

EDUCATIONAL VISITS POLICY

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1. Introduction

- 1.1 At North London Collegiate School (the School) learning outside the classroom is an essential part of pupils' education. Well planned and conducted educational visits offer enjoyable and memorable learning experiences which can have a lasting positive impact on pupils personal and social development.
- 1.2 This policy is designed to assist those who wish to take pupils on educational visits and provide guidelines and advice to ensure the visit runs safely as possible.
- 1.3 The policy sets out principles rather than trying to cover every eventuality. It is important that staff develop and exercise professional judgement in planning and providing appropriate supervision and instruction to pupils on educational visits.
- 1.4 This policy should be read in conjunction with the following which are available on the School website.
 - Administration of Medicines and Supporting Pupils with Medical Conditions Policy (internal document)
 - Accident / Incident Reporting – Annex in H&S Policy (internal document)
 - Code of Conduct for Staff (internal document)
 - CRISIS Framework & NLCS Emergency Management Plan (internal document)
 - Data Protection Policy
 - Data Retention Policy (internal document)
 - Procedure in the event of the death of a pupil (internal document)
 - Safeguarding and Child Protection Policy

- 1.5 This policy applies to the whole school from Early Years Foundation Stage (EYFS) to sixth form.
- 1.6 This policy is available on the School website.
- 1.7 Copies of the above are held at the Senior School Office for consultation by parents. You may also email the School at Office@nlcs.org.uk to request hard copies which can be made available in large print or other accessible format if required.

2. Aims and objectives

- 2.1 The School aims to have a sound objective for all visits, e.g. to support an aspect of the curriculum, to provide an educationally enriching experience for the pupils etc. The educational or other experience gained must be judged to be worth the absence.

3. Statutory and regulatory framework

- 3.1 This policy complies with the:
- [Education \(Independent School Standards\) \(England\) Regulations 2010](#)
 - The [Health and Safety at Work etc. Act 1974](#) and subsequent regulations and guidance including the [Management of Health and Safety Regulations 1999](#)
- 3.2 This policy is supplemented by guidance published by the Outdoor Education Advisers' Panel ([OEAP](#)) which is made up of expert practitioners from local authorities and is one of several organisations that offer training for those who assist with, lead or oversee educational visits in schools.

4. Scope and responsibilities

- 4.1 This policy covers both residential and non-residential visits in the United Kingdom and overseas.
- 4.2 This policy defines any visit as an activity organised for students by NLCS taking place off-site, including, but not limited to, Sports Fixtures, School Competitions, exchanges, home-stays etc..
- 4.3 The Assistant Head (Enrichment) and Head of the Junior School are responsible for overseeing the organisation of educational visits and ensuring that all staff taking pupils on visits understand what is required of them. As such, the Assistant Head (Enrichment) is the Senior School EVC and the Head of the Junior School is the Junior School EVC.
- 4.4 All staff that are EVCs have undertaken the necessary training for the role.
- 4.5 The visit leader is responsible for completing the Educational Visit Proposal form, Educational Visit Documentation, including the risk assessment, liaising with parents, and managing staff and pupils on the visit itself.

4.6 Teachers and other staff in charge of pupils have a common law duty to act as any reasonable parent would do in the same circumstances.

5. **Health and Safety**

5.1 The Management of Health and Safety at Work Regulations 1999, made under the Health and Safety at Work etc. Act 1974, requires employers to:

- Assess the risks of activities
- Introduce measures to control those risks
- Tell their employees about these measures

5.2 Under Health and Safety legislation employees must:

- Take reasonable care of their own and others' health and safety
- Cooperate with their employers over safety matters
- Carry out activities in accordance with training and instructions
- Inform the employer of any serious risks

5.3 The above applies to all educational visits. All visit leaders must work alongside the Assistant Head (Enrichment) to conduct risk assessments on the potential hazards involved in an educational visit or activity they are planning. Throughout the visit an ongoing or dynamic risk assessment must continue to be undertaken by the visit leader and accompanying staff which will involve making professional judgements in response to changing circumstances.

6. **Proposing educational visits and granting Outline Approval**

6.1 Where educational visit is being introduced or re-introduced, a proposal should be submitted to the Assistant Head (Enrichment) or Head of Junior School for Junior School visits, including visits made by EYFS pupils, by the Head of Department (or member of staff) concerned via EVOLVE.

6.2 The proposal should include the objective(s) of the educational visit, the likely timing, duration and venue, transport arrangements, the pupil groups likely to be involved, likely staff, and an estimate of costs and any other resourcing implications.

6.3 Dates must be agreed with the Assistant Head (Enrichment) or Head of the Junior School as required and added to the school calendar

6.4 Staffing ratios and staff attending must be agreed with the Assistant Head (Enrichment) or Head of the Junior School as required.

6.5 Estimated costings must be checked and approved by the Finance Director for all visits. The Finance Director will respond to submissions on EVOLVE within three working days.

- 6.6 If an outdoor pursuits centre or other third-party activities' provider is to be used for the visit (including visits made by EYFS pupils), the visit leader is to obtain from the provider evidence of DBS and competency checks on the instructors, public liability insurance cover and activity risk assessments. These are to be reviewed by the Assistant Head (Enrichment) or Head of Junior School (for Junior School visits) and they must be satisfied that the provider meets all legal requirements regarding safety of pupils during their stay.
- 6.7 Age groups of pupils and numbers of accompanying staff must be decided (with the number of accompanying staff being determined as part of the risk-assessment process. A reserve list, including a reserve member of staff, may be useful for foreign visits.
- 6.8 An outline risk assessment must be conducted by the visit leader prior to the outline approval stage for any visit during which high risk activities are to be undertaken and all visits where a third-party activities provider is to be used.
- 6.9 Upon satisfactory discussion of the above, for Senior School visits, the Assistant Head (Enrichment) will liaise with the Assistant Head (Senior Tutor) in any cases where the visit (or part of the visit) will run during the school day in term-time; this will be to establish whether the visit can be staffed in a way that avoids putting unreasonable pressure on the staffing of the curriculum in school, and the Assistant Head (Enrichment) will only give outline approval for the visit if the Assistant Head (Senior Tutor) confirms that this is manageable.
- 6.10 Upon satisfactory discussion of the above, outline approval will be granted via EVOLVE and the trip advertised to parents.
- 6.11 Heads of Department and visit leaders should also review each visit after they return and should discuss any new developments or anticipated adjustments to established visits with the Assistant Head (Enrichment) or Head of Junior School for Junior School visits, including visits made by EYFS pupils. Heads of Departments and visit leaders should keep the objectives of established visits under review and should monitor how successfully these objectives are being met. They should complete the evaluation section on EVOLVE after each visit.
- 6.12 In the Senior School, Outline Approval for a day trip must be granted by the end of the previous term and for a residential trip at least two terms prior to the trip departing. The Assistant Head (Enrichment) must be made aware of any delays to this as soon as possible.
- 7. Consent for educational visits**
- 7.1 Every trip will require consent via EVOLVE, which can be discussed between the visit leader and the Assistant Head (Enrichment) for the Senior School and the Head of the Junior School.

- 7.2 As part of the outline approval, the visit leader will need to specify if the visit includes any hazardous activities, for which specific parental permission will need to be sought.
- 7.3 Trips that include hazardous activities include, but are not limited to, trips that have a period of remote supervision in wilderness areas, inherent risk of death or serious injury, risk of falling from heights or drowning. Staff must seek guidance from the Assistant Head (Enrichment) or Head of the Junior School.
- 7.4 The ultimate discretion about where the exact parental permission needing to be sought will lie with the Assistant Head (Enrichment) or Head of Junior School.
- 7.5 The online consent form also incorporates the code of conduct information. The School receives the completed form and an electronic copy is sent to the parent / guardian to retain. Consent forms (electronic) must be retained in accordance with the School's Data Retention Policy.

8 Process before a visit

- 8.1 Upon Outline Approval being granted in the Senior School, the Assistant Head (Enrichment) (who will have regard to the overall proposed arrangements) and the Finance Director (who will have regard to the financial arrangements surrounding the visit); upon acceptance by the Assistant Head (Enrichment) and Finance Director, the visit leader should then complete the remainder of the sections required by the trips process for Final Approval, which will ultimately be granted by the Assistant Head (Enrichment) for day trips or the Deputy Head (Academic) for residential trips in the Senior School via EVOLVE. The Assistant Head (Enrichment) or Head of Junior School for Junior School visits, including visits made by EYFS pupils, must be kept informed of planning and all arrangements for visits. Any problems or changes to agreed outline must be fully discussed before proceeding.
- 8.2 An exploratory visit should be made if the visit is overseas, either by a member of staff (usually the visit leader) or by the tour operator (where applicable). An exploratory visit is also advisable for visits in the UK and should take place whenever a high risk or adventure activity is involved. 'Adventure activity' is broadly defined in the Adventure Activities Licensing Regulations 2004, as caving, climbing, trekking or water sports. Providers offering and charging for these types of activities to those under 18 must be licensed. Adventure activities abroad do not have to be licensed.

The following will be sought:

- Confirmation that the venue is suitable to meet the aims and objectives of the visit
- Confirmation that the venue can cater for the needs of the group
- An assessment of potential areas and levels of risk
- Familiarity with the local area

If an exploratory visit is not possible, the visit leader must obtain the above specific information in writing from the proposed venue, including a full risk assessment.

- 8.3 In planning a visit, the visit leader must make every effort to ensure that the visit is available and accessible to all who wish to participate, irrespective of factors such as special educational or medical needs, ethnic origins, religion, etc.
- 8.4 Worldwide travel insurance, including winter sports, is provided by the School, summary details of which are available on the School Policies page of the School website or may be obtained from the Operations Team.
- 8.5 The responsibility of the visit leader and deputy leader, both approved by the Assistant Head (Enrichment) or Head of Junior School for Junior School visits, including visits made by EYFS pupils, must extend from the initial planning, throughout the visit, and to the necessary follow-up work (including the evaluation of the visit).

9 Risk assessment and Emergency Procedures

- 9.1 An outline risk assessment must be conducted by the visit leader prior to the outline approval stage for any visit during which high risk activities are to be undertaken and all visits where a third-party activities provider is to be used. This risk assessment is to cover the principal hazards and mitigation measures and for all third-party providers, evidence of the following is required. This outline risk assessment must be to the satisfaction of the Assistant Head (Enrichment) or Head of Junior School (as appropriate) or the visit may not be able to be run:

- A confirmation from the provider that all the instructors / staff involved with the visit have an Enhanced DBS check
- Attained the Council for Learning Outside the Classroom (LOtC) Quality Badge
- Instructor competence – normally a copy of each instructors' qualifications that are relevant to the activities being undertaken or relevant organisational accreditation
- A copy of the provider's Public Liability insurance cover (check the period of cover overlaps with the visit dates) – normally £10m of cover is required
- Copies of all the risk assessments for the activities

- 9.2 Should an organisation not have the Council for Learning Outside the Classroom (LotC) Quality Badge, visit leaders should check:

- their insurance;
- they meet legal requirements;
- their health and safety and emergency policies;
- their risk assessments and control measures;
- their use of vehicles;

- staff competence;
- safeguarding;
- accommodation;
- any sub-contracting arrangements they have;
- that they have a licence where needed.

9.3 A comprehensive risk assessment (this may be based on an outline risk assessment which has been developed to provide more detail) must be conducted by the visit leader:

- ten working days before the departure of residential visits
- five working days before the departure of non-residential visits

If the risk assessment is not satisfactorily completed by this time, the visit may not be able to run.

This risk assessment will include the number of School staff and other responsible adults (e.g. parents) that will accompany the visit, which should be determined according to the nature of the destination and activities and the level of risk associated. Guidance may be sought on suitable ratios from the Assistant Head (Enrichment) or Head of Junior School for Junior School visits, including visits made by EYFS pupils. In particular, visit leader for visits involving EYFS pupils should be aware that there are mandatory limits for such visits, and these are set out in Section 10 below.

9.4 Staffing ratios are to be included in the text of the risk assessment (not the title area) to explain why a particular ratio has been employed given that the School does not adhere to fixed/standard ratios. As part of this, trip leaders are to explain the suitability of the staff accompanying the trip.

9.5 If on the day, the number of staff departing on the trip is less than that quoted in the risk assessment, the risk assessment must be updated.

9.6 The visit leader may wish to involve other members of staff (and / or pupils) in the process of risk assessment and avoidance. The risk assessment must consider any potential hazards, who might be affected by them, the safety measures that are required to reduce the risks to an acceptable level, how these safety measures might be put in place and the steps that will be taken in the event of an emergency. The visit leader must establish rendezvous points and tell pupils what to do if they become separated from the group. Once completed, the risk assessment form must be submitted to the Assistant Head (Enrichment) or Head of Junior School for Junior School visits, including visits made by EYFS pupils, via EVOLVE.

- 9.7 The visit leader must ensure that any significant risks or dangers identified as part of the risk-assessment process are specified, in writing, to parents / guardians along with information about how these risks and dangers will be managed.
- 9.8 Please see Appendix K for specific information regarding hazardous activities involving water.
- 9.9 During the visit the visit leader and supervising adults should constantly be conducting a dynamic risk assessment. If at any point they deem the level of risk too high to safely undertake an activity, they should cancel the planned activity with immediate effect.
- 9.10 When on the trip, visit leaders and staff should have regular ‘on the ground’ briefings with students to ensure they are aware of dynamic hazards.
- 9.11 At least one trips mobile and charger must be taken on all educational visits. This must be obtained from the Trips and Calendar Coordinator.
- 9.12 If a student or member of staff is injured during the visit or falls seriously ill the visit leader must contact the School immediately to alert the Assistant Head (Enrichment) or Senior Team Member on duty of the incident. The visit leader is also to record this incident on EVOLVE AccidentBook in accordance with the normal accident reporting procedures. Visit leaders are to have a copy of the Accident / Incident Reporting document with them at all times. In cases where there is limited signal (eg. during a Ski Trip or DofE Expedition), staff should take a note book with them to report all accidents and then update EVOLVE AccidentBook at the earliest opportunity.
- 9.13 Where there is significant injury, staff should contact the relevant Emergency Services
- 9.14 In cases where students are injured or impacted by an incident on a trip, it is important that Visit Leaders or staff on the visit communicate with relevant parents to keep them informed. Staff on the trip must also liaise with the Senior Team contact.
- 9.15 If a bereavement occurs whilst a student or member of staff is out on an educational visit, then the member of staff with the student or the teacher in charge must telephone for emergency services and then contact the Senior Team emergency contact to inform them of the bereavement. The School will then take the responsibility of contacting the parents and will follow the procedures detailed in the event of a death of a member of staff or a student. Once the emergency services reach the pupil, the pupil becomes the responsibility of the emergency services and they will direct any subsequent actions. Members of staff are not to respond to journalists and must refer all enquiries to the Head.

- 9.16 Staff leading or accompanying any trips must not use their personal mobiles or devices for any School business. Breaches must be notified to the DSL where pupil information is involved.
- 9.17 When there is an incident of any sort, the School Mobile Phones must not be ‘wiped clean’ in order to preserve important information, which may include call logs, text logs, messaging logs, photos, videos, and locational information. This information is to be passed to the visit leader to be held for any investigation.
- 9.18 When each visit is complete, the visit leader should review the risk assessment in the light of any particular challenges which arose and should, if necessary, complete Section B to adapt the risk assessment for future visits, discussing with the Assistant Head (Enrichment) any issues arising and follow-up measures deemed necessary, and submitting a soft-copy of Section B to the Trips and Calendar Coordinator within five working days of the return visit. A copy of all visit risk assessments are to be placed in the “Policies & Handbooks” Team under “Health & Safety Policy / Risk Assessments / Trips”.

10. **Supervision**

- 10.1 The visit leader is responsible for putting in place robust and effective procedures to ensure that all pupils are appropriately supervised at all times, and for ensuring that all pupils know how to contact a member of staff at all times. All other staff accompanying the visit are responsible for assisting the visit leader in this regard.
- 10.2 A female member of staff must accompany every residential visit.
- 10.3 The School does not employ specific staff-pupil ratios, as per OEAP guidance. Staff-pupil ratios must therefore be decided as part of the risk-assessment process for every visit, to take account of:
- the ages of the pupils
 - the competence and behaviour of the pupils
 - the nature of the activities
 - pupils with any special educational needs
 - pupils with pastoral concerns
 - duration and nature of the journey
 - the type of accommodation
 - experience and competence of the staff, in general and on specific activities
 - the destination
 - any other risks, identified as part of the risk assessment process
 - volunteers that will accompany the visit
- 10.4 There are mandatory ratios where outings involve EYFS (Reception) pupils. For such visits staff / volunteers under the age of 18 will not count towards the ratio and will be supervised at all times. Further information can be obtained from the Head of the Junior School.

- 10.5 There should always be sufficient supervision to cope effectively in an emergency. Supervision ratios should be increased when visiting remote areas or engaging in hazardous activities.
- 10.6 Staff are not permitted to leave the visit for personal reasons (eg. visiting friends or family).
- 10.7 Where parents or volunteers are used to support teachers, they should ideally be well known to the School and the pupil group. Parents shall not count towards the supervision ratio.
- 10.8 Members of staff wishing to have a family member accompany them on a visit should discuss this with the Assistant Head (Enrichment) and follow the guidelines below:
- If the family member is an adult and has a professional reason to be on the visit e.g., as a Duke of Edinburgh assessor, this should be declared at the planning stage
 - If the family member is an adult but with no professional link to the School or the visit e.g., spouse, prior written authorisation should be sought from the Head for Senior School visits or the Head of Junior School for Junior School visits, including visits made by EYFS pupils
 - If the family member is a pupil at the School, the staff member cannot lead the visit but can accompany it, however, they will not count towards the supervision ratio
- 10.9 Staff are not permitted to bring their child / children on visits when they are not a pupil at North London Collegiate School.
- 10.10 The School's Safeguarding and Child Protection Policy and procedures will always apply on educational visits. Where volunteers have regular contact / opportunity for contact with children the School will conduct a risk assessment and make checks according to risks. An enhanced DBS certificate may be obtained in these circumstances and the volunteer must always understand their roles and responsibilities. Where volunteers assist on residential visits, an enhanced DBS certificate with barred list check must be obtained.
- 10.11 The Deputy Head (Pastoral), Assistant Head (Enrichment) or Head of Junior School for Junior School visits, including visits made by EYFS pupils or visit leader has a right to refuse to take any pupil on behavioural grounds, or on medical grounds in the absence of appropriate supporting evidence. Before confirming places, the visit leader **must** consult the relevant Assistant (Section) Head with pastoral oversight (or relevant Junior School Deputy Head in the case of Junior School visits, including visits involving EYFS pupils) and the School Nurse about the pupils who are intending to participate.

- 10.12 A first aid kit must accompany every journey and should be obtained from the School Nurse
- 10.13 Each educational visit must include at least one member of staff who has been trained to administer first aid. This member of staff must ensure that the correct type of first aid kit has been taken on the visit.
- 10.14 Where the visit includes pupils in the EYFS (Reception) at least one person who has a current paediatric first aid certificate must attend the visit.
- 10.15 Ahead of the visit, the visit leader should discuss the list of participants with the School Nurse and relevant Section Head (in the Senior School), to confirm any medical needs as required. A record must be kept of any special diet or health problems.
- 10.16 A note must be kept recording any first aid and / or medication given or accidents / illness reported. Depending on the visit, this can be a hard note (eg. on lined paper) or electronic on EVOLVE Accident Note Book. If the former, at the end of the visit, the Visit Leader must update EVOLVE Accident Note Book accordingly.
- 10.17 Well in advance of the visit, the visit leader must agree the amount of foreign currency to take with the Finance Director.
- 10.18 At least a week in advance of the trip, the Trips Leader must ensure a list of pupils involved is sent to the Senior School Receptionist.

11. **The role of visit leaders**

- 11.1 One member of staff should be the visit leader and all pupils and adults accompanying the visit should be aware who the visit leader is. Where appropriate to do so, a deputy visit leader may be appointed.
- 11.2 The visit leader has overall responsibility for the planning, supervision and conduct of the visit and for overseeing the health and safety of the group and should consider stopping the visit or activity if he or she judges the risk to health and safety of pupils to be unacceptable. The visit leader should ensure that pupils are appropriately supervised, and school policies and guidelines are followed in connection with the visit.
- 11.3 The visit leader must notify parents, in writing, of the details of the proposed visit, i.e. the visit's objective(s), maximum cost, date, times of departure and return, travel arrangements and mode(s) of transport, details of activities planned, insurance arrangements, equipment and / or clothing to be taken, whether money should be taken, etc. For visits which parents are paying for, the letter should make reference to the payment schedule and also outline the School's policy on the return of deposits: deposits are non-refundable (except in cases where another pupil comes

forward to fill the place, when the deposit will be refunded less any administrative costs associated with changing names on flights, etc.).

11.4 In general, the visit leader should:

- Have read this policy and spoken with the Assistant Head (Enrichment) or the Head of Junior School for Junior School visits, including visits made by EYFS pupils, to discuss any matters arising
- submit a proposal and obtain the Assistant Head (Enrichment) approval or the approval of the Head of Junior School for Junior School visits, including visits made by EYFS pupils before any new visit is introduced
- obtain the Assistant Head (Enrichment) prior agreement or the prior agreement of the Head of Junior School for Junior School visits, including visits made by EYFS pupils before any visit takes place or is advertised to pupils / parents
- be responsible for the finances of the visit, authorising all expenditure and agreeing the surplus / deficit at the end with the Finance Director
- undertake the planning and preparation of the visit
- appoint a deputy visit leader if appropriate
- undertake and complete the risk assessment and ensure that adequate first aid provision is available, and monitor risks and take appropriate action during the visit
- notify parents, in writing, of the details of the proposed visit and ensure that consent forms have been received
- for residential visits, organise a meeting for parents and ensure that code of conduct forms are received
- ensure that all pupils are aware of the educational objectives of the visit and any other background information they need
- discuss the medical background of the pupils involved with the School Nurse and, in the Senior School, relevant Section Head.
- ensure that pupils understand what rules and precautions are in place and why, instructing them not to take unnecessary risks, and ensure that they are aware of the standards of behaviour and social conduct that are expected
- ensure that pupils are aware of logistical information including what to do in case of emergency or if separated from the group, rendezvous procedures, who is responsible for the group, what to do if they miss the scheduled departure time, etc.
- ensure that the ratio of School staff supervisors to pupils is appropriate to the activity
- ensure that all accompanying teachers have a copy of the Crisis Framework and NLCS Emergency Management Plan
- ensure that all accompanying teachers have a copy of the completed risk-assessment

- ensure that all accompanying adults have a list of pupils and adults involved in the visit which includes details of any special needs, medical needs and relevant emergency medical procedures relating to any of the pupils
- ensure that accompanying adults are aware of what the visit involves and any specific roles or duties they might have
- ensure that all pupils who will be participating in the visit are aware of the objectives of the visit, any relevant background information, what rules and precautions are in place and why, what standards of behaviour and social conduct are expected, what to do in case of emergency or if separated from the group, rendezvous procedures, who is responsible for the group, etc.
- evaluate visits to assess how successfully the objectives of the visit have been met, and review (and, if necessary, update section B of) the risk assessment, and discuss any adjustments which may be required in the future or problems which arose with the Assistant Head (Enrichment) or Head of Junior School for Junior School visits, including visits made by EYFS pupils

11.5 The visit leader must read and be familiar with the Administration of Medicines and Supporting Pupils with Medical Conditions policy which outlines the support given to pupils with medical needs to enable them to participate in visits. This includes the procedures for parents to provide information about any medication their child will need to take when on visits, and the arrangements for the safe administration of medication to pupils when on visits.

11.6 In addition to these general responsibilities, there are also specific responsibilities of visit leaders in relation to residential visits, visits overseas, exchange visits, coastal visits, adventure visits, and visits to farms or visits which involve remote-supervision of pupils. Visit leaders should consult the appropriate sections of this policy in this regard.

12. **The role of teachers accompanying an educational visit**

12.1 All accompanying teachers supervising a visit should support the visit leader in making the visit a success and must read the risk assessment prior to attending the visit. The accompanying teachers should actively assist with control and discipline of the pupils, and in ensuring the pupils are appropriately supervised and conduct any appropriate actions as directed by the visit leader.

12.2 Teachers accompanying a visit should do their best to ensure the health and safety of everyone in the group and should act as a reasonable parent would do in the same circumstances.

12.3 Each teacher accompanying a visit should carry a copy of the CRISIS Framework and NLCS Emergency Management Plan, a copy of the risk assessment and a list of pupils and adults involved in the visit which includes details of any special needs, medical needs and relevant emergency medical procedures relating to any of the pupils.

13 **The role of adult volunteers and the use of third-party activity providers**

- 13.1 Adults who are not members of staff should not be left in sole charge of any pupils.
- 13.2 The visit leader should ensure that accompanying adults are made aware of their duties and any specific roles or responsibilities that they might have.
- 13.3 The Assistant Head (Enrichment) or the Head of Junior School for Junior School visits, including visits made by EYFS pupils reserves the right to refuse any volunteers.
- 13.4 Where a member of staff wishes to use a third-party provider, they should consult with the Assistant Head (Enrichment) or the Head of the Junior School for Junior School visits in the first instance prior to any formal agreement between the School and the Provider. As a minimum, the staff should check that the provider has the necessary insurance cover and Council for Learning Outside the Classroom (LOtC) award.

14 **Transport**

- 14.1 The visit leader should liaise with the Operations Administrator, who has responsibility for booking transport, if a coach or minibus is required. Requests for transport bookings should be sent to the Operations Administrator providing as much advance notice as possible. (Note: The Operations Administrator role is term time only.)
- 14.2 There may be exceptional situations when staff are required to transport pupils in their own vehicles, in which case staff must obtain prior written authorisation from the Assistant Head (Enrichment), relevant Senior Team contact, or the Head of Junior School for Junior School visits, including visits made by EYFS pupils.

Staff should:

- ensure that you are fit to drive and free from any substances that may impair your judgment or ability to drive
- be aware that until the pupil is passed over to a parent / carer, you have responsibility for that pupil's health and safety
- record the details of the journey
- record and be able to justify emergency lifts and immediately notify the Assistant Head (Enrichment) or the Head of Junior School for Junior School visits, including visits made by EYFS pupils
- ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety, including appropriate insurance, seat belts, adherence to maximum capacity guidelines etc.
- wherever practicable, avoid using private vehicles and should try and have one adult additional to the driver, to act as an escort

- 14.3 Any member of staff driving a school minibus on school business must be over 25 years of age, have the correct entitlement on their driving licence (D1 or D1 (101) and hold a full driving licence for at least 3 years, with no endorsements, and have completed a minibus training course. The Operations Manager can provide further details about this.
- 14.4 Where a teacher is driving pupils, the visit leader should ensure that there are adequate arrangements for the supervision of pupils. A teacher should not be expected to drive and to supervise pupils at the same time.
- 14.5 The visit leader should make pupils aware of safety rules relating to the safe use of transport and ensure that adequate supervision is in place so that these rules are observed by pupils. The visit leader should ensure that all requirements for the health and safety of pupils whilst using transport are met, and this includes ensuring that seatbelts are worn.
- 14.6 When using transport, the visit leader should ensure that emergency evacuation procedures are understood by everyone. Luggage and other belongings should be stored securely and safely, and emergency exits must be kept clear.
- 14.7 Accompanying adults should ensure they sit in reasonable proximity to pupils to enable them to provide close supervision.
- 14.8 Pupils must be closely supervised when boarding and leaving transport with particular care and attention paid when using public transport. Head counts should always be carried out at these times (and roll-calls of pupils when feasible).
- 14.9 The visit leader should ensure that pupils know what to do if they miss the scheduled departure time.
- 14.10 If appropriate, the risk assessment should reflect the procedure to follow if one or more pupils becomes separated from the group when using public transport.
15. **Travel arrangements for non-residential visits**
- 15.1 If a visit plans to return to School at a time after which the School coaches have left, parents must be notified when the arrangements for the visit are sent out. Arrangements for how the pupil will be collected (or allowed to travel home unsupervised outside of normal school hours) must be identified in the parent letter and the parental response specified on the permission slip.
- 15.2 For pupils in the Junior School including EYFS pupils, at the discretion of the visit leader pupils may join or leave the visit at the venue with a parent or guardian at a specified previously arranged place and time. The parent must confirm their arrangements in writing and agree that if they are delayed the visit will continue or the pupil will have to return to school with the rest of the group. A parent on the visit may not be able to take a pupil away from the group.

- 15.3 For pupils in Senior School Years 7-9, for visits during the School day (between 08:40 – 16:00), pupils are expected to register in School as normal before travelling as a group to the venue, and then return to School to continue their homeward journey as normal. At the discretion of the visit leader pupils may join and leave the visit at the venue, but this must be under the supervision of a parent or guardian meeting at a previously specified time and place. This must be requested by parents and agreed in writing in advance of the visit via EVOLVE.
- 15.4 For pupils in Senior School Years 7-9, for visits during the evening (such as theatre trips), all pupils will travel to the venue under staff supervision leaving from School. Parents or guardians have the option to pick their child up from the venue at the time and place as specified by the visit leader, or to request their child returns to School as part of the group from where they will be picked up by the parent or guardian. These options should be identified to parents or guardians in the initial letter home, and visit leaders must be informed in writing via EVOLVE of the parents or guardians' choice in advance of the visit.
- 15.5 For pupils in Senior School Years 10-11, for visits during the School day (between 08:40-16:00), pupils are expected to register in School as normal before travelling as a group to the venue. Parents or guardians have the option to permit their child to travel home from the venue independently or to request their child returns to School as part of the group. These options should be identified to parents or guardians in the initial letter home, and visit leaders must be informed in writing via EVOLVE of the parents or guardians' choice in advance of the visit. Under exceptional circumstances, pupils may join the visit at the venue, travelling independently and meeting the group at a previously specified time and place; this must be requested by parents in writing via EVOLVE and agreed in advance of the visit at the discretion of the visit leader.
- 15.6 For pupils in Senior School Years 10-11, for visits during the evening (such as theatre trips), parents or guardians have the option to permit their child to travel to and from the venue independently; the visit leader must ensure adequate travel supervision for pupils whose parents or guardians have requested their child is accompanied by staff to and from the venue. These options should be identified to parents or guardians in the initial letter home, and visit leaders must be informed in writing of the parents or guardians' choice in advance of the visit.
- 15.7 For pupils in Senior School Years 12-13, for visits during the School day (between 08:40-16:00), and for visits during the evening (such as theatre trips), it is expected that pupils will travel independently to and from the venue without staff supervision. The visit leader should ensure all pupils are registered on arrival at the venue at a pre-determined meeting time and place.
- 15.8 Coaches are not allowed to drop pupils off on the route back to school.

15.9 An accurate register of names of pupils on coaches must be kept.

16. **Monitoring and Review**

16.1 The Head and Senior Team will regularly monitor and evaluate the effectiveness of this policy.

16.2 This policy will be subject to review annually (or more frequently if changes to legislation, regulation or statutory guidance so require) by the Deputy Head (Academic), Head of the Junior School and Assistant Head (Enrichment).

16.3 This policy will be reviewed annually (or more frequently if changes to legislation, regulation or statutory guidance so require) by the relevant committee of the Governing Body.

16.4 The date of the next review is shown on the front page.

Appendix A: Educational visits process for visit leaders in the Senior School

Key Personnel:

Assistant Head (Enrichment) / EVC: Mr Jai Majithia
Management Accountant: Mrs Anita Joshi
Trips and Calendar Coordinator: Mrs Madhu Pattani

The Assistant Head (Enrichment) will ask all staff for a provisional list of visits from visit leaders in January and will send a list and brief descriptions of provisional visits to parents and pupils by February half-term of the academic year preceding these visits. Visits may only be advertised directly to pupils in the first week back after February half-term.

The following process outlines what visit leaders will undertake from the first idea of running a visit, until the visit account is closed. The aim is to plan as far in advance as possible in order to secure the best possible prices and avoid unnecessary last minute planning problems close to departure.

Last minute trips may be entertained at the Asst Head Enrichment's discretion if the educational opportunity has demonstrably arisen at short notice, but are unlikely to be granted for standard trips that have been planned late.

Securing Outline Approval for a Trip

In the Senior School, Outline Approval for a day trip must be granted by the end of the previous term and for a residential trip at least two terms prior to the trip departing. The Assistant Head (Enrichment) must be made aware of any delays to this as soon as possible.

1. Visit leader speaks to HOD / line manager to propose visit
2. Visit leader speaks to Assistant Head (Enrichment) to confirm visit proposal
3. Visit leader logs onto EVOLVE and completes all sections required for Outline Approval; as part of Outline Approval visit leader will need to submit the following (amongst other things):
 - a. Dates for the visit
 - b. Staffing for the visit; deputy leader; staffing ratios
 - c. Students attending
 - d. Full visit budget and supporting documentation (using budget template form, in the 'finance form' section of 'attachments')
 - e. Payment method and schedule confirmed (Trips and Calendar Coordinator will action any requests on EvolvePay and any fee billing should be sent to Finance adhering to the termly deadline).
 - f. Outline Risk Assessment for any visit involving hazardous activities
 - g. If using a 3rd party provider, evidence of DBS, instructor competency, public liability insurance and activity risk assessments
 - h. Parent letter (using appropriate letter template form, in the 'letters to parents' section of 'attachments')

4. Seek assistance if needed from the Finance Team regarding the budget, and the Assistant Head (Enrichment) about the risk assessment and proposed dates, and make changes in EVOLVE
5. Submit trip for outline approval in EVOLVE and wait for confirmation email

Upon Outline Approval Being Granted

6. The Trips and Calendar Coordinator will advertise the visit to parents through EVOLVE, and will request the following to be submitted by a specific date. Staff should aim to have these collected 15 working days prior to the date of the trip to allow for sufficient time to work on the remaining aspects of the trip and to avoid a last-minute rush. Any delays must be flagged to the Assistant Head (Enrichment) as soon as possible.
 - consent forms and pupil information
 - payment of deposits via EVOLVEPay; the remaining balance will be collected via EVOLVEPay at a later date, if applicable.
7. Trip leader should track the status of parental responses and medical details.
8. Upon the deadline for consent forms to be received and deposits or full payment being paid, the visit leader must check in with Trips and Calendar Coordinator about pupil numbers – a decision must be made on whether the visit runs or is cancelled (in consultation with Assistant Head (Enrichment)), and the following occurs:
 - a. Trips and Calendar Coordinator undertakes any relevant host-family DBS checks for exchanges
 - b. Visit leader informs tour company (if applicable) of decision and final numbers
 - c. Visit leader (with assistance from Trips and Calendar Coordinator / Operations if required) books transport, accommodation and excursions There are a number of timing restrictions for vehicles entering the loop road. Consideration should be given to these restrictions and the Trip Leader should be aware of students travelling on the core coach service that departs the school at 4.15pm. Coaches are not delayed for the late arrival of trips back to school.
 - d. Visit leader speaks to Heads of Section / Heads of Year re any pupils' pastoral needs
 - e. Visit leader speaks to Medical Centre re any pupils' medical needs
 - f. Visit leader speaks to the relevant Section Head in the Senior School to discuss the final list of students attending the visit
 - g. Visit leader writes confirmation or cancellation letter to parents, which is sent by the Trips and Calendar Coordinator after checking by Assistant Head (Enrichment)
 - h. All trip related orders or invoices should be sent to accounts.payable@nlcs.org.uk adhering to the weekly payment run deadlines.

Securing Final Approval for the Trip

9. Visit leader follows process on EVOLVE for Final Approval, including submitting a final risk assessment and a final budget which includes changes to student numbers and original quotations. NB: Final budget should be submitted once final numbers are known which would be in advance of the 10 working day and 5 working day deadline line for final residential and day trip approval.
10. Trip leaders should complete their risk assessments as early as possible in the process, noting these final deadlines:
 - **Final risk assessments and EVOLVE form submission for residential visits are due 10 working days prior to visit departure**
 - **Final risk assessments and EVOLVE form submission for non-residential visits are due 5 working days prior to visit departure**
11. **No less than 3 weeks in advance of the visit**, visit leader
 - holds a parent information evening (if applicable) and
 - requests a currency card and required amount from Finance (if applicable)
12. **No less than 1 week in advance of the visit**, visit leader
 - briefs pupils and staff going on the visit (this can be done separately, such as within lessons)
13. **During week prior to visit**, visit leader speaks again to:
 - a. Heads of Section / Heads of Year re: any pupils' changing pastoral needs
 - a. Medical Centre re: any pupils' changing medical needs
 - b. **At least one day in advance of the visit**, visit leader collects Mobile phone(s) from Senior School Office: these will contain a soft-copy of paperwork, the Crisis Framework and NLCS Emergency Management Plan and essential mobile numbers including Assistant Head (Enrichment) and Duty School keeper.
 - c. First aid kit(s) from Medical Centre

Visit runs

14. During visit, if any issues arise, visit leaders contact the Duty Officer or School Keeper or Assistant Head (Enrichment) for the Senior School. (Note: Senior members of staff are available to provide support with particularly serious issues.). Staff are reminded to update EVOLVE AccidentBook and follow normal accident reporting procedures whilst on the visit. In the case of limited WiFi or signal, staff are expected to keep a note of any incidents and then update EVOLVE AccidentBook at the earliest opportunity.
15. **The first school day back after the visit or sooner**, visit leader must:
 - a. Return mobile phone(s) to Senior School Office, ensuring that any student contact numbers and photos are deleted.
 - b. Return first aid kit(s) to Medical Centre
16. **Within 5 working days of any visit returning**, visit leader:
 - a. Speaks to Assistant Head (Enrichment) for de-brief

- b. Completes risk assessment 'Section B' if needed – soft-copy to be emailed to Trips and Calendar Coordinator
 - c. Completes list of total expenses, including receipts, and returns currency card if applicable to Finance
 - d. Ensures all staff have submitted out of pocket expenses to Finance (if applicable)
 - e. Ensures that any hard copies of the trip paper work are shredded
17. **Within 10 working days of any residential visit returning**, Finance can provide a Final Trip Income and Expenditure Summary once the trip leader has confirmed they have received and approved all invoices and expenses.

The trip leader will be notified of any surplus or loss. If the surplus is material this will be returned to the parents. Any loss would have to be absorbed by the appropriate departmental budget.

18. The visit is now closed.

Appendix B: Checklist for Junior School day visits

Expedition to: _____

Date: _____

Have you:

- The appointed member of staff in charge is.....
- The appointed deputy leader is
- Discussed the arrangements with the Academic Assistant Head & Administration?
Provided them with copies of all letters etc.?
- Visited the venue in advance? (It is acceptable for a tour operator to do this)
- Review health and safety arrangements. Sought appropriate assurances from the management regarding the staff suitability for working with young people?
(It is acceptable for the tour operator to do this)
- Arranged transport. Given details of locations, timings, numbers, etc. to the coach company?
- Arranged for a sufficient number of school staff to accompany the visit?
- Given parents letters giving details about the expedition, held a meeting for parents / guardians?
- Had signed consent forms and code of conduct forms signed & returned?
(WUFOO FORMS)
- Left copies of all paperwork along with this sheet in the school office, giving details of pupils and adults on the expedition, dates, name of venue, time to leave and time of return back from venue?
- Left a completed Risk Assessment with the school office?
- After Visit return Risk Assessment Section B with any amendments.
- Taken details (including a telephone number) of whom you will contact if you are late and need to pass a message on to parent? (school emergency number below)
- Briefed all accompanying adults and provided parents with briefing packs?
(To be done the **morning of visit**)
- Informed all pupils about the arrangements. Including rules and precautions, standards of behaviour and what they should do in case of emergency or if separated from the group?
- Collected a **FIRST AID KIT** from the school nurse?
- Is at least one member of the staff on the trip First Aid Trained?
- Taken a mobile phone and charger with you?
- Organised entrance money, emergency funds, etc?

- Taken a note of the school emergency number (**07721 022807**)
- Made plans to review the visit after you return to see if any adjustments should be made in the future? (If required)
- Retain all consent forms until the end of the academic year (Wufoo Form)
- Ensure all adults accompanying the visit have a list of all pupil and adults on the trip,
a copy of the completed Risk Assessment and a copy of the School Crisis Framework and relevant section of the NLCS Emergency Management Plan should be carried with them at all times.
- Ensure that all adults accompanying the visit have telephone numbers for contacting
pupils' parents in the event of an emergency.
- Taken details of insurance? (included in Packs)
- Ascertained the location of the nearest hospital / medical facilities? (**SEE BELOW**)
- Provided all pupils with a copy of the address and telephone number of the accommodation and the telephone number of group leader, which they carry with them at all times?
- If any pupils on the trip are Coach Pals than they are to arrange for another pupil to cover them.
- **I HAVE READ THE RISK ASSESSMENT FROM THE VENUE**
- **HAVE YOU CONFIRMED YOUR PARENT HELPERS FOR THE VISIT**
- **HAVE YOU LET PARENT KNOW THAT THEY ARE NOT REQUIRED TO HELP ON THIS VISIT**

Name of staff in charge (group leader):

Signature of staff in charge:

Name of staff who is deputy group lead:

Date:

This checklist must be completed and handed in to the school office before you leave, along with a copy of the completed risk assessment

Appendix C: Checklist for Junior School residential visits

Expedition to: _____

Dates: _____

Have you:

- The appointed member of staff in charge is.....
- The appointed deputy leader is
- Discussed the arrangements with the Academic Assistant Head & Administration?
Provided them with copies of all letters etc.?
- Visited the venue in advance? (It is acceptable for a tour operator to do this)
- Review health and safety arrangements. Sought appropriate assurances from the management regarding the staff suitability for working with young people?
(It is acceptable for the tour operator to do this)
- Arranged transport. Given details of locations, timings, numbers, etc to the coach company?
- Arranged for a sufficient number of school staff to accompany the party?
- Given parents letters giving details about the expedition, held a meeting for Parents / guardians?
- Had signed consent forms and code of conduct forms signed and returned. (Paper and WUFOO FORMS)
- Left copies of all paperwork along with this sheet in the school office, giving details of pupils and adults on the expedition, dates, name of venue, time to leave and time of return back from venue?
- Left a completed Risk Assessment with the school office?
- After Visit return Risk Assessment Section B with any amendments?
- Taken details (including a telephone number) of whom you will contact if you are late and need to pass a message on to parents? (see below for school emergency number)
- Informed all pupils about the arrangements? Including rules and precautions, standards of behaviour and what they should do in case of emergency or if separated from the group?
- Collected a **FIRST AID KIT** from the school nurse?
- Have nominated a member of staff to be responsible for First Aid?
- Taken 2 school mobile phone and chargers with you?
- Organised entrance money, emergency funds, etc?
- Taken a note of the school emergency number (**07721 022807**)
- Made plans to review the visit after you return to see if any

- adjustments should be made in the future? (If required)
- Retain all consent forms until the end of the academic year. (Wufoo Form)
- Ensure all adults accompanying the visit have a list of all pupil and adults on the trip,
a copy of the completed Risk Assessment and a copy of the relevant sections of the school Crisis Framework and Emergency Management Plan should be carried with them at all times.
- Ensure that all adults accompanying the visit have telephone numbers for contacting
pupils' parents in the event of an emergency.
- Taken details of insurance?
- Ascertained the location of the nearest hospital / medical facilities?
- Provided all pupils with a copy of the address and telephone number of the accommodation and the telephone number of group leader, which they carry with them at all times?
- If any pupils on the trip are Coach Pals than they are to arrange for another pupil to cover them.
- Provided the office with the address and telephone numbers of the accommodation,
• contact details for the group leader and details of any tour operator?
- Familiarise yourself with the school's Educational Visits policy.
- For the overseas visits within the EU, arranged for the pupils to bring UK Global Health Insurance Cards (GHIC).
- For overseas visits, ascertained the location and telephone number of the nearest British embassy / Consulate?
- For overseas visits, briefed pupils about relevant local customs?
- For overseas visits, taken records of passport numbers and checked any necessary visa arrangements?
- For all visits, ensure pupils have received any vaccinations where applicable.
- **I HAVE READ THE RISK ASSESSMENT FROM THE VENUE**

Name of staff in charge (group leader):

Signature of staff in charge:

Name of staff who is deputy group lead:

Date:

This checklist must be completed and handed in to the school office before you leave, along with a copy of the completed risk assessment

Appendix D

RISK ASSESSMENT FOR SCHOOL VISITS

GUIDELINES FOR COMPLETING RISK ASSESSMENT FORM OVERLEAF

A risk assessment form must be completed whenever pupils are taken out of school. All organisers must follow the guidelines for educational visits given in this Policy and complete this form in addition to the 'Details of Educational Visits' form and accompanying checklist.

If an outside organisation is involved in the organisation of the visit, a copy of their risk assessment should also be obtained.

Some of the points which might be relevant:

Travel:

Walking in city streets: pupils getting lost
Country code
Head of count on coaches following stops
Use of seatbelts
Use of public transport
On British coaches abroad, exit is into traffic
Driving on the right abroad - crossing roads
Different driving rules e.g. pedestrian crossing
Supervision on ferries

Security:

Terrorism (direct effects or impact of disruption caused by terrorist incident)
Contact with aggressive, drunken, drug-using persons
Adduction or pupils getting lost
Theft of equipment or personal belongings including loss of money, passport

Safety of accommodation

Fire – knowledge of escape routes, procedures, precautions, signals
Balconies
Ground floor windows
Electricity abroad – different main systems, warning, adaptors available.

Activities:

Obtain and check risk assessment produced by centres.
Awareness of clifftops, deep water, tides etc.

As part of the risk assessment, you should also identify how many adults (and how many members of school staff, if not all adults present will be teachers) will be required so that the activity or visit can be safely supervised.

RISK ASSESSMENT FORM FOR SCHOOL VISITS

Visit / Activity: _____ Organiser / Teacher in charge: _____

Date(s): _____ Number of pupils: _____ Year group(s) of pupils: _____

SECTION A (To be completed before the visit / activity)

- How many adults will be supervising the visit / activity? _____
- Will all of these be members of teaching staff? (If not, how many members of teaching staff will be supervising?)

- Do any pupils involved require any specific help or supervision? _____

Please make sure that, in determining the level of supervision required, you have taken account of the number of risks, nature of those risks and overall level of risk (below). Please give a brief explanation of how you have identified the level of adult supervision (and the level of staff supervision, if not all adults involved are members of staff) required:

Key to 'post-mitigation assessment' section of table on next page:

Impact	Low	Minor harm – temporary in nature
	Medium	Moderate harm and/or possible longer-term effects or minor harm to a larger number of people
	High	Serious harm to one or more people and/or hospitalisation and/or possible life-changing injuries
Likelihood	Low	Not likely to happen during the course of the visit
	Medium	Likely to happen during the course of the visit
	High	Almost certain to happen during the course of the visit
Tolerance Rating	Manageable	The risk is minor and/or short-lived in nature, and can be adequately controlled/mitigated
	Severe	The risk is significant and/or difficult to control/mitigate and/or may lead to significant harm and/or reputational damage to the School and/or could lead to non-compliance to ISI regulations
	Intolerable	The risk is serious and/or very difficult to control/mitigate and/or would lead to significant reputational damage to the School and/or would result in non-compliance with ISI or statutory regulations

Risk Assessment for: [Visit/Activity]

Owned by: [Name of Person Responsible] **Signed:**

as at: [Date]

Risk No	What are the Hazards?	Who might be harmed and how?	What are you already doing? (In place controls)	POST MITIGATION ASSESSMENT			Do you need to do anything else to control this risk? (Additional controls)	Action by Who? and When?	Completed / Reviewed on?
				Impact Low Medium High	Likelihood Low Medium High	Tolerance Manageable Significant Intolerable			
iHasco - 1. What?		2. Who and How?	3. Already doing?	Remaining Risk: Low/Medium/High?		Further Actions?	4. Who and When?	5. Date?	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Completed by (signature): _____

Date: _____

RISK ASSESSMENT REFLECTION FORM FOR EDUCATIONAL VISITS AND OTHER CURRICULUM ACTIVITIES

Visit / Activity: _____

Organiser / Teacher in charge: _____

Date(s): _____

Number of pupils: _____

Number of adults supervising: _____

Year group(s) of pupils: _____

SECTION B (To be completed after the visit / activity, if any further action is required to address any issues which arose)

Issue to be addressed	Action required to address the issue	Person who will take the action	Timeframe

Completed by (signature): _____

Date: _____

A copy of this page should be retained by the member of staff in charge of the activity. Copies of this page should be provided to each individual who will be taking action and a copy should also be given to the Assistant Head (Enrichment) for filing with visits paperwork.

Appendix E: Procedure during a non-residential visit

- For visits which take place within the normal school day, e.g., to museums, school uniform must be worn. Exceptions may be made for Biology and Geography field trips, and other special circumstances.
- On departure, pupils must be reminded of correct behaviour during the journey, i.e., seat belts must be worn, litter to be placed in litter bags, orderly walking if on foot, preferably in twos, staff to be at the front and back of the queue.
- The visit leader must always ensure that all adults accompanying the visit carry a list of all pupils (with emergency parental contact numbers) and adults involved. This list should include details of any special needs, medical needs and relevant emergency medical procedures relating to any of the pupils.
- The visit leader must hold a copy of the Accident / Incident Reporting document, the CRISIS Framework & relevant sections of the NLCS Emergency Management Plan by the visit leader, which they should carry at all times. They are to ensure that all members of staff / responsible adults accompanying the visit are familiar with the reporting procedures in the event of an incident.
- Meeting times must be clearly stated and adhered to. The visit leader must establish rendezvous points and tell pupils what to do if they become separated from the group. This will be reflected in the risk assessment.
- Pupils should be briefed about not wandering unsupervised in groups of fewer than three, and a geographical area that pupils should remain within should be specified by staff.
- Pupils must not make unnecessary noise in public places and must behave courteously at all times.
- Pupils must know where a member of staff can be found at all times.
- Head-counts must be taken regularly. (Dividing a large party into groups with a member of staff in charge makes life easier for head-counts and any changes of plan.)
- Any pupils whose behaviour is such that the visit leader is concerned for their safety, or that of others, should be withdrawn from the activity and kept under direct supervision.
- Any information or receipts relating to possible insurance claims must be carefully recorded and retained.

Appendix F: Procedure upon departure from venue and return to school

- All injuries, accidents and illnesses, first aid treatment or incidents which are likely to result in an insurance claim must be reported to the Chief Operating Officer; depending on the severity of the incident the visit leader should inform the Chief Operating Officer as soon as possible after the incident takes place. The Chief Operating Officer is responsible for ensuring that the accident report forms and books are filled in correctly and that parents, the HSE and insurers are kept informed as necessary.
- Any problems which arose during the educational visit should be reported to the Assistant Head (Enrichment) or Head of Junior School for Junior School visits, including visits made by EYFS pupils.
- The visit leader should evaluate the visit to assess how successfully the objectives of the visit have been met and discuss any adjustments which may be required in the future or potential problems with the Assistant Head (Enrichment) or Head of Junior School for Junior School visits, including visits made by EYFS pupils.
- The visit leader should review the risk assessment in the light of any challenges which arose and should, if necessary, adapt the risk assessment for future visits. The visit leader should forward a copy of the adapted risk assessment to the Assistant Head (Enrichment) or Head of Junior School for Junior School visits, including visits made by EYFS pupils highlighting any issues / concerns.
- The visit leader should review and finalise the budget with the Finance Director as soon as possible, and not later than 5 days after the return of the visit.
- The visit leader should ensure any hard copies of the paperwork are appropriately shredded.

Appendix G: Specific procedures for residential visits

- In the Senior School, residential visits must not be advertised to pupils or parents in advance of the Assistant Head (Enrichment) circulating the provisional list of residential visits in the coming academic year to parents.
- For all residential visits, prior parental permission must be sought.
- The visit leader, if possible, should visit the proposed accommodation in advance to ensure that it is suitable. The visit leader should consider whether there are suitable security arrangements and fire precautions and procedures, and that no other aspects of health and safety give cause for concern. The visit leader should also consider whether the accommodation will be suitable in meeting any special, medical, cultural or religious needs of the members of the visits. Assurances should be sought that the staff including volunteers / temporary workers working in the accommodation are suitable for working with young people. If it is not possible for the visit leader to undertake these checks themselves the tour operator should be requested to undertake these checks and provide these assurances as stated above.
- Code of conduct forms must be completed by all pupils, including the Sixth Form, for residential visits.
- For residential visits there must be a reliable school contact, usually a senior member of staff. The senior member of staff must be given a list of participants with emergency contact telephone numbers in this country, together with the address and telephone number of contact point abroad. The visit leader must take an emergency number for contacting this senior member of staff in the event of an emergency or serious problem.
- Before each residential visit, a meeting for parents / guardians must be called by the visit leader to explain arrangements including insurance, clothes, money to be taken (including pocket money), details of accommodation and supervisory / security arrangements, insurance, and code of conduct. A follow up email confirming what was covered in the meeting should be sent to all participants.
- Pupils must be made aware of any items which are not appropriate to be taken or to be brought back from a residential visit.
- In the accommodation, bedrooms / dormitories and bathrooms should be for the exclusive use of North London Collegiate School pupils i.e., not shared with anyone other than other North London Collegiate School pupils. Supervising adults should have rooms which, wherever possible, are appropriately situated near North London Collegiate School pupils.
- The visit leader should always ensure there are adequate levels of supervision in the accommodation (with appropriate levels of staff present whenever pupils are

present in the accommodation), and pupils must know where the visit leader and / or another supervising adult can be found at all times. Other staff accompanying the visit should assist the visit leader in discharging responsibility.

- All pupils must always carry the address and telephone number of the accommodation and the telephone number for contacting the visit leader in event of emergency with them. A card setting out this information will be provided to pupils at the start of each residential visit.
- At the discretion of the visit leader pupils may be allowed out unaccompanied, in small groups, from the accommodation. Pupils must always inform the member of staff in charge of them when they leave the accommodation, their intended destination and duration of activity, and when they return. Pupils must never go out alone.
- Safety measures and fire arrangements must be checked in accommodation and the pupils be made aware of them. Examples of safety measures include closing and locking windows to prevent intrusion. In the absence of 24-hour staffing of reception staff should be aware of and brief pupils of such measures which they deem necessary for pupil safety.
- It is good practice to have briefings each night to take stock and assess circumstances for the next day, and to spend time at the start of the next morning explaining arrangements to the pupils. It is advisable to check the local weather forecast regularly and to seek local knowledge of potential hazards and problems, and it is vital that the visit leader is willing to be flexible and adopt alternative plans if circumstances dictate.
- Normal School rules apply to pupils during the duration of the visit, therefore no alcohol may be bought or consumed and there must be no smoking.
- Any alcohol consumption by staff must be in moderation (such as one pint of beer or small glass of wine). The staffing and supervision ratios have been proposed under non-impaired conditions; the visit leader should be mindful of this and ensure their staff are fit and able to supervise accordingly. At least one staff member must not drink on the trip.
- Parents should be given the allocated visit mobile telephone number which can be used in the event of an emergency or late arrival home.
- All members of staff accompanying the visit must be provided with telephone numbers for contacting each pupil's parents in the event of an emergency or serious problem.
- The visit leader must take details of insurance, which can be obtained from the Trips and Calendar Coordinator.

- The visit leader must be aware of the location of the nearest hospital / medical facilities.
- Ideally, the staffing ratio should be such that if a member of staff is ill or injured while on the visit, there will still be adequate supervision. In cases where only one member of staff accompanies the visit (or the staffing ratio is particularly low) it is the visit leader's responsibility as part of the planning process to ensure that another member of staff is on standby to join the visit in case of accident or illness to staff accompanying the visit.
- Where a pupil is involved in serious misbehaviour, the visit leader should consider whether the pupil should be sent home early in consultation with the Senior Team Contact, or Head of Junior School for Junior School visits, including visits made by EYFS pupils. Parents and pupils must be told in advance about the procedures for dealing with misbehaviour and how pupils will be returned home safely if necessary. It must be made clear to parents that they will be responsible for collecting their child and accompanying them on the repatriation journey; the cost of this will be met by parents.

Appendix H: Specific procedures for overseas visits

(See also Specific Procedures for Residential Visits)

- It is the responsibility of the visit leader to ensure that all passports must be valid for entry to the country to be visited, and the visit leader should check the requirements for entry to the relevant country. Particular regard should be given to the arrangements for any pupils who are not UK passport holders.
- Where a visa is required, it is to be made clear to parents that it is their responsibility to obtain any necessary visa, not the School's responsibility, when the initial information and request form is sent to parents by the visit leader.
- Where appropriate, a UK Global Health Insurance Card (GHIC) entitling members of the party to free medical treatment in EU countries should be obtained in advance by individual pupils; this is the responsibility of parents to arrange. For the duration of the visit these must be held in the keeping of the visit leader who should be familiar with the procedure for reclaiming treatment costs. Copies of GHIC must be held securely by the visit leader and must be confidentially destroyed when the visit has been completed.
- The visit leader must find out whether vaccination is necessary and remind all members of the group of vaccination requirements in good time. Vaccinations are the responsibility of the parents and conducted at parental cost. The visit leader must also check whether the country to be visited requires proof of vaccination and this should be communicated to parents if necessary.
- All proof of vaccinations must be kept for the duration of the visit and, upon completion of the visit, handed to the Trips and Calendar Coordinator for secure disposal.
- The visit leader must check relevant foreign legislation which might affect the visit, particularly with regard to health and safety – e.g. fire regulations.
- The visit leader must ensure that pupils are aware of and sensitive to any relevant local codes and customs.
- All accompanying staff must agree beforehand concerning the level of discipline and supervision to be maintained during the visit.
- The visit leader must ensure that pupils are aware of what to do in the event of an emergency when they are overseas.
- The visit leader must be aware of the location and telephone number of the nearest British Embassy or Consulate.

Appendix I: Specific procedures for exchange visits

(See also Specific Procedures for Overseas Visits)

- North London Collegiate School pupils staying with families on exchange visits must be instructed to obey their hosts at all times on all ordinary and reasonable matters. North London Collegiate School pupils must be seen by their visit leader / member of staff every weekday while away from home, must always have the telephone number of their visit leader in case of emergency and understand that they must immediately tell their visit leader of any difficulties or disputes.
- Parents of North London Collegiate School pupils participating on each visit will should be provided with contact details of the host families by the member of staff in charge of the exchange.
- The School or the reciprocal host school makes all arrangements for an exchange. The member(s) of staff in charge of the exchange will advertise the exchange like any normal residential visit and will collate a list of pupils involved. Pupils are asked for an 'About me' form (or equivalent) which they complete and submit to the member(s) of staff in charge of the exchange. Before any pupil pairing takes place, the member(s) of staff in charge of the exchange must share all North London Collegiate School pupil details with the relevant Section Head or Deputy Head (Pastoral) to check for any pertinent pupil wellbeing and safeguarding concerns. Upon successful completion of these checks, the pupils' details are shared with the reciprocal host school and pairings are suggested by the two schools involved, which will take into account any concerns raised by the relevant Section Head or Deputy Head (Pastoral). When the pupil pairings have been made, North London Collegiate School and reciprocal host parents are emailed by the member of staff in charge of the exchange with the contact details of their counterparts. Pupils and parents are encouraged to familiarise themselves with the host family before the exchange takes place.
- The School will conduct a Disclosure and Barring Service (DBS) check of the first named parent or guardian, as held on the School's parent database. Parents will be informed of this requirement during the advertising of the exchange.
- The School will encourage reciprocal host schools to make similar arrangements to check the provenance of their host families, for example a local Police check or International Child Protection Certificate.
- In advance of the first leg of the exchange, the member(s) of staff in charge of the exchange will run a parent information evening where parents will be briefed on all expectations of the exchange. At this evening, the first named parent as held on the School's parent database will be required to prove their identity for a DBS check to be made against them. Parents will be reminded of this requirement in advance of the evening.

- In the event of a North London Collegiate School host family refusing to complete a DBS check, this will constitute an automatic disqualification of the relevant pupil from the exchange and they will not be permitted to host a pupil from a reciprocal host school.
- In the event of a North London Collegiate School parent being identified as having a criminal record from the DBS check, the Assistant Head (Enrichment) and Deputy Head (Pastoral), in conjunction with any other relevant members of staff, will decide on the appropriate course of action. The School reserves the right to refuse a North London Collegiate School host family from hosting a pupil from a reciprocal host school, depending on the nature and severity of the crime committed.
- In light of the above, if a North London Collegiate School pupil is unable to reciprocally host another pupil, the School will investigate the possibility of the North London Collegiate School pupil taking part in the foreign leg of the exchange only.
- The School reserves the right to cancel an exchange, for example in extreme circumstances such as disease pandemics.
- The School reserves the right to refuse a North London Collegiate School pupil's participation on an exchange in the event of pastoral wellbeing or safeguarding issues, as advised by the relevant Section Head, School Nurse or Deputy Head (Pastoral).
- The School reserves the right to refuse a reciprocal host pupil's participation on the return-leg of an exchange if their behaviour pastoral wellbeing was of serious concern on the outbound-leg (where this happens prior to the return-leg). This right to refusal will be communicated to all reciprocal host schools during the planning stages of the exchange.

Appendix J: Specific procedures for remote supervision of pupils

- Remote supervision occurs when, as part of planned activities, a group of pupils works away from a supervising adult but is subject to stated controls (e.g. during certain Duke of Edinburgh's Award expeditions and A Level independent investigation field work).
- When remote supervision occurs, the supervising adult's whereabouts should be known to pupils, however, they may not be in the locale.
- When remote supervision takes place, the visit leader must ensure that pupils are adequately equipped to be on their own. Pupils must have an appropriate amount of money, maps and plans and any other information needed for them to act effectively. Each group of pupils must be in possession of a charged mobile phone.
- When supervision is remote:
 - groups must be sufficiently trained and assessed as competent for the level of activity to be undertaken, including first aid and emergency procedures. Remote supervision will normally be the final stage of a phased programme of developing skills
 - pupils must be familiar with the environment or similar environments and have details of the rendezvous points and the times of rendezvous
 - pupils must have money
 - pupils must know how to summon help if necessary and must have telephone numbers and emergency contacts if lost
 - clear and understandable boundaries must be set for the group by the visit leader
 - there must be clear lines of communication between the group and the supervising adult, and the supervising adult and the school. Do not rely exclusively on mobile phones
 - a supervising adult must monitor the group's progress at appropriate intervals
 - a supervising adult must be in the expedition or activity area and able to reach the group reasonably promptly, or contact an external emergency service for assistance, should the group need support in an emergency
 - there must be a recognisable point at which the activity is completed
 - the visit leader must ensure that there are clear arrangements for the abandonment of the activity where it cannot be safely completed
- Where remote supervision occurs within the context of adventure visits, the visit leader must be aware of current guidelines and the guidance set out in publications such as the DfE guidance [Health and Safety of Pupils on Educational Visits \(Nov 2018\)](#), hard copies of which can be obtained from the Assistant Head (Enrichment) for Senior School visits, or the Head of Junior School for Junior School visits, including visits made by EYFS pupils

Appendix K: Specific guidance for adventure activities and for visits which involve close proximity to and / or interaction with water

- Specific steps, which should be incorporated into the risk assessment by the visit leader, need to be taken to safeguard the health and safety of pupils on adventure activities. All visits of such nature must be booked through and delivered by organisations licensed by the Adventure Activities Licensing Authority (AALA) (<http://www.hse.gov.uk/aala/>). Visit leaders must be aware of current guidelines and the guidance set out in the DFE'S [Health and Safety of Pupils on Educational Visits](#) and must discuss these guidelines and how they will be implemented with the Assistant Head (Enrichment) or Head of Junior School for Junior School visits, including visits made by EYFS pupils, as part of the planning of the visit.
- Specific steps, which should be incorporated into the risk assessment by the visit leader, need to be taken to safeguard the health and safety of pupils for visits that involve close proximity to and / or interaction with water. Visit leaders must be aware of current guidelines and the guidance set out in publications such as the [OEAP Group Safety at Water Margins](#) and the DFE's [Health and Safety of Pupils on Educational Visits](#) and must discuss these guidelines and how they will be implemented with the Assistant Head (Enrichment) or Head of Junior School for Junior School visits, including visits made by EYFS pupils, as part of the planning of the visit. Specific steps need to be taken to safeguard the health and safety of pupils on such visits.

Appendix L: Sporting Fixtures

The aim of this Appendix is to outline the process for Sporting Fixtures that do not take place at the School ('away' fixtures).

- By the start of the Summer Term, the Director of Sport will share the provisional fixture list with the Assistant Head (Enrichment) in preparation for the annual Calendar Meeting.
- By the start of the Summer Term, the Director of Sport will share the provisional fixture list with the Assistant Head (Enrichment) in preparation for the annual Calendar Meeting.
- Whilst provisional, this will indicate which fixtures are 'away'.
- In late August and no later than five days prior to the start of the Autumn Term, the Director of Sport will send a confirmation of all fixtures to the Assistant Head (Enrichment) to update on the Calendar.
- In September of each year, the Director of Sport will also request that parents give consent for their child to be taken on away fixtures and that they will be allowed to miss academic lessons for such purposes. It is the responsibility of the Director of Sport to ensure that all children participating in an away fixture have consent to do so.
- Any residential fixtures, and fixtures or off-site sporting activity that involve hazardous activities will need to have an additional, separate consent via EVOLVE. It is the responsibility of the Director of Sport to liaise with the Assistant Head (Enrichment) to establish whether an activity constitutes a hazardous activity.
- It is the responsibility of the staff leading the fixture to complete the relevant Risk Assessment.
- In September of each year and no later than five days prior to the first fixture, the Director of Sport will prepare a Risk Assessment for all away fixtures and send this to the Assistant Head (Enrichment)
- For each fixture that involves students missing lessons, the Director of Sport will ask the member of staff in charge of the fixture that a list of pupils involved will be pinned to the Staff Room Notice Board in the Senior School and in the Reprographics Room in the Junior School at least a week in advance of the fixture. An email list will also be sent to staff at this point.
- Where this is not possible, in the Senior School, the Director of Sport will liaise with the Assistant Head (Enrichment) to inform them of the delay.
- For all away fixtures (including those at the weekend), the Director of Sport will ask the member of staff in charge of the fixture to send a list of pupils to the Senior School Receptionist and Assistant Head (Enrichment) or Junior School Reception desk no later than one week in advance of the fixture. This will also confirm travel arrangements for the students.
- Where this is not possible, in the Senior School, the Director of Sport will liaise with the Assistant Head (Enrichment) to inform them of the delay.