term in advance, but in most cases a term or a year to enable careful planning.

The School consider the Foreign and Commonwealth Office guidance on safer adventure travel and foreign travel advice when organising visits abroad. Where appropriate, the School will follow the guide to the British Standard for adventurous activities outside the United Kingdom as a basis for planning.

Educational events on the school site require an identical approval procedure when external providers and speakers are being used. In such instances completed FORMs with attached Risk Assessments are also required.

**Please see 4.5 for further information on initial approval.**

### **4.2.2 Next Steps**

Only when approval has formally been given will the date of the trip be placed on the school calendar.

The trip leader is then responsible for:

- a) Booking all relevant coaches (please complete a FORM 2 and send to the Office Manager for this), hotels, flights and educational companies supporting overseas or domestic residential trips. The EVC and experienced staff members are able to support here.



- b) Seeking out answers to questions over money, breakdown of fees per pupil inclusive of taxes, surcharges and VAT should be worked out in conjunction with a member of the Finance office. They will also be able to advise on deposits, refund policies, insurance etc. Any venue or visit booked must be done through a well-researched, reputable and/or accredited company. Any visit which is not must have an additional rationale and a written outline approval from the Head first.

**No member of staff should book anything until costings and the trip has been approved by the EVC and is in the calendar.**

- c) Explaining in a letter to parents, initial details of the trip, which should be accompanied with a consent FORM. The School's EVC has copies of exemplar letters to use which include the correct information and tone.
- d) Running their letter by the EVC for general detail and tone. Letters should be clear, well written and contain information which parents need to know. It might be that for larger trips there is a general letter followed by a specific letter with more detail and the consent FORM. **Please see 4.4. Parental Communication and Consent for more information.**
- e) Collecting consent FORMs in a timely fashion. All consents should be returned at least 3 weeks before the trip departs, and longer if this is a residential which requires a parental deposit. Consents can take place through paper letter return, a Google Survey, the details of which are shared with the EVC.
- f) Completing FORM 1-10 (at the end of this document) as necessary.
- g) Completing additional elements of paperwork other than the FORMs 1-10 (attached to this policy).
- h) Managing passports, stowing them safely before a trip, visas, health insurance and other matters. The EVC will be able to advise or outsource information to support. These trips may involve visits to various Embassies in London or communications with parents regarding passport renewal, documentation or other information.
- i) Keeping the relevant staff, pupils, parents and Finance up to date with details of the trip, chasing as necessary.

Holding a group meeting with the staff and pupils attending the trip. This will outline staff responsibilities during the trip, risk assessments, contact details, the itinerary, and the equipment/clothing/money/resources/medication they will need to have on them, that they will be checked for this before getting on the coach, timings, mobile phone use (**see mobile phone protocol for more details**), groups, attached staff members and expected behaviours with reference to representing the school, school rules and ethos.

- j) For overseas and residential trips, meeting in person or on live webinar with the parents and guardians of those attending the trip to go through arrangements. **Please see 4.4. for more details.**
- k) Ensuring that 1 Week before, the trip packs (FORMs 1-10 plus pupil lists, medical details and contacts, details of the hotels, coach and accommodation provider) must be printed by the trip leader and a copy each left with the EVC and the School Office.
- l) Ensuring that any trip returning out of school hours, which is residential or overseas, must have an SLT contact to keep in touch with to report safe arrival, progress, issues and report safe return. The trip leader should approach any member of SLT to be their contact. They should also have this information in their trip pack.



At least 48 hours in advance of the trip the trip leader should:

- Contact any coach companies or operators they are depending on to transport or meet them to ensure they are on course for the number seats, storage, time of arrival as agreed and ensure they have the coach driver's number.
- Check paperwork, timings, keep an eye on tubes, trains and planes in the run up to a trip.
- Meet staff attending the trip for a final briefing and to share trip packs, contacts and pupil lists with any final details.
- Send a final reminder to parents about pick-ups and drop offs, medication and equipment/ kit.
- Collect a First Aid Kit (or more if the trip will take place in groups with sub group leaders taking numbers of children). These can be collected from the School Office. They may add additional medication to the first aid kit as a result. **No one should take their own first aid kit on a trip.**
- Book and collect a mobile phone from the School Office and share this number with parents and pupils, stating this will be for emergency purposes. For more information on school phone use, please see the **mobile phones and educational visits protocol**.
- Let the Boarding House know about boarding pupils leaving/arriving early/late and their requirements.

**Collection of first aid kits and mobile phones should not be done last minute and trip leaders should make it a priority to leave enough time to do this well.**

### 4.3 External providers and Evaluation

For larger domestic or overseas trips which are multi-venue, contain a degree on unfamiliarity with the area (for example abroad) or where specialist expertise is required, the School requires trip leaders to engage the services of a reputable educational service provider.

Trip providers come with a level of experience and quality which is often more standardized than teachers booking individual flights and activities solo. Any trip where this cannot happen should have been discussed and approved with the EVC, SLT and the Head at the planning stages.

Where any external providers are to be engaged, the Trip Leader should conduct thorough research into the external provider, including into its reputation and/or accreditations. Prior to engaging the external provider, the Trip Leader should also prepare risk assessments and, if necessary, visit the external provider to ensure it is suitable and competent.

The School takes advantage of established national approval schemes but also has its own trips evaluation FORM for staff to complete and upload onto Evolve, where external provider evaluation can be included, discussed at meeting level and engagement of future services discussed.

More on this can be found under **Section 8. Assessing venues and providers** of this policy.



#### 4.4 Parental communication and consent

The 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 instalments on parentmail.
  - An example reply slip is shown below;

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#### Year 11 Theatre Trip October 2023

I have read the information regarding the Year 11 trip to the Theatre and consent to my Son / Daughter: \_\_\_\_\_ Form: \_\_\_\_\_ taking part.

I undertake to inform the Trip Leader of any medical condition that may affect my child on the day of the trip.

I confirm that I have paid £25 by parentmail.

Current medical conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_

For any overnight domestic or overseas event, or trip where SLT have requested it, the trip leader will also deliver a face-to-face talk or live webinar to parents to discuss all elements of the trip which constitutes a 'Parents' Information Evening'. This should be advertised and arranged in good time to facilitate parent attendance. The EVC or another member of staff at least should be with the trip leader for this. The Parents' information Evening should include sharing of a detailed itinerary covering:

- Timings/equipment/travel details
- Planned and frequent stops for toilet breaks, food and rest
- Overnight accommodation arrangements, security of the venues and information about how or when pupils may be accompanied/unaccompanied during the visit
- Educational aims/outcomes
- Staffing on the trips and how groups will work
- Any safeguarding/health and safety reminders



- Time for individual parent Q+A, and to ensure that staff are prepared to answer these.
- 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 that 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
- Clear information on what parents are responsible for in order to help the pupil prepare

For overseas visits, it is also recommended that the reply slip on the first letter includes 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 EVC with any refund policy or breakdown of costs approved by the Finance office.

The Department for Education (DfE) 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 NLGS. 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.

NLGS will obtain consent from parents for pupils to participate in off-site activities that take place during school hours too.



There are three different types of consent that are obtained at the School:

- 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. This sort of visit might be a sports fixture or volunteering at a local primary school. It might also be an extraordinary activity happening after hours on school site where it is deemed right that the parents know and consent to this, and are made aware of the need to pick a pupil up from school where they would normally get the coach. This might be a club which runs until 6pm, for example.

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.

Individual health requirements of pupils and staff must be considered. Trips within school hours can rely on contact being made with the School Office Manager to check consents for minor medical treatment.

Trips that extend outside school hours will require that the Group Leader carries individual-specific action FORMs 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 NLGS 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 pupils to be picked up at the end of an activity by family members or acquaintances, but this would not be the accepted practice.

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 pupils 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. This allows information to be shared, questions to be asked and answered, and reassurance to be given where appropriate. The items to be discussed at the Parents' information Evening are set out above in 4.4.

The publication of an information booklet for parents and pupils is required and should contain the key information about the trip and cover details mentioned in the information evening including:

- Planned and frequent stops for toilet breaks, food and rest
- Overnight accommodation arrangements
- Key information about the location and researched safety of the venues/activities
- Sleeping and eating arrangements
- information about how and where pupils will be traveling at each stage
- Staffing
- Contact arrangements
- Key timings
- Equipment pupils will need to bring with them including medication.
- Refunds, insurance and any other policies parents may wish to know

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

Any request for transport or other requirements should be noted on FORM 2 and discussed with the Finance office. Staff should be specific on numbers, dates, seatbelts, timings and locations for this.

#### 4.5 Pre-planning and approval of visit FORMs

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

1. Prior to filling in **FORM 1** and trips approval, initial approval should be sought informally through relevant line managers and Heads of Year- and by the trip leader checking the calendar ahead themselves to ensure there is no visible clash.
2. All trip dates will be submitted in line with the timeframe for the trips policy. Usually new dates are requested in the summer term of each academic year, along with outline information about the aims of the trip year groups and which staff will lead and accompany the visit. This must happen with all residential and overseas trips. This enables the EVC to create a trips list as an overview for the year and for SLT 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 SLT at a calendar meeting, with final say resting with the Head.



3. Staff will be informed when or if a trip is formally approved and it will be placed on the calendar.
4. Trip Leaders should then complete a FORM 1.
5. All visits and activities are entered in the Calendar by the organiser.
6. The Trip Leader will be notified in writing, usually an email about trip approval, and can set about planning the trip.
7. If staff are seeking to add in a trip out of the usual cycle of planning, then they will need to see the EVC in the first instance, having completed point 1 of this list.

**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.**

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

A few days prior to departure from School premises it is the Group Leader's responsibility to give trip information packs to the EVC, School Office, SLT contact (if out of hours, a longer or residential trip please ask one of them to agree to be a contact) and staff participants. This must include **Form 5**, a list of pupils with any medical needs noted and a risk assessment.

**NB In the case of offsite games lessons and away sports fixtures only FORM 5a needs to be filled in and submitted to the School Office and include an 'Out of Hours Contact' person if return is after 5.30pm.**

Office staff are then tasked with marking pupils with a 'V' (Educational Visit) on iSAMS.

If the return of a visit is delayed, the Group Leader should contact parents using Parentmail or SMS.

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 SLT contacts about unexpected incidents.

Parents picking up other children than their own again must ensure permission is given from that particular children's parents and this is in writing, sent to the Trip Leader. The Trip Leader should be the last person to leave the pick-up point at the end of any trip because their role as the person in charge of pupil safety is still active whilst there are still children in their care.

Upon their return to School, Group Leaders are required to inform SLT in writing of any incidents and, when appropriate, record the incidents on the School's safeguarding / wellbeing area of iSams.

For more information on more immediate emergencies, staff should consult the school's **emergency procedures protocol** and ensure staff accompanying the trip are familiar with it. They may also wish to check **FORM 6 and 8** of this policy.

#### **4.7 Evaluation**

On their return Group Leaders will report on the trip and procedures to the EVC. The evaluation process covers the whole process from the planning through to the trip itself and should include an



evaluation of health and safety risks.

Group Leaders will be expected to complete an [Evaluation Report FORM 7](#) on all 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 relevant members of SLT and the EVC. It is the duty of these staff members to report any additional concerns about the safety of any trips.

## 5. Monitoring

It is a requirement for an employer to monitor the implementation of their health and safety arrangements. Therefore, it is the Governors', the Head', the SLT's and the EVC's responsibility to monitor that outdoor learning and off/on-site events are carried out safely and effectively and in line with the 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; sample monitor across the full range of provision. The SLT of NLGS / NLPS 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 NLGS / NLPS 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](#). -

## 6. 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.

On joining NLGS new members of staff must receive training on the procedures adopted by the School and, without fail, before planning an educational visit.

The EVC must 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.

**Some trips will require specific training, for example Duke of Edinburgh.**



## 7. Risk-management and risk-benefit assessment

The risk management of an activity should be informed by the benefits to be gained from participating. The 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 endorses 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. DfE also makes it clear that staff need to complete a risk management plan for all educational activities.

Generic School risk management plans exist for a wide range of trips and components of trips – accommodation, transport, routine visits etc. These are available from the EVC.

A useful framework for assessing risks – SAGED:

- Staffing requirements – trained? Experienced? Competent? Ratios?
- Activity characteristics – specialist? Insurance issues? Licensable?
- Group characteristics – prior experience? Ability? Behaviour? 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, and this will be included as part of the Trip Leader's additional risk assessment for the entire trip.

The Group Leader should ask for copies of these risk assessments at the planning stage. Provided that they are satisfied that the risk assessments meet the requirements of the School for the activity part of the visit, it can be attached to the NLGS / NLPS risk assessment (covering all other aspects of the visit).

Risk assessments carried out by the School for previous visits should still be revisited and added to in the spirit of active thought and dynamic thinking with the cohort they are managing and bearing in mind that some destinations and access routes do change year on year.

Reasonable and proportionate steps should be taken to ensure that any equipment used is safe and appropriate for use by staff and pupils.

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.

For safeguarding of both staff and pupils 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
Day visits with Year 3-4	1:8 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 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	1:15 / 20 (with a larger ratio permitted for over 16s). Number dependent on the nature of visit and activities. 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. There may also be a request for different sleeping arrangements based on the pupil needs, requiring a different room, floor or supervision arrangements. Group Leaders and the EVC must take this into account when determining the leader/child ratio.



## 7.2 Remote Supervision

Pupils 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. Duke of Edinburgh 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 pupils use such transportation safely. Everyone must wear seat belts at all times. It is good practice for staff to remind all pupils 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 Office Manager in the initial stages of their planning, complete the Coach Request form (Appendix 11) and request quotes from approved providers.

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

It is a requirement of NLGS's that all staff must who wish to drive a school minibus are approved to do so. 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 pupils at NLGS, 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 to be billed for the charges or the costs to be added to the final costing of the event.

Risks associated with transport will be identified and managed as far as reasonably practicable. The School's emergency response plan and communications plan will be followed—see **Section 9 and Appendix 7**.

## 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.

From September 2022, a programme of training for staff most likely to be in this position for trips will begin, followed by a rolling programme for all.

Any residential visit or adventurous activity will be accompanied by, or have access to, qualified first aid provision (minimum 3-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 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. The Trip Leader should ensure that any members of staff carrying such medical equipment are put in the same group pupils the pupil who requires that medical equipment so they have constant access to it. This should be factored in at the planning stage.

## 8. 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. If the provider is overseas, Group Leaders should look for a similar local accreditation. If none of these credentials are present, they should make appropriate checks in accordance with government guidance on health and safety on educational visits. The School will have an agreement with the external organisation that makes it clear what everyone is responsible for. Where appropriate, the School will require the external organisation to confirm that they comply with the guidance set out in the Guide to the British Standard For Adventurous Activities Outside the United Kingdom as the basis for planning and risk assessment.

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, pupils at NLGS are expected to complete an unaccompanied expedition, where a group operates independently of leaders (although supervised remotely by them) or is overseen by school staff or staff from an outdoors company provider.

Pupils who undertake the DofE Award with NLGS are provided with additional information regarding Bronze, Silver and Gold Awards depending on which one they are participating in. Communication with pupils and their parents is thorough and includes the following:

- information and talks for parents new to the award



- Letters detailing all trips which require written parental consent
- Parents have access to the Group Leader's School mobile number during all expeditions

For further information regarding the DoE Award see [7b Duke of Edinburgh Award expeditions](#) of the National Guidance, and the School's Duke of Edinburgh and Outdoor Education Protocol.

## 8.2 Guiding principles with Educational Visits

Pupils must miss lessons as rarely as possible. While it is often easy to justify a trip which benefits 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 pupils 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.

- a. 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. As far as possible, trips should not be organised on busy games afternoons where pupils may be needed for fixtures, and **residential trips should aim to take place during school holidays to avoid a loss of teaching time.**
- b. Staffing lists should also be considered: staff cannot attend every trip given the impact on their own lessons and pupils, so careful consideration should be given to who accompanies which trip.
- c. In the Senior School, Departments **should not request more than one visit per year group per year.**
- d. Colleagues should consider the aims in earnest before going ahead with planning for trips.
- e. Staff who are new to teaching or who have never led a residential or overseas trip before will be unlikely to have permission granted for such a venture. They should seek the support of a more experienced and senior colleague to lead and from whom they can learn first time round.
- f. Likewise, staff should consider staffing in terms of who can help the pupils in the best way, not who is their friend on the staff. Educational visits are a significant responsibility and at all times staff are 'on call' in loco parentis. Friendship groups and viewing particularly an overseas trip as anything other than hard work is to risk not upholding the same expectations of care and duty as we would expect in school at all times. **Staff are referred to the code of conduct as appears in the staff handbook for more information.**

## 9. 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.

NLGS/NLPS therefore adopted the recommendations of the National Guidance on dealing with these incidents. **FORM 6 – Emergency Procedures on School Visits (Appendix 7) 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.**

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 9) within 24 hours, which is also located on the School's





Intranet in the Educational Visits folder.

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](#)

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

## **10. 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.

Pupils are expected to abide by NLGS / NLPS's behaviour conduct when on educational visits or outdoor activities. On residential trips, any pupil 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, and them on iSams wellbeing app, or follow up with the DSL or Head of Year as required.

## **11. Inclusion**

Educational visits and activities should be available to all pupils, 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](#)

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 behaviour) of a young person to participate in a particular event.

## 12. 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 arrange with them a 'top up' as necessary.

NLGS has Employers' Liability Insurance and 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 EVC whether or not the activity is covered by the school's policy.

**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.**

## 13. Finance

The School has the following 'code' for charging for visits:

- The charges that are encountered for organising school trips and activities are passed on to parents. If these costs are to be collected via parentmail in advance of the trip.
- 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 manager for all aspects of the financial elements of the trip (accounting, banking and reporting).

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 NLGS, 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 instalments 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 (consents returned) and share this document with the Finance office so that billing can be organised.

#### **14. Data protection**

The Data Protection Act 2018 is designed to protect the privacy of individuals. Amongst other things, 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 NLGS's Policy on Data Protection during School visits just as much as on School premises.



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

<b>I. Administration</b>	1	I have checked dates, checked with colleagues. I have submitted FORM 1 to the EVC and gained approval in writing for the trip. I have added my proposed trip to the School's Calendar with the relevant information from FORM 1.	
	2	I have not signed anything/booked anything until the Finance Office is happy with all details. I have completed all the relevant sections of FORM 2, FORM 3 (Risk Assessment), the trip letter (checked and approved by the EVC, Finance Office for contracts, refunds and money; then the EVC for overall content) and any additional information that might help the approval process.	
	3	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).	
	4	I have lodged the (initial) in payments with the School's Finance Office.	
	5	I have undertaken a preliminary visit (when appropriate) and drawn up a risk assessment, including any venue's stock risk assessment.	
	6	I have a list using ISAMS for participating pupils.	
	7	I have obtained parental consent FORMs (FORM 9) with medical and contact details and these have been copied and shared with relevant staff/providers.	
	8	I have arranged for the Finance Office to bill parents for the balance of the trip, if overseas completed the paperwork and have ready all documentation to go abroad/access specific venues etc.	
<b>II. Practical steps</b>	9	I have booked and arranged a mobile (or more for more staff leaders) and shared details and rules of use in accordance with the mobile phones policy.	
	10	I have been briefed by the School Office on specific medical issues.	
	11	I have contacted my EVC and found out who my SLT contact(s) will be (residential trips and trips returning out of school hours).	
	12	I have completed a FORM 1 and notified the Staff, Site Manager EVC about certain requirements e.g. leaving gates open, letting boarding know where pupils need to be etc.	
	13	I have arranged for an information evening for parents (where appropriate) and shared my emergency contact details with them.	
	14	I have completed my cover request and reminded accompanying staff to do the same.	
	15	I have gone through this policy to ensure other details are covered prior to departure.	
<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 1 week</b> before departure (see appendix 2) and shared a copy with: <ul style="list-style-type: none"> <li>• accompanying staff</li> <li>• SLT 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 Office; I have gone through all medical requirements and shared with relevant staff accompanying; 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 pupils from the school site (when appropriate) and taken a register/followed up with home if they haven't showed/let school know.	
	20	I have collected the ordered packed lunches (if requested) and ensured each child is catered for and their individual needs with regards food and rest breaks. I have seen each child eat regularly. I have checked on their individual wellbeing.	
	21	I have followed the School's Emergency Procedures (if required).	
	22	I have kept my SLT(s), EVC, School Office and parents informed on delays.	
<b>V. On return from the trip</b>	23	I have briefed my SLT contact(s) and EVC on the trip and completed my short evaluation.	
	24	I have dropped off the School's First Aid kit(s) and phone with the School Office, 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 – An Overview**

For sports fixtures which requires a reduced level of paperwork but still dynamic risk assessment for each fixture.

No.	Type of Document	Residential Trip	Non-Residential Trip	Sport Fixture
1.	FORM 5 – Trips Summary Information	✓	✓	
2.	List of pupils 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 (if applicable)	✓	✓	✓
8.	FORM 6 – Emergency Procedures on School Visits	✓	✓	
9.	NLGS’s insurance documents	✓		
10	Provider’s insurance documents	✓		
11	FORM 9 – Consent and Indemnity FORMs for all participating pupils	✓		✓ (start of the year for fixtures)
12	Documents certifying provider’s LotC Quality badge, AALA Licence or ATOL certificate (when applicable)	✓	✓	
13	FORM 5a filled in and submitted to the School Office			✓



**Appendix 3 –**

**FORM 1: EDUCATIONAL VISITS – HEADS APPROVAL**

Before a visit is arranged this form should be completed, and discussed with the relevant Year Head(s), agreed with the EVC (Senior Deputy Head) and signed by the Head where appropriate.

Trip Leader:

Destination:

Purpose of visit:

Date(s) and times:

Students involved (give Year groups involved and numbers):

Other adult leaders (give numbers and likely names):

Places to be visited/activities to be undertaken:

Details of external providers/instructors to be involved in the visit:

Likely cost per pupil: £

Discussed with Year Head(s):    Yes/No

Issues arising:

Agreed by Deputy Head : .....    Date .....

Agreed by Head:    .....    Date .....



**Appendix 4 –**

**FORM 2: EDUCATIONAL VISITS – DETAILS FOR THE OFFICE / FINANCE**

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 OR EVC to advise you of the cost per pupil to be included in your letter to parents.

**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)			
Total cost of trip (all inclusive)	£	Number of pupils and adults?	

**Or**

**BOOKING & PAYING** - Please ask for invoices to be sent to the Finance Office. Inform finance 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 estate manager.	

**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?	





Appendix 5 –

**FORM 3: RISK ASSESSMENT**

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



Appendix 6 –

**FORM 5: TRIPS SUMMARY INFORMATION**

Trip Title:	
Group Leader:	Other Staff:
Date of Trip Departure:	Time Out:
Date of Trip Return (if different from above):	Time In:
Name of Destination and Address:	Transport arrangements (including name of coach company and phone numbers if applicable)
Contact mobile phone numbers: Name 1:      Number: Name 2:      Number: Name 3:      Number:	
Pupil list attached	Yes
First Aid carried	Yes      No
Medical alert details checked for pupils and recorded?	Yes      No
Risk Assessment carried out and information shared among staff?	Yes      No
Pupils' Response:	Yes      No
Behaviour expectations communicated clearly?	Yes      No
Contingency plan arranged for illness/injury/behaviour difficulties?	
Do you have an Emergency Procedures Plan with you?	Yes      No
If the trip returns after 5.00pm or is residential – Name and numbers of SLT contact.	
Signature of Group Leader	Date

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 SLT contact. Pupil contact details and an itinerary must also be included



**FORM 5a – OFFSITE GAMES LESSONS AND AWAY SPORTS FIXTURES.  
SUMMARY INFORMATION**

<b>Trip Title:</b>	
<b>Group Leader:</b>	<b>Other Staff:</b>
<b>Date:</b>	<b>Time Out:</b>
	<b>Time In:</b>
<b>Destination:</b>	<b>Contact mobile phone number</b>
<b>Depart from (location):</b>	<b>Parents Pick up from (location) (WHERE APPLICABLE):</b>
<b>Name of Out of Hours Contact person if arriving back after 5.30pm</b>	
<b>First Aid carried</b>	Yes                      No
<b>Medical alert details checked for pupils and recorded?</b>	Yes                      No
<b>Do you have Emergency Procedures Plan with you?</b>	Yes                      No
<b>Pupil list</b>	<b>Pupil list cont.</b>

**This form must be handed into the School Office**



## Appendix 7 –

### FORM 6: EMERGENCY PROCEDURES ON SCHOOL VISITS

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

**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. Pupils should not be allowed to use mobile telephones until 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 8205 0052**

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 pupils 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 Chairman 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 Head / Deputy Head to debrief and to complete all accident forms.

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



Appendix 8 –

**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>
The Company's pre-visit organisation		
Travel Arrangements		
Quality of Programme provided		
Suitability of Accommodation		
Guide/company representative		
Evening Activities		
Was your planning process adequate? Were there any elements you did not plan for which you should have?		
Was your risk assessment adequate? Were there any areas it did not cover?		
Were there any pupils who were outstanding representatives of the School?		
Were there any pupils whose behaviour fell below expectations?		
Were there any accidents or injuries (including near misses)?		
Do you have any suggestions for improvement if the trip were to run again?		
Any other comments?		

Signed:

Date:

To be completed after all trips and logged with the School's EVC.



Appendix 9 –

**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 AND THE EVC (Deputy Head).**
3. **ALL COMPLETED FORMS ARE EVENTUALLY KEPT BY THE SCHOOL OFFICE AND 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	

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



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:





Appendix 10 –

**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 NLGS / NLPS 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 child 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 child 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 child 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 child 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:** \_\_\_\_\_



**Appendix 11 – COACH QUOTE REQUEST**

<b>Outbound Date</b>	
<b>Destination</b>	
<b>Time to Arrive at Destination</b>	
<b>Suggested Departure Time from NLGS</b>	
<b>Return Date</b>	
<b>Destination</b>	
<b>Time to Depart Venue</b>	
<b>Arrival Time Back at NLGS</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>	