

## EDUCATIONAL VISITS POLICY

### Rationale

A distinctive feature of Tunbridge Wells Girls' Grammar School is the extensive programme of trips and visits. Many curriculum areas have work based on educational visits built into their schemes of work. These include visits to field centres, geographical sites, outdoor museums and gardens, theatres, art galleries, local industries, careers conventions and sports facilities.

The School takes full advantage of our proximity to Europe by offering a programme of exchange visits with schools in France, Germany and Spain and there is also an exchange with a school in India. Other recent visits have included ski trips to the United States, cultural visits to Spain and trips to Russia and Ghana. As travel abroad is regularly offered, it is advisable for all pupils to have their own passport and European Health Insurance Card.

Safely planned and managed educational visits with a clear purpose are an indispensable part of the broad and balanced curriculum that the school seeks to deliver. Visits are an opportunity to extend pupils' learning and enrich their appreciation of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases eventual professional fulfilment. Visits are an aspect of the education that the school offers to its pupils that should be encouraged.

All trips and visits are planned in accordance with the most recent guidelines from the DfE and comply with KCC regulations, including the school's Charging and Remissions Policy (September 2013). A copy of the school's Educational Visits Policy can be obtained from the school or viewed on the website. Parents will be given sufficient written and other information about visits to enable them to make an informed decision before giving permission for their child to participate in an educational visit.

The school has formally adopted, through its Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/ Educational Visits. These are available to view at [kent.gov.uk/Documents/KELSI/curriculum-pupil-learning/Outdoor-Education-Unit/Regulations-and-Guidance](http://kent.gov.uk/Documents/KELSI/curriculum-pupil-learning/Outdoor-Education-Unit/Regulations-and-Guidance). School procedures have been agreed with the Governing Body to ensure that this policy is adhered to. These are set out in the appendices to this policy.

### Purpose of guidelines

1. To ensure that every pupil has the opportunity to benefit from educational visits, and has the chance to apply to participate in a range of non-curricular visits.
2. To ensure that all visits are safe, purposeful and appropriate to the educational needs of the pupils taking part.
3. To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for all Governors, members of staff, helpers, pupils and providers involved in educational visits.
4. To comply with the KCC 'Regulations and Guidance for the Safe Practice of Offsite Activities' and to keep up to date with changes in legislation and expectations. The current KCC requirements and expectations can be accessed by contacting the Kent Outdoor Education Unit or through the Kent Education and Learning website at <http://www.outdoorlearningkent.co.uk/home>
5. To follow the principles expressed in DfE guidelines (1998) "Health & Safety of Pupils on Educational Visits" (HASPEV) and the three-part supplement published in 2010. The most useful of these is "A Handbook for Group Leaders" (DfE) 2010
6. To ensure that, where appropriate, further guidance is sought from the Outdoor Education Unit advisory staff and other technically competent personnel.

## Approval

For Roles and Responsibilities, see Appendix A.

- All visits are linked to the aims of the school and, where possible, are planned and approved well in advance in accordance with visit planning procedures
- A named Educational Visit Co-ordinator (**EVC**) has been appointed (at SLT level)
- Governors are informed of all visits but will delegate approval of 'low risk' and routine visits to the Headteacher
- After Headteacher and EVC approval, all new higher risk visits including adventurous activities, residential experiences, and foreign travel, will be submitted for Governors' approval. A named governor has delegated responsibility to give approval but may take the visit for discussion at the Curriculum and Staffing Committee or a full Governors' meeting.
- Where appropriate, approval and further technical advice will be sought from the Outdoor Education Unit (**OEd**). Approval must be obtained from the OEd for all activities defined in the Outdoor Education Unit Guidance as anything other than 'low risk', and for all residential visits. Should approval not be forthcoming from KCC, the trip will not proceed. In exceptional circumstances (such as a sports team reaching a regional or national final at short notice), approval may be granted by the Headteacher and named Governor, providing they are confident arrangements are appropriate and would have received OEd approval, had time permitted. Such approval, when granted, will be reported to the Governing Body, via the named Governor either at the next appropriate meeting or via email.
- The EVC will identify and record qualifications, training, development, induction and 'apprenticeship' arrangements for all Visit Leaders.
- There will be a named Visit Leader on all visits and a Second in Command where there are two or more members of staff.
- There will be at least one trained First Aider on all accompanied visits, where first aid is not readily available.
- The EVC will approve group leadership, planning checklist, risk assessments, management and evaluation of all potential risks.
- The Visit Leader will satisfy the EVC of his or her arrangements to ensure that sufficient staff members and helpers of the right experience are checked (DBS where appropriate) and briefed throughout the planning and delivery stages of the visit. Non-DBS checked parental support cannot be responsible for any groups of pupils if not accompanied by a member of staff.
- The Visit Leader will ensure that risk assessments and management, including generic, site specific and on-going, are undertaken and copied for the EVC.
- The Visit Leader will satisfy the EVC of his or her arrangements to ensure Best Value principles are used when selecting providers and that appropriate checks have been made for licences, safety provision and insurance.
- The Visit Leader will satisfy the EVC that the financial arrangements for visits are viable and that money collected is lodged, for safe keeping and eventual banking, with the school's finance office with an appropriate and agreed record. The procedures listed in Appendix B must be followed.
- The Visit Leader will ensure, in consultation with the EVC, that the Headteacher or the delegated named person is available as the emergency contact for 24 hours a day during the visit and that emergency procedures and systems for recording and sharing information on accidents/near misses are in place before briefing pupils and parents. The Critical Incident Management Policy should be consulted. Guidance on procedures to follow in the event of a terrorist attack should be consulted (Appendix E).
- The Headteacher or the EVC will be responsible for approving all letters relating to the visit that are sent to parents. The Headteacher or EVC must authorise the sending of such letters home.
- The Outdoor Education Unit recommends that pre-visits are carried out for all Category A visits (those only requiring internal approval). All venues for visits requiring OEd approval must either have been previously approved by the OEd or a pre-visit must be made. For definitions of the types of activity in each category, leaders should consult the guidance given by the Outdoor Education Unit.
- The Outdoor Education Unit requires a notification of non-adventurous day visits to locations outside the county of Kent and including London. This will be done by the EVC using the OEd online EVOLVE system.
- Failure to comply with any or all of these procedures would trigger an SLT investigation and, in all but exceptional cases, is likely to result in the trip not going ahead.

- Procedures to be followed by staff may be found at Appendix C.

## **Parents**

Details about Educational Visit practice, safety procedures etc. are available for parents. This policy is available on the school website. Parents will be given sufficient written and other information about all visits to enable them to make an informed decision before giving permission for their child to participate in a visit. Parents will give written consent, usually via ParentPay, medical details and contact details before a child takes part in an educational visit. Should parents fail to comply or refuse to take appropriate action, the EVC or Visit Leader will consult the Outdoor Education Unit as to whether the child may be taken on the trip. For trips during school hours, no charge may be made. However, if the visit is to go ahead, a voluntary contribution is usually required from each pupil (not for merit treats, for example). Should there not be enough voluntary contributions, the trip may not be able to go ahead, however, no pupil will be excluded because they are unable to afford the visit. The Southfield Fund is available to assist where there is temporary or permanent financial hardship; this is accessed via the Headteacher or the SFM. The process with regards to Pupil Premium children is outlined in Appendix B.

For all visits involving 'high risk activities', as defined in the Outdoor Education Unit's list, and KS3/KS4 residential trips, briefing meetings with parents will be arranged. Expectations of behaviour and codes of conduct will be explained to parents in writing. This will include the need for them to meet the cost and to make arrangements for collecting children in certain circumstances. The school reserves the right to withdraw a pupil's place on a visit due to behaviour or health related issues. This is outlined in letters sent home to parents.

Failure to comply with any or all of these procedures would trigger an SLT investigation and, in all but exceptional cases, is likely to result in the trip being cancelled.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities when their daughter enters the school. Parents will be given the timetable for the activities that pupils are involved in and will be informed through their daughter if an activity has to be cancelled.

## **Pupils**

Pupils will be briefed about aims, expectations and codes of conduct for ALL visits at least one week before the visit. Feedback from pupils about visits is always welcomed.

## **Monitoring, Evaluation and Review**

On their return Visit Leaders will report on the trip and procedures to the EVC. This may be done verbally for day visits but a written report will be required for longer and new trips. A short evaluation report on new visits will be made available to the Governing Body within 28 days of the educational visit. Evaluative reports can be made on the EVOLVE system, and accessed by the link Governor who should be notified upon completion of the evaluation.

Visit 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. Visit Leaders should keep a record of any unplanned or unexpected incident when they are on the trip. Trip accident forms should always be carried by the Visit Leader and completed in the event of any accident.

The EVC will report any concerns about the safety of any trips to the Headteacher.

The arrangements detailed above are an integral part of the Health & Safety Policy of Tunbridge Wells Girls' Grammar School. They should be seen to work alongside arrangements for equality provision, special needs, inclusion policies and arrangements for staff development.

Educational visits of whatever duration are an integral part of the school curriculum and play a vital role in the development of the 'whole' child. They will be planned and provided in the manner detailed above.

**Role of KCC and the Outdoor Education Unit (set out by the DfE):**

- To provide written guidance for governors, heads of establishment and teachers on how to manage educational visits, including advice on risk assessment.
- To manage an approval system to assess proposals for certain types of visit.
- To provide access to named staff for advice.
- To provide access to training and ensure that training needs have been addressed.

**Role of the Outdoor Education Adviser (DfE)**

- To have an understanding of the legal responsibilities and powers of the LA and to act on these principles.
- To have experience and knowledge of the practical difficulties involved in leading offsite visits.
- To determine which visits will require LA approval and which may be approved by the school.
- To manage a successful approval system.
- To carry out vetting of new providers before adding them to their list of approved providers, as long as the required period of notice is given.
- To provide advice on all aspects of visits, from staff/pupil ratios to adventurous activities and risk assessments, in addition to written guidance.
- To carry out a regular review of policies and procedures and provide updates.
- To ensure that training is available.

**Role of the Governing Body (DfE) – Responsibility delegated to the link Governor for Educational Visits**

- To ensure that the Headteacher and the EVC adhere to the guidelines contained within the Safe Practice of Offsite Activities.
- To ensure that the school's policy on Educational Visits is being followed.
- To ensure that the Governing Body has its own systems in place to support this process e.g. the types of visit of which it should be informed (all visits to new sites), those for which it should give approval (all new residential and overseas visits and any new visits which include hazardous activities). Authority for repeat visits to venues is delegated to the Headteacher. There will be a named governor and time at termly meetings dedicated to discussing offsite visits and receiving any reports. When they have been signed by the Headteacher and the EVC, the named Governor should be given copies of the planning sheet for all new visits of which they are to be informed or for which they give approval.
- To ensure that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure. It is not expected that Governors should become directly involved in risk assessment and related matters unless they have an appropriate competence.
- To act on behalf of children and young people to ascertain the aims and purposes of the event and to confirm that these are realistic.
- To ask about transport arrangements, accommodation and grouping strategies where appropriate (residential events, for example).
- To ensure that all reasonable and practicable steps have been taken to include everyone, based on a full knowledge of the visit and the circumstances.
- To act on behalf of the parents to ascertain such points as the planning being complete and the risk assessments for all aspects of the visit being in place and appropriate; the right leaders having been chosen in terms of qualification and style; the overall cost representing value for money; the emergency plans and procedures being in place.
- To ascertain what governor training is available and relevant.
- To review the EV policy and procedures including incident and emergency systems.

### **Role of the Headteacher (HASPEV):**

- To ensure that visits comply with the guidelines and regulations provided by the KCC (Safe Practice of Offsite Activities) and the School's own Health and Safety Policy.
- To ensure that the EVC is competent to oversee the co-ordination of all off-site education, and support the EVC in attending relevant training courses.
- To ensure that the EVC keeps the Headteacher 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. Providing training is a requirement.
- To ensure that in the event of a major incident or accident, LA guidelines are adhered to in terms of informing parents, staff and the media. Help to ensure that serious incidents, accidents and near-accidents are investigated.

In addition, the Headteacher will ensure that emergency procedures including emergency telephone contacts are in place for the duration of a visit.

### **Role of the Educational Visit Co-ordinator**

It is identified in the HASPEV supplements as good practice for school to have an Educational Visit Co-ordinator (EVC). The EVC's role is to support the Headteacher in ensuring that all visits follow the KCC regulations and guidance and all of the school's policies and procedures and to act on behalf of the Headteacher.

- To approve educational visits as agreed by the Headteacher and the Governing Body.
- To provide adequate documentation to support planning of all trips and visits.
- To ensure that all off-site visits are thoroughly planned using standardised whole-school documentation.
- To ensure that Visit Leaders are aware of the guidelines available through the Outdoor Education Unit concerning their visit.
- To assign competent people to lead or otherwise supervise a visit.
- To advise the Visit Leader and ensure visits have appropriate support ratios and adequate cover for health and safety, first aid and behaviour management.
- To work with the Visit Leader to obtain the consent of parents on a fully informed basis.
- To ensure there is an emergency contact for each visit and that emergency procedures are in place.
- To keep records of individual visits.
- To ensure that arrangements are in place for the Governing Body to be made aware of visits.
- To be involved in educational visit management to ensure that the guidance and regulations are followed.
- To work with Visit Leaders to ensure that the aims of the visit are achievable and in line with those of the school.
- To ensure that the online, LA approval form (EVOLVE) has been completed in full and submitted to the OEd Unit at least six weeks before a visit is due to depart, 12 weeks for an Expedition.
- To ensure that visit evaluation is used to inform future visits and training needs.
- To arrange for the recording of accidents and the reporting of injuries as required.
- To review systems and, on occasion, monitor practice.
- To advise the Headteacher of any concerns regarding a proposed visit.
- To keep a record of pupil participation on overseas and residential visits.
- To keep a record of pupils on waiting lists for educational visits and those who withdrew from these opportunities.
- To identify any patterns of non-participation by pupils on overseas or residential visits, and to liaise with SLT members to identify possible reasons for this, and whether / how they should be addressed.
- To monitor, reinforce, and remind staff of their duties regarding GDPR and educational visit data – Appendix G.

A detailed list of how these functions should be carried out is contained in the KCC guidance available at [www.kelsi.org.uk/pupil-development-and-curriculum](http://www.kelsi.org.uk/pupil-development-and-curriculum) .

### **Role of the Visit Leader**

"The Handbook for Group Leaders" (HASPEV Supplement part 3) is available for all staff leading visits off – site and has been adopted by the school as good practice. This is also available online through <http://www.outdoorlearningkent.co.uk/home>.

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

- Identify the clear purpose and objectives of the visit.
- Complete all visit documentation and obtain EVC approval for any visit off-site, no matter how short the duration.
- Plan the itinerary to account for all times on the visit including transport, meal times and relaxation times, particularly on residential trips.
- Have prior knowledge of the venue – if practicable, the Visit Leader should have made an exploratory pre-visit.
- Inform parents and seek consent, detailing the nature and purpose of all activities related to the visit.
- Allocate supervisory responsibility to each member of staff for named pupils and ensure that each member of staff knows for which pupils they are responsible. Ensure that each child knows which adult is responsible for them.
- Ensure that all members of staff involved are aware of the risk assessments including "Plan B" and the expected standards of behaviour. Useful guidance may be found at: [http://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0003/49548/Educational-visits-handbook.pdf](http://www.kelsi.org.uk/_data/assets/pdf_file/0003/49548/Educational-visits-handbook.pdf)
- Report any accident or injury to a pupil or member of staff.
- 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.
- Contribute to the development of good practice by setting up individual trip folders in the "Trips" section of the O: drive/ staff/ shared area, accessible to other trip organisers.
- Ensure that GDPR guidelines are followed during the planning, execution and evaluation of the educational visit – Appendix G

### **Role of the Pupil**

- To be aware of the risk assessments including "Plan B".
- To know who her or his supervisor is at any given time and how to contact him or her; to alert the supervisor if someone is missing or having difficulties.
- To understand the need to have a meeting place to which to return, or an instruction to remain where he or she is, if separated.
- To understand and conform to the expected standards of behaviour.

Any teacher organising a trip must fill in the financial approval form, agree the costing of the trip with and have the signed approval of the School Fund Manager (SFM), before submitting the visit planning form. Money will be collected directly by the SFM through "Parentpay".

### Collection of payments from pupils

The SFM will need to be provided, prior to any letters being sent home, with:

- a copy of the letter(s) to be sent home the total amount to be paid
- a list of names and forms of those attending/eligible
- the total amount to be paid and any instalment details
- the deadline date(s) that payment(s) are due

The SFM will be able to provide the teacher with a breakdown of which pupils have paid if requested to do so, and will chase late payments via email. The SFM will obtain information such as contact details, medical information etc. required by the Visit Leader via Parentpay and provide it to them in spreadsheet form.

The SFM will email parents of Pupil Premium children at the same time that letters for the education visit are sent home, to advise them that the school will fund their daughter's place on the trip, or if selection is to take place, that their daughter's place will be fully funded if they are selected.

Deposits for educational visits are non-refundable, including if the school withdraws a pupil's place upon an educational visit, and this is notified to parents and pupils in letters distributed to them from the school. This is to protect parents and pupils from rising costs should a pupil withdraw from a trip.

### Insurance

An annual policy is purchased through KCC's Safehands Travel Insurance Scheme that covers staff and pupils on school trips. However, all trips must budget to include the cost of insurance within the amount that is charged to pupils (the SFM can advise on amounts dependent on type of trip/ duration etc). Some trips (eg skiing) include insurance provided by a third party. When costing insurance any adults on the trip must be included.

It is the responsibility of the Visit Leader to check that activities planned are covered by the KCC insurance policy. Details of the policy can be found at the Kent Education and Learning website. The Policy number is available from the Insurance and Risk Management office on 01622 694652. If a trip abroad is insured via the KCC policy, a copy of the 'School Journey Travel Insurance Emergency Procedure for Trips Abroad' information sheet must be taken on the trip. This is also available from the EVC office.

### Paying for the trip

Until the trip is sanctioned by the Headteacher, Deputy Headteacher and the EVC, the SFM will not commit any spend/ place any orders for the teacher, nor should the teacher place any orders direct with suppliers. The EVC will pass a copy of the preliminary trip letter, the trip proposal authorisation form for a new trip, and the signed costing form to the SFM. Until this is received no monies will be spent on the trip account. In a small number of cases eg. Carrot Wood and some theatre trips this procedure cannot be followed as the trips are paid for prior to any money being collected. The SFM will gain approval from the EVC and Bursar before committing any expenditure. All other processes for organising visits must be followed.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit must be made through the school's accounts.

Failure to comply with any or all of these procedures would trigger an SLT investigation and, in all but exceptional cases, is likely to result in the trip being cancelled.

### Budget management

A few trips require the Visit Leader to take petty cash with him or her, for which he or she must sign. The Visit Leader is responsible for ensuring that, on return, any surplus is returned, and the entire sum spent is fully accounted for. Receipts must be supplied to the SFM to support all expenditure. If a receipt is not available for a particular expenditure, the teacher is required to advise the SFM in writing of what was purchased, the cost, and the reason for a lack of receipt.

The SFM will notify the Bursar if the petty cash does not balance – this will result in the trip expenditure being fully investigated by the SFM and the Bursar, informing the full SLT.

Once a visit has ended, the SFM balances all expenditure and income associated with the trip and completes a visit balancing form; this is signed off by the Visit Leader.

If any sum of money remains unspent once a trip is finished, the SFM will notify the Bursar, who will decide whether this money will then be returned to those pupils involved or retained as contingency for future trips.

Careful budgeting is expected for all trips and costs to pupils should not be excessive on a “just in case basis”. It is sometimes better to write to parents explaining a price increase and requesting an additional contribution, rather than parents not allowing a daughter to go because of the high estimated cost. A small contingency may be built in at the planning stage to cover currency fluctuations or a small number of girls dropping out of a day trip.

The Southfield Fund is available to families experiencing financial hardship for curriculum based trips. The use of this fund is confidential and may provide a partial contribution or the total cost. Families wishing to seek assistance should write to the Headteacher or the SFM, marking the request as “Confidential”. For Sixth Form girls, application may be made at the beginning of the year, to the 16-19 Bursary Fund, for support with educational visits as well as other items.

## Educational Visits Policy    Appendix C    OFFSITE VISIT GUIDANCE FOR STAFF ORGANISERS

All steps appropriate for the activity should be followed. Not all steps are appropriate for all activities. All paperwork and receipts should be kept.

- New trips need permission from the EVC and Headteacher to begin planning. A Trip Proposal Form must be submitted to the Deputy Head Teacher to check available dates, and then to the EVC to begin the approval process.
- The easiest way to ensure that a repeat trip happens at the best time for the group and fits in with all of the other events in the school year is to book the date when the calendar is being assembled in the April/May of the preceding year.
- Dates, times and staffing numbers should be discussed with the Deputy Headteacher prior to any planning.
- Dates, times, staffing and training needs should be discussed with the Educational Visit Co-ordinator (EVC) to assess feasibility. The planning procedure must still be followed for trips with dates in the calendar.
- If the trip involves an overnight stay or defined adventurous activities, KCC permission will need to be obtained at least six weeks and one day prior to the trip. This can only be done electronically through the KCC Outdoor Education (OEd) website using the EVOLVE system. Only the Headteacher and EVC can approve the application and submit it to the OEd. At the initial meeting with the EVC an appointment should be made for training in the completion of the EVOLVE form if this has not been done before.
- The preliminary letter and a visit costing form, plus the trip proposal form if the trip is new, should be completed and signatures obtained from the School Fund Manager (SFM) first then the Headteacher, Deputy Headteacher and EVC in that order. If approval is given, the EVC will pass a copy of these to the SFM and a copy returned to the organiser. No money may be spent or collected or trips booked until the SFM receives this form.
- For new residential, overseas, or adventurous trips a copy of the trip proposal form and costing form will be given to the link governor by the EVC. The Visit Leader should be prepared to talk about the trip to the Governor if s/he is asked.
- The trip should be publicised to girls and parents via a preliminary letter, approved by the Headteacher or the EVC, and based on the outline proposals on the EVOLVE form and trip proposal form. A copy of this letter must be given to the SFM before it is sent home. Costs and payment methods should be detailed. If a deposit and instalments are required, the instalment number should be kept to a minimum. Payment for trips should be made via Parent Pay.
- An action plan for preparation stages, the visit and follow-up/evaluation should be drawn up.
- A deputy leader should be appointed.
- At least one qualified First Aider must be present throughout the trip.
- The other adults should be involved in planning and be allocated agreed responsibilities.
- Staffing ratios for all trips must follow KCC guidelines. These vary depending on the age of the pupils and the activities involved.
- Staffing should be discussed with the EVC before offers are made. Due attention should be paid to the gender of staff on a residential visit and to the encouragement of teachers and other staff to develop their abilities in organising and managing pupils' learning in a variety of environments through induction and training.
- For residential visits, exchanges or visits abroad, the trip leader should liaise with the Deputy Headteacher with responsibility for pastoral care, to review the names of pupils who have applied for a place on that trip. This is to inform the Visit Leader of any significant pastoral, behavioural or health related issues that may need monitoring. It is the responsibility of the Visit Leader to further liaise with the Deputy Headteacher at a time closer to the visit, to assess whether there have been any changes in these issues. Similarly, if the SLT become aware of any changes in circumstances relating to a pupil that could threaten their place on an educational visit, then appropriate steps should be taken to manage these circumstances in consultation with the Visit Leader. If a significant pastoral, health related, or behavioural issue arises, the school reserves the right to withdraw a pupil's place upon an educational visit.
- The activity programme should be developed in detail and include alternatives for bad weather.

- Pre-visits must be carried out as required. KCC recommends that pre-visits are carried out for all visits needing only internal approval but it is a requirement that all venues for visits requiring KCC authorisation must either have been already approved by the KCC or a pre-visit must be made. This includes all foreign destinations.
- Relevant sections from the KCC guidance, all available and updated on the EVOLVE website, or from the small bank of reference material in the EVC's office, should be read and new requirements understood
- The information available in the documents section of EVOLVE should be consulted for information and advice. All trip leaders are encouraged to create folders in the staff shared area / trips, for the appropriate calendar year to build up this resource for future trips.
- KCC should be provided with copies of qualification certificates and information on the teacher's experience, when requested by the Adviser's office. These are uploaded via EVOLVE.
- Travel and accommodation should be booked and confirmed.
- The resources required should be checked and missing ones obtained.
- Group passport/visas should be organised and individual passports checked. One member of staff should be responsible for collecting and recording all information about pupils needed for the trip, including EHIC insurance - Appendix G.

#### **The following should be set up:**

- Banking arrangements via the office. The instructions in Appendix B of the Educational Visit Policy should be followed. The Bursar will authorise accounts to be set up. This will only occur when the SFM has received a copy of the preliminary letter and initial costing form. Records of all monies collected will be kept by the SFM.
- Emergency funding arrangements, possibly including a contingency sum and access to money in case of an emergency.
- Insurance for staff and girls, usually done through KCC insurance. It is the responsibility of the organiser to check that the cover is sufficient and to have included it in costing the trip.
- Relevant policies on pocket money/drinking/smoking/dress and behaviour. Sample documents are available in the documents section of EVOLVE.
- Training programme e.g. dry slope skiing.
- Local contacts.
- 24 hour emergency contact at school and out of school hours. Please ask permission before using someone's name. This number should be given to parents – a school mobile to be kept by the contact to avoid giving personal numbers.
- Telephone tree for girls and emergency family or close friend contacts for staff members.
- Emergency contact number for individual members of staff whilst on the trip. If possible there should be an additional emergency number for the leader.
- Departure and return location and times. The use of Southfield Road should be avoided at all costs. The Boys' Grammar School car park should be used if possible and if agreed with them. The coach company should be advised of the departure point. If St. John's Road is to be used, care should be taken with regard to positioning the coach away from the end of Southfield Road and to careful management of pupils whilst waiting for, boarding and alighting from the coach.

#### **Closer to the event**

- Parents should be informed by letter/ meeting of the full details/ demands of the trip. All policies should be explained; departure and return information given; final payment information; appropriate and essential kit/ clothing; behaviour expectations; and safety procedures all explained. The EVC should be provided with copies of all letters and no letters may be sent home without approval of the Headteacher or EVC.
- Yellow forms should be filled in for cover requirements for every member of staff for the Deputy Headteacher at least four weeks before departure or as soon as possible after they are agreed.

- Personal, medical and diet details should be requested from girls and one member of staff should be responsible for collating and recording this information. Pupils with very significant medical conditions will require personalised risk assessment for overseas and residential visits – with full disclosure required from parents / carers.
- Material/ data/ information needed during the journey and visit should be prepared.
- The designated member of staff should ensure that first-aid kit(s) are available, suitable and complete and that there is a supply of rubbish collection bags.
- Equipment and storage should be checked.
- Staff duty rotas should be agreed and publicised.
- KCC risk assessment forms should be completed. (Generic versions of these are available from KCC for a limited range of activities). The blank form is available in the documents section of EVOLVE and a number of previously prepared ones are available from trip folders in the staff area. These can be saved to the current trip folder and then customised.
- The visit should be advertised at briefing two weeks before the visit and members of staff reminded at the briefing before the departure date.
- The canteen should be told the dates and numbers of girls out two weeks before the visit takes place.
- If the visit necessitates any staff cars to be left parked on the premises after school hours, the SFM should be informed, so that keys for the front gate can be booked out.
- The Visit Leader should ensure that any staff cars which will be left on the school site overnight are parked in the secure lower car park.
- If the trip is to leave from St. John's Road during the daytime, girls must be assembled in the courtyard and supervised to walk down Southfield Road in an orderly and well behaved manner.
- The orange Trip Summary Form should be completed and processed at least one week before departure. The EVC should have a copy of everything listed.
- A list of pupils out of school should be posted on the visits board in the Staff Room at least a week in advance. A copy of the list and contact numbers should be given to Reception.
- Arrangements must be made with the emergency contact for when and how notification of safe arrival and, for residential visits, progress updates will be made.
- The evaluation process (including risk assessments) for when the trip returns should be planned. All near misses and minor accidents during the trip should be recorded.
- Any accidents must be reported to the school contact during the trip and copies of the school accident reporting form taken on the trip.
- The leader must know what to do in a crisis situation. Guidance material is available from the EVC's office and the Critical Incident Management Policy should be consulted. Guidance on procedures to follow in the event of a terrorist attack should be consulted (Appendix E).
- Unless previously agreed with the school contact (for example, due to the lateness of the hour of return) the Visit Leader must report to the emergency contact to inform them of the safe return of the party.

### **After the visit**

- Visit Leaders must review their procedures and risk assessments 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 trip takes place again.
- The Visit Leaders will meet with the EVC to assess the arrangements, risk assessments and whether the visit met its educational aim.
- For new trips requiring Governor approval the Visit Leader should prepare a brief written evaluation and submit it to the link Governor.
- Evaluations of visits can be done through the EVOLVE system, to which the link Governor has access.
- The Visit Leader must marry receipts and spending with the cost charged for the visit and either close the account or ensure that financial arrangements are agreed with the VFM and authorised by the Bursar.

- The Visit Leader has responsibility for collecting all trip documentation back from attending staff. This must then be destroyed, through official channels, upon returning from the educational visit - Appendix G.

The Educational Visits Co-ordinator should be consulted as required. Many colleagues have run several successful trips and will be able to give advice and offer sample letters to use. Paperwork for all trips from September 2007 is stored in the EVC's office, and on the EVOLVE system, and these are useful sources. For all new trips, there will be a meeting with the EVC to discuss the itinerary and arrangements.

## Educational Visits Policy Appendix D

In order to help staff involved in planning and managing educational visits and adventurous activities the range of adventurous activities and outdoor environments has been divided by KCC into 3 categories A, B and C. The categories relate to the different levels of potential risk presented by the activity

**Category A.** Internal Approval required (approved by somebody within the establishment who is competent and has the appropriate experience to make the relevant judgments)

These are activities that are part of the regular curriculum and life of the school. They take place locally; involve walking or a short vehicle journey and where the activities present no significant risks. The member of staff does not normally need to hold National Governing Body (NGB) Awards or other accreditation. Some activities, such as cycling in school grounds as part of the Cycle Proficiency Scheme (Bikeability) will require staff with specialist qualifications.

The visit or activity should be conducted following KCC Regulations and Guidance for the Safe Practice of Offsite Activities and the establishments own Educational Visits/Offsite Activities Policy. Pre-visits are strongly recommended whenever possible. Risk assessments must be carried out and recorded for all aspects of the visit/venture.

Examples include:

- Cycling in the grounds of own establishment
- Farm Visits
- Field Studies in environments presenting no significant hazards. This includes visits to: Environmental Centre and Horton Kirby Environmental Centre
- Geological fieldwork in environments presenting no significant hazards.
- Orienteering in an enclosed area known to the school/unit/youth centre or project
- School PE/sports fixtures
- Visits to public swimming pools, museums, art galleries
- Walking in the park or on non remote country paths under close supervision

\* This role may be delegated to the EVC

**Category B.** L.A Approval required

These are activities not regularly or routinely undertaken by the school/unit/youth centre or project and/or include some higher risk or higher profile activities.

Safe supervision requires the leader to have:

- recent relevant experience
- undergone additional activity and/or site specific training
- to hold either a relevant qualification, or be judged as appropriately competent by the Outdoor Education Adviser and Head of Establishment

The Outdoor Education Adviser and Head of Establishment may delegate these powers to an appropriately qualified and experienced Educational Visit Coordinator or Duke of Edinburgh's Award County Coordinator.

These activities include;

- Adventure Playgrounds
- Beach barbecues/Beach activities (not swimming)
- Camping in lowland non remote areas
- Cycling on roads or non remote off - road terrain
- Field Studies \* in a coastal location or in or by water
- Geological fieldwork in a coastal location or in or by water
- Low level initiative challenges

- Orienteering in a public or non-enclosed area
- Student Exchange Visits
- Theme Parks
- Visits to the following KCC managed Outdoor Education Centres: - Kent Mountain Centre, - Swattenden Centre, - Bewl Water Outdoor Centre, - Centre d'Hardelot \*\* - Kearsney Campsite \*\*
- Walking in non remote country where a remote supervision style is used
- Water Parks

\* Excluding the KCC managed Environmental Education Centres

\*\* Activities that are booked whilst staying at both Centre d'Hardelot and Kearsney Campsite and take place outside the grounds have not been 'vetted' for use and therefore a programme that includes any adventurous activities when visiting these venues will fall within Category C.

### Category C. L.A Approval required

This category includes all the activities that are within scope of the Adventurous Activity Licensing Regulations 1996. It also includes a range of activities that fall outside the scope of the above licensing regulations but are commonly pursued by schools. An example of such an activity is motor sports where safe supervision requires the leader to have completed some prior test of his or her specific competence. Such competence might include a recognised training course, the recorded accumulation of relevant experience, or an assessment of competence by an appropriate body.

Category C requires that the leader should have undergone a recognised course of training, have gained relevant experience, and have been assessed as competent, usually by being in possession of a current National Governing Body qualification. Leaders of activities must provide evidence of their qualification and recent and relevant experience to the Outdoor Education Adviser.

Activities in Category C include:

Abseiling	Mountain Biking
Adventure Activities including river, stream and gorge walks	Mountaineering
Angling	Open country activities and field studies
Archery	Paintball
Ballooning	Parachuting
Bungee Jumping	Paragliding
Camping	Pony Trekking
Canal Boating	Potholing
Canoeing	Power Boating
Caving and Potholing	Rafting (improvised and white-water)
Challenge or Assault Courses	Rowing
Climbing - Outdoors and Indoors	Sailing
Climbing (on artificial walls and rock)	Sea Level Traversing and Coastering
Cycling (other than Cycle Proficiency)	Shooting
Expeditioning	Skiing
Flying (other than with Commercial Company)	Snowboarding
Gliding	Sub Aqua/Snorkeling
Hill and Moorland walking	Surfing
Horse Riding	Swimming (other than in public pool)
Initiative Courses	Swimming in the sea or inland waters
Kite Surfing	Water Skiing
Land Yachting	Watersports
Low and High Ropes Courses	Windsurfing

## Educational Visits Policy Appendix E

If a terrorist incident or incident that could result in significant harm to pupils takes place in a location that is being visited, the following procedures should operate.

### Visit Leader

If pupils and staff are safe:

- As soon as the Visit Leader becomes aware of the incident, they should contact the school (EVC) to let them know where the staff and pupils are located, that the staff and pupils are safe, and the transport method and timings for evacuation from that location.
- The Visit Leader should continue to update the school (EVC) if any circumstances change on the return journey, and when the trip has safely returned.
- The Visit Leader is responsible for ensuring that any contact with parents by pupils is done so in a calm and considered manner, with set messages sent to parents to let them know that the pupils are safe.

Emergency Procedures:

- If the pupils and staff are caught in a serious incident, then the Visit Leader should follow procedures outlined in the Emergency Procedures document below

The trip leader will liaise with the EVC upon return from the trip to evaluate the events and review these procedures for future educational visits.

### The School

If pupils and staff are safe

- As soon as the school is aware of the incident, and has not heard from the Visit Leader, every effort should be made to contact the Visit Leader or other staff on the educational visit using the information provided in the Orange Form Trip Pack, to establish the situation as outlined above.
- The school must contact KCC to provide information on the safety of the educational visit and that the pupils and staff are evacuating from that location.
- The school should contact parents to let them know the situation involving the pupils, and whether they are safe and being evacuated.

Emergency Procedures:

- If the pupils and staff are caught in a serious incident, then the school should follow procedures outlined in the Emergency Procedures document attached below and the Critical Incident Management Policy.

# EMERGENCY PROCEDURES

## INTRODUCTION

All involved in the planning, organisation and approval of offsite visits should recognise the risks involved. The safety of all participants will be maximised if due attention is paid to planning, preparation and supervision. Inevitably, there will be accidents and emergencies which require on-the-spot response by the leaders. Very few fatal accidents occur on educational visits, but leaders should be prepared for this or other emergencies. The County Council has prepared a response procedure to help develop Action Planning for Crisis Management (when a school or youth group has suffered life threatening injuries, or fatality or is in peril) available from District Schools' Officers and the Directorate's Health and Safety Unit 01622 694144. The following outline guidance is provided to help plan procedures for managing accidents and emergencies:

## CONTROL AND SUPERVISION OF THE GROUP

1. Share the problem; advise all leaders that the accident/emergency procedure is in operation.
2. Make sure **all** the group are accounted for and safe from further danger. Immediately establish the names of the injured and the extent of the injuries.
3. RENDER FIRST AID. CALL RESCUE SERVICES AND/OR POLICE IF APPROPRIATE.
4. Decide if this is a CRISIS (see above definition) which requires the procedures explained below to be followed.
5. Ensure that injured young people are accompanied to hospital (preferably by an adult they know).
6. Ensure that the rest of the group is adequately supervised and has understood what has happened and the implications for the rest of the programme.

It is probable that both staff and students will be in a state of shock, therefore:

- remove the remainder of the group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media and if necessary request the police to assist;
- be calm and comfort young persons and arrange for their evacuation;
- restrict access to telephones until the leader has made contact with the Emergency Contact and/or Head of Establishment. This can avoid incorrect and unnecessary information being passed on.

## CONTROL OF INFORMATION AND COMMUNICATION

News travels very quickly. The Leader should immediately make contact with the Head of Establishment or nominated emergency contact point. Give details of the accident/emergency and provide a telephone number on which he or she can be contacted later, if necessary.

The Head of Establishment or nominated emergency contact point should alert the Area Education Officer and Kent Outdoor Education, who will contact the KCC Media Office which is responsible for external relations with the Press.

The Education Directorate may be asked for comment or to give direct assistance (eg payment for overnight accommodation). It is important, therefore, that Head of Establishment or nominated emergency contact advises the Area Education Officer and Kent Outdoor Education.

Contact with relatives should be made by the Head of Establishment.

## SEQUENCE OF ACTION IF AN EMERGENCY ARISES

### 1. *GROUP LEADER*

*Contacts:*

*Head of Establishment and/or Emergency Contact.*

### 2. *HEAD OF ESTABLISHMENTS OR EMERGENCY CONTACT*

*Contacts:*

*Area Education Officer*

*Kent Outdoor Education*

### 3. *KCC EDUCATION DIRECTORATE*

- *Co-ordinates responses*
- *Liases with other Directorates and agencies*
- *Forms/deploys. Strategic Co-Ordination Team – Away Team. Local Support Team.*

The Area Education Officer and Kent Outdoor Education will be the ongoing point of contact with the media. This will involve close liaison with the County's Media Relations team.

There should be liaison by the group leader with police/or other emergency service involved about what information may be released to the media.

If comment at the scene of the accident/emergency is agreed by an appropriate LEA officer then:

- The leaders should prepare a written statement to be given to a meeting (preferably with police/other emergency service also present);
- The names of injured participants **MUST NOT** be released;
- If pressed for further information media enquiries should be referred to the Media Relations Team.

Caution is required in the preparation of any statement as legal proceedings may follow an accident (eg against a coach company, travel operator, hotel, leader or supervisor of the group etc.)

The leader(s) should prepare a written report of the accident/emergency at the earliest opportunity and while events are readily recalled. Not the names, addresses and telephone numbers of any independent witnesses.

## ORGANISING A TRIP THAT IS NOT ON THE CALENDAR – A STEP BY STEP GUIDE

ALL OF THE FOLLOWING TASKS ON THE TICKLIST BELOW SHOULD BE COMPLETED BY THE TRIP LEADER.

IF SOME OF THESE TASKS ARE TO BE COMPLETED BY A MEMBER OF SUPPORT STAFF THIS SHOULD BE MADE CLEAR TO THE EVC (RIS) FROM THE OUTSET. THE TRIP LEADER MUST REMAIN FULLY INVOLVED WITH PROCESS.

- Complete the **TRIP PROPOSAL FORM**, available on EVOLVE, and email to JLP to check the dates for the trip.
- Once dates are approved email the form to RIS to authorise the trip and get the deadline for trip completion. NOTE – if your trip is adventurous or overseas then it must be approved by the School Governors. Please complete the second section of the form before passing to RIS who will check the form and pass to the Governor responsible for trips, Julie Robinson. This trip will then need to be approved at a Full Governing Body meeting before any further trip planning occurs.
- If you require a school minibus this should be booked **NOW** (many weeks in advance).
- Fill in the **COSTING FORM** available on EVOLVE and email with a copy of your letter to Joanne Davis attaching any relevant quotes from companies. Joanne will approve the costing with you.
- Email the letter and approved costing form to RIS.  
**All trip letters must be approved by either RIS or LAW before being issued to parents.**
- Agree staffing for the trip with JLP
- Begin the trip form in EVOLVE, adding the letter and costing form to the “Other Documents” section at the earliest opportunity.
- Ensure the EVOLVE trip form is completed accurately by the deadline set and submit to RIS for approval.
  1. New trips that require in house approval only will be approved by LAW.
  2. Trips that require Local Authority approval will be sent to Kent Outdoor Education by RIS. Once approved RIS will contact you to let you know.
- Complete the **ORANGE FORM**, available on EVOLVE, adding all necessary documents as per the tick list on the rear of the form. This should be handed to RIS for signing a full working week before the trip is due to depart.
- Ensure guidelines on the Orange Form are followed for whom to pass a copy of the Orange Form to. All staff on the trip must have a copy of the Orange Form.
- Review the trip with RIS upon return and complete the Evaluation on EVOLVE if required.
- Upon return from the trip, please make sure that all copies of trip documentation are collected and shredded.

Further information on trips can be found in EVOLVE including the school’s Educational Visits Policy. For problems with EVOLVE see RIS.

**The EVC, SLT and Governing Body reserve the right to cancel a trip at any point if the organisation of the trip is deemed to not meet the required standard or the trip leader is not deemed competent to lead the trip.**

# ORGANISING A TRIP THAT IS ON THE CALENDAR – A STEP BY STEP GUIDE

ALL OF THE FOLLOWING TASKS ON THE TICKLIST BELOW SHOULD BE COMPLETED BY THE TRIP LEADER.

IF SOME OF THESE TASKS ARE TO BE COMPLETED BY A MEMBER OF SUPPORT STAFF THIS SHOULD BE MADE CLEAR TO THE EVC (RIS) FROM THE OUTSET. THE TRIP LEADER MUST REMAIN FULLY INVOLVED WITH PROCESS.

- If you require a school minibus this should be booked **NOW** (many weeks in advance of the trip).
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- Email the letter and approved costing form to RIS.  
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- Ensure the EVOLVE trip form is completed accurately by the deadline set and submit to RIS for approval.
  3. Trips that require in house approval only will be approved by RIS.
  4. Trips that require Local Authority approval will be sent to Kent Outdoor Education by RIS. Once approved RIS will contact you to let you know.
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- Upon return from the trip, please make sure that all copies of trip documentation are collected and shredded.

Further information on trips can be found in EVOLVE including the school’s Educational Visits Policy. For problems with EVOLVE see RIS.

**The EVC, SLT and Governing Body reserve the right to cancel a trip at any point if the organisation of the trip is deemed to not meet the required standard or the trip leader is not deemed competent to lead the trip.**



## TWGGS OFFSITE VISIT FINAL SUMMARY – ORANGE

**THIS FORM MUST BE COMPLETED, SIGNED BY THE HEAD, AND RETURNED TO THE EVC AT  
LEAST A FULL WORKING WEEK BEFORE YOUR DEPARTURE.**

- Please consult **the tick lists at the end of this form** for the documents that must be included with this form as part of the trip pack.
- Once these documents are gathered and in the right order, this sheet can be taken to the Head for her signature.
- Copies must be made for the nominated Emergency Contact in school, Reception, all staff on the trip, and the named Governor for new trips.
- A full copy of this pack must be left with Reception prior to the trip.
- The Visit Leader is responsible for collecting all trip forms from attending staff upon return. These should then be passed to the school office for secure disposal.

Trip to:  KCC Trip number	Trip Leader:  Organiser if different to above:
Full postal address of institution or residential centre (with telephone number)	
Date(s):	Pupil year group(s) and numbers:
Departure time:	Expected return time:
Other accompanying adults (names). <i>All of these must have been approved by Jane Parkinson</i> Underline the names of the first aiders Second in command: Others:	
Contact telephone numbers (24hr contact must be available): Trip Leader Other adults	
Transport (type and company name/s):	Name(s) and contact for outside tour operators of used:
Insurance arranged through: (O: drive.staff.trips for KCC insurance master form)	Insurance policy number if not KCC

**Follow these tick lists for inclusion in your trip form pack, in the order shown here.**

<p><b>UK Day Trip Tick List</b></p> <ul style="list-style-type: none"> <li>✓ Itinerary</li> <li>✓ Any specific guidance for staff on trip</li> <li>✓ Transport details with coach lists (if appropriate)</li> <li>✓ Pupil lists with medical details.</li> <li>✓ Staff details with emergency contacts</li> <li>✓ Risk assessments for –             <ul style="list-style-type: none"> <li>i. General risks</li> <li>ii. Transport</li> <li>iii. Any site specific risks including adventurous activities – can be those issued by the provider.</li> </ul> </li> </ul> <p><i>Example risk assessments and those pre-agreed by KCC are available in the Trips folder on staff shared area.</i></p> <ul style="list-style-type: none"> <li>✓ FairFX Card – see Joanne</li> <li>✓ Telephone tree</li> <li>✓ Accident forms and CP Card in First Aid Kits</li> </ul>	<p><b>UK Residential Visit Tick List</b></p> <ul style="list-style-type: none"> <li>✓ Itinerary</li> <li>✓ Any specific guidance for staff on trip</li> <li>✓ Coach lists (if appropriate)</li> <li>✓ Pupil lists with medical details &amp; dietary requirements</li> <li>✓ Staff details with emergency contacts</li> <li>✓ Accommodation details including rooming details for pupils.</li> <li>✓ Risk assessments for –             <ul style="list-style-type: none"> <li>i. General risks</li> <li>ii. Transport</li> <li>iii. Accommodation</li> <li>iv. Any site specific risks including adventurous activities – can be those issued by provider.</li> <li>v. Pupil specific risk assessment for any pupil with specific needs or significant medical conditions.</li> </ul> </li> </ul> <p><i>Example risk assessments and those pre-agreed by KCC are available in the Trips folder on staff shared area.</i></p> <ul style="list-style-type: none"> <li>✓ FairFX Card – See Joanne</li> <li>✓ Telephone tree</li> <li>✓ Accident forms and CP Card in First Aid Kits</li> </ul>
<p><b>Overseas Day Trip</b></p> <ul style="list-style-type: none"> <li>✓ Itinerary</li> <li>✓ Any specific guidance for staff on trip</li> <li>✓ Transport details including flight information and coach lists</li> <li>✓ Pupil lists with medical details &amp; dietary requirements</li> <li>✓ Staff details with emergency contacts</li> <li>✓ Risk assessments for –             <ul style="list-style-type: none"> <li>i. General risks</li> <li>ii. Transport</li> <li>iii. Any site specific risks including adventurous activities – can be those issued by the provider.</li> </ul> </li> </ul> <p><i>Example risk assessments and those pre-agreed by KCC are available in the Trips folder on staff shared area.</i></p> <ul style="list-style-type: none"> <li>✓ Photocopies of passports</li> <li>✓ Photocopies of EHICs.</li> <li>✓ FairFX Card – see Joanne</li> <li>✓ Telephone tree</li> <li>✓ Accident forms and CP Card in First Aid Kits</li> </ul>	<p><b>Overseas Exchange Visit (Europe)</b></p> <ul style="list-style-type: none"> <li>✓ Itinerary</li> <li>✓ Any specific guidance for staff on trip</li> <li>✓ Transport details including flight information and coach lists (if appropriate)</li> <li>✓ Pupil lists with medical details &amp; dietary requirements</li> <li>✓ Staff details with emergency contacts</li> <li>✓ Accommodation details including rooming details for pupils.</li> <li>✓ Details of host families including contact details, addresses.</li> <li>✓ Risk assessments for –             <ul style="list-style-type: none"> <li>i. General risks</li> <li>ii. Transport</li> <li>iii. Accommodation</li> <li>iv. Any site specific risks including adventurous activities – can be those issued by provider,</li> <li>v. Pupil specific risk assessment for any pupil with specific needs or significant medical conditions.</li> </ul> </li> </ul> <p><i>Example risk assessments and those pre-agreed by KCC are available in the Trips folder on staff shared area.</i></p> <ul style="list-style-type: none"> <li>✓ Photocopies of passports.</li> <li>✓ Photocopies of EHICs</li> <li>✓ FairFX Card – see Joanne</li> <li>✓ Telephone tree</li> <li>✓ Accident forms and CP Card in First Aid Kits</li> </ul>
<p><b>Overseas Residential</b></p> <ul style="list-style-type: none"> <li>✓ Itinerary</li> <li>✓ Any specific guidance for staff on trip</li> <li>✓ Transport details including flight information and coach lists (if appropriate)</li> <li>✓ Pupil lists with medical details &amp; dietary requirements</li> <li>✓ Staff details with emergency contacts</li> <li>✓ Accommodation details including rooming details for pupils – all locations.</li> <li>✓ Risk assessments for –             <ul style="list-style-type: none"> <li>i. General risks.</li> <li>ii. Transport.</li> <li>iii. Accommodation.</li> <li>iv. Any site specific risks including adventurous activities – can be those issued by provider.</li> <li>v. Pupil specific risk assessment for any pupil with specific needs or significant medical conditions.</li> </ul> </li> </ul> <p><i>Example risk assessments and those pre-agreed by KCC are available in the Trips folder on staff shared area.</i></p> <ul style="list-style-type: none"> <li>✓ Photocopies of passports.</li> <li>✓ Photocopies of EHICs</li> <li>✓ Photocopies of Visas if appropriate.</li> <li>✓ Accommodation checking forms</li> <li>✓ FairFX Card – see Joanne.</li> <li>✓ Telephone tree</li> <li>✓ Accident forms and CP Card in First Aid Kits</li> </ul>	<p><b>Overseas Expedition Including India</b></p> <ul style="list-style-type: none"> <li>✓ Itinerary</li> <li>✓ Any specific guidance for staff on trip</li> <li>✓ Transport details including flight information and coach lists (if appropriate)</li> <li>✓ Pupil lists with medical details &amp; dietary requirements</li> <li>✓ Staff details with emergency contacts</li> <li>✓ Accommodation details including rooming details for pupils – flexibility here.</li> <li>✓ Risk assessments for –             <ul style="list-style-type: none"> <li>i. General risks</li> <li>ii. Transport</li> <li>iii. Accommodation</li> <li>iv. Any site specific risks including adventurous activities – can be those issued by provider.</li> <li>v. Pupil specific risk assessments for any pupil with specific needs or significant medical conditions.</li> </ul> </li> </ul> <p><i>Example risk assessments and those pre-agreed by KCC are available in the Trips folder on staff shared area.</i></p> <ul style="list-style-type: none"> <li>✓ Photocopies of passports.</li> <li>✓ Photocopies of EHICs if in Europe</li> <li>✓ Photocopies of Visas if appropriate.</li> <li>✓ FairFX Card – see Joanne</li> <li>✓ Insurance details if not KCC</li> <li>✓ Telephone tree</li> <li>✓ Accident forms and CP Card in First Aid Kits</li> </ul>

EVC's signature .....

Date: .....

Head's signature .....

Date: .....

RIS Offsite Visit Final Summary May 2018

## **APPENDIX G – Educational Visits and GDPR**

The following actions must be taken to ensure educational visits at TWGGS operate within GDPR guidelines:

### **EVOLVE**

- All staff are given a username and password the first time they access the EVOLVE website by the EVC. They are then required to change their password upon their first login. It is the responsibility of the staff to ensure that usernames and passwords are securely recorded, and that only they can access the EVOLVE website using these details.
- The EVC must ensure that all staff details are updated upon a change in staffing to ensure that no-one outside of the school and Kent Outdoor Education can access the TWGGS visits data on EVOLVE.

### **Trip Paperwork – Orange Form Packs:**

- All educational visit paperwork should be stowed and carried as securely as possible when on educational visits.
- One full copy of the educational visit paperwork must be stored at reception for reference in a locked cupboard / cabinet. Once the visit is complete the receptionist must pass the trip paper work to the office for secure disposal.
- The Visit Leader is responsible for distributing and collecting back all educational visit paperwork from staff attending the visit, and making sure the paperwork is passed to the office for secure disposal upon return from the visit.
- The EVC ensures that a copy of the Orange Form Pack is kept securely for 10 years following the date of the educational visit.

### **Consent Forms**

- Consent forms for visits where no major incident has taken place are securely disposed of following the conclusion of the trip.
- Consent forms for visits where there has been a major incident are required to be stored for the date(s) of birth of the pupil(s) involved plus 25 years. Permission slips for all pupils on this visit must be retained.

### **Sending of personal data to organisations outside of the EU**

- Staff planning educational visits outside of the EU, whereby it is necessary to pass personal data to an organisation outside of the EU, such as a hotel, must obtain permission from parents for this data to be sent.
- Permission for passing this data to the organisation should be sought at the outset of the pupil gaining a place on the visit, as part of the acceptance pack. If a parent(s)/carer(s) refuses to allow this data to be passed on, it may mean that the pupil cannot attend this visit.

### **Photography and Images of pupils**

- Images that will contain pupils should only be taken using school provided photographic equipment, and not on mobile phones or other personal electronic devices. Images must only be downloaded onto IT provided/encrypted by the school, and must be deleted from the photographic equipment before it is returned.
- Any pupils for whom the school does not have consent must not be in photographs taken on educational visits.