

**KING EDWARD VI SCHOOL,
SOUTHAMPTON**

Trips and Visits Policy

Rationale:	<p>The Governors of King Edward VI School believe that a child's education is greatly enhanced by their involvement in educational activities outside the classroom. The School provides many such activities and encourages its students to participate in them.</p> <p>This policy sets out the Schools procedures for managing all trips and visits.</p>
Owner:	Assistant Head (Co-curriculum)
Endorsed by Governing Board:	8 November 2018 (next review November 2019)
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Reviewed:	Annually
Date(s) of interim amendments:	n/a
Category:	Expectation
Circulation and publication:	Public/ Website

1. Introduction

All offsite activities are planned and run with the following criteria in mind:

- Activities should have an educational value to the participating students
- Activities should conform to the highest possible standards of safety for all participants
- Where payment is involved, activities should give value for money to parents

The School has regard for the Outdoor Education Advisers' Panel (OEAP) National Guidance which can be found on the School website [here](#). All off-site school activities, without exception, conform to the following procedures.

The School reserves the right to prevent a student from participating in an educational visit or specific activity should there be significant concerns.

2. Responsibilities for Activities

The Head, and the Assistant Head (Co-curriculum) (AHCC), on behalf of the Governors, gives permission, in principle, for an activity to take place. Permission is given on the basis that detailed planning and risk assessment is undertaken by the Trip Leader, who will be leading the activity as it takes place. The Trip Leader's planning and risk assessment responsibilities are overseen by the Educational Visits Co-ordinator (EVC) who, with the Activities Co-ordinator (AC), ensures that all aspects of planning for the activity, as detailed below, have been covered. When satisfied that all planning is complete, especially with regard to safety, the EVC gives final permission for the activity to take place. The activity cannot take place without this permission.

The Trip Leader takes overall responsibility for the safety of students during the activity, and will have been judged (by the EVC) to be competent in assessing the risks due to any hazards likely to be encountered during the particular activity. The Trip Leader also takes overall responsibility for the behaviour of students during the activity. For some activities, students may be required, in advance, to agree to a code of conduct which will be agreed with their parents.

If the activity is classified as adventurous or potentially hazardous (e.g. canoeing, fell walking), the Trip Leader (or another supervising adult) will hold a relevant National Governing Body (NGB) award (if one exists) which demonstrates his or her competence in supervising such an activity.

Other supervising adults also take responsibility for the safety and behaviour of students during an activity, under the direction of the Trip Leader. All supervising adults do their best to ensure the health and safety of everyone in the group, and act as any reasonable parent would do in the same circumstances.

3. Planning Activities

The Trip Leader is responsible for the detailed planning of the activity. They should refer to the additional guidance in the Staff Handbook. This planning will encompass factors such as: venue, timing, facilities required, transport, insurance, supervision ratios, informing parents, financial planning and emergency arrangements (N.B. this list is not exhaustive).

The Trip Leader, in consultation with the School Nurses, will decide on the level of first-aid cover which will be required for the activity including the number of first-aiders in the party

and the number of first-aid kits that will have to be carried. First aid provision during the trip should be in line with the First Aid Policy, 'Section 5, Supervised School Trips and Sports Fixtures'. Trip Leaders are responsible for making an accurate register prior to departure. When the trip is signed off by the EVC/AC they will provide the Trip Leader with necessary Medical information about the pupils on the register.

The Trip Leader is also responsible for ensuring there is an appropriate, detailed risk assessment for the activity and will undertake on-going risk assessment during the activity. If swimming is a possibility on a School trip, this must be covered in the risk assessment.

For activities taking place outside the School's normal working hours, (8am-5pm Monday-Thursday, 8am-4.30pm Friday) the Trip Leader will appoint a school base contact who can be contacted in the event of an emergency (see Base Contact in Staff Handbook). Where necessary, staff should revert to the Emergency Contact Card.

4. Supervision

The EVC/AC will advise the Trip Leader regarding a suitable adult: student ratio relevant to the activity. This will depend on the nature and location of the activity and the age of the students, but will be a minimum of one adult supervisor to 20 students consistent with legal requirements and professional guidance. For some types of activity, a higher ratio of adults (with a minimum of 2 adults) is appropriate. The Trip Leader should always look to staff the trip from members of KES staff in the first instance. The trip leader should check the proposed staffing of the trip with the AHCC. Supervising adults who are not members of staff must be DBS checked if they are likely to have sustained contact with students, this would include all adults participating in overnight trips. In addition, supervising adults who are not members of staff are required to confirm that they have read and understood the safeguarding material issued to them.

On some activities, it may be appropriate (and even desirable) for students to be remotely supervised. The Trip Leader will establish beforehand that students are competent in remote supervision, and parents will be informed that remote supervision will take place. Students will be advised that there will be a minimum number per group which will normally be three or four students.

5. Preparing Students for the Activity

The Trip Leader will ensure that all students, particularly those with special needs, are capable of undertaking the proposed activity, that they understand beforehand what will be expected of them during the activity, particularly with regard to behaviour and safety. Where necessary medical arrangements will also be discussed, including looking after, administering and making available medicines. It may be appropriate for training to take place beforehand e.g. campcraft training for Duke of Edinburgh's Award expeditions.

6. Communicating with Parents

Parents will be informed in writing of any off-site activity unless it is a regular part of the school curriculum.

Parental consent will always be sought (via EVOLVE) for residential activities, adventurous activities, visits abroad. Students cannot participate in such an activity without specific parental consent.

In order to be in a position to give their consent, parents will be given all necessary information about the activity. Where appropriate this information will include: dates and locations, likely costs, objectives, planned activities, location and times of departure and

return, mode of travel, accommodation (which may include security and supervisory details), emergency contact details, standards of expected student behaviour, money and clothing required by students and for exchange visits, details of host families.

It is the responsibility of parents to inform the Trip Leader of any relevant information regarding the student, including medical issues, and to confirm that the School has the correct contact details, for the duration of the trip. Parents will be required to give consent for their child to receive emergency medical treatment in the event that they cannot be contacted.

It is the Parents' responsibility to ensure any necessary Visas are obtained in good time. Parents must also ensure pupils carry any necessary residency permits. The School will not be liable for any costs incurred should Parents fail to do this in good time.

Routine details about precise times of arrival, etc. will normally be communicated via student phones.

Any significant changes to the schedule, for example delay as a result of a major traffic accident, delayed ferry, etc. will be communicated from the School by text and e-mail as required as soon as this can reasonably be managed.

7. Transport

The Trip Leader is responsible for arranging suitable transport for the activity. He/she will take into account passenger safety, the length of the journey, the competence of the driver, contingency arrangements in case of breakdown or emergency and supervision of the students.

The Trip Leader will have particular regard for the safety of the students whilst travelling, including crossing roads, waiting at pick-up and drop-off points, during rest breaks and during a breakdown or emergency. Frequent head-counts will be taken when the group is getting off or onto transport.

Where school minibuses are used, the Bursar is responsible for ensuring that the driver has a valid driving licence for minibuses and has undertaken appropriate training.

If the group is using a private coach or bus, the Trip Leader will ensure that it is hired from a reputable company and will ensure that the vehicle is operated in a safe manner at all times.

Transport by private cars is not encouraged by the School, but is occasionally necessary. The driver of the car will confirm to the School that the car is roadworthy and an appropriate driving licence is held. The School's insurance will cover the journey. For guidance see Child Protection Policy 'Section 7 Practical Advice'.

8. Insurance

The School's insurance policy covers students and supervising adults during off-site activities. If unusual activities are planned, the Trip Leader should consult the Bursar to confirm that insurance cover is in place. A copy of the policy can be provided to parents on request. Parents can buy their own insurance if they feel that the School's policy does not provide adequate cover. Parents should inform the Trip Leader if their child has pre-existing medical conditions, as they may not be covered by the school insurance; parents will be advised at the time of booking if they are required to buy their own insurance to provide adequate cover.

9. Finance

Trip leaders should aim to provide receipts for all expenditure. Where this is not possible (and it is understood that there are occasions when this might be the case) the trip leader should itemise the costs without receipts on his/her expense claim. If a discussion is required this will be between the trip leader and the Bursar.

The Finance team will continue to check that the expense claims add up and that all the identified receipts are included. Where there are mathematical errors or receipts appear to be missing the Finance team will continue to try to resolve this directly with the trip leader.

10. Residential Visits

It is expected that pupils intending to participate in Residential trips are attending School full time in the half term preceding the trip.

The Trip Leader is responsible for ensuring that suitable accommodation is used on residential visits. There will be separate male and female sleeping facilities for pupils and adults. Security arrangements, appropriate to the accommodation and environment, will be in force to stop unauthorised visitors. There will be an adequate number of supervisors on standby duty during the night.

On arrival at the accommodation, the Trip Leader will ascertain that appropriate fire safety arrangements are in place. He/she will check with the manager of the accommodation that fire alarms and fire exits are operational, and will instruct the group on emergency evacuation procedures.

11. Visits Abroad

The School's policy is that no student who has left the School (ie is off-roll) is allowed to participate in an International School trip that takes place after their last day in School. Exceptions may be made for members of the Upper Sixth at the Headmaster's discretion.

Any student who behaves in an inappropriate manner when on a school trip must accept that they may be required to leave the trip and cover all necessary costs, including additional staff expenses. It may not always be possible for a staff member to accompany the student on the return journey home. It would be a decision for the parents or guardians of the student concerned as to whether they would accompany their child on the journey home or fund another adult to supervise their child.

The School strongly recommends to Trip Leaders that visits abroad are organised through a reputable, properly licensed tour operator, who will take responsibility for arranging transport, accommodation, itinerary and other aspects of the trip. Where a licensed tour operator is used, or other external agencies for any specialist activities, the Trip Leader will check the licence of the operator. When an external operator is being used, the Trip Leader retains overall responsibility for the safety and wellbeing of the group at all times.

Where an external operator is not being used, the Trip leader must liaise with the AHCC and the Bursar to gain approval for the trip or visit.

Trip Leaders will be familiar with local customs and culture, currency, food and drink and emergency procedures, and will prepare students accordingly. He/she will ensure that students' passports and visas are in order, and that students who are not nationals of an EU member state will be able to re-enter the UK on return.

12. Emergency Procedures

Adults supervising an off-site activity have a duty of care to ensure that students are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would.

The Trip Leader would normally take charge in an emergency. When appropriate, he/she will alert the School through the pre-arranged school base contact or the Emergency Contact Card. At this time, the School's Critical Incident Management procedures will be implemented. These procedures are detailed in a separate document, but in essence involve the setting up of a Critical Incident Management Team on the School site which takes over management of the emergency.

13. Data Protection

All leaders are responsible for the safety and welfare of the pupils and as such will need to have access to personal data about the pupils, including special category data, when on a trip or visit. Such data should be stored locally, whenever possible, on School iPads, so that access is not dependent on a mobile/Wi-Fi signal. This ensures that, in case of loss, the data is access protected. It is acceptable to have a copy of the data on an encrypted memory stick as a backup.

It is acknowledged that there may be circumstances when this is not feasible, such as when working with staff/volunteers who do not have a School iPad, or when working in an environment without a source of power for an extended period of time. In such circumstances, it is acceptable for printed copies of the data to be produced. It is the responsibility of the trip leader to create and distribute appropriate lists as required and to ensure all lists are collected in at the end of the trip (or earlier if no longer needed) and securely destroyed.

Any non-staff member who is to be issued with any personal data must read the School's Data Protection Policy, and sign Appendix 1 thereof, prior to being issued with any personal data. The trip leader must stress to them the importance of keeping such data secure, alongside the action they should take if they were to lose control of the data.

In line with the Data Protection Policy, should any personal data be lost or mislaid during a trip or visit the trip leader must inform the Data Protection Lead at the earliest possible opportunity and provide updates if the data is returned.

Appendix 1: Duke of Edinburgh Staff Training

Appendix 2: Staff Holding NGB Awards

King Edward's related documentation:

Child Protection Policy
Pastoral Care, Behaviour and Discipline Policy
Critical Incident Management Plan
Minibus Use
Health and Safety Policy
First Aid Policy
School Parent Contract
Anti Bullying Policy
Substance Abuse Policy
Eating Distress and Eating Disorders Policy
School Regulations

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APPENDIX 1: DUKE OF EDINBURGH STAFF TRAINING

King Edward VI School has a large component of students enrolled in the DofE Award Scheme (circa 400+ at any one time) and is now an independent Directly Licensed Centre (DLC). In order to facilitate the availability of the Expedition Section to participants, it is necessary to maintain a standing register of suitably trained and qualified staff that are both competent, current and experienced in the expedition supervisor / trainer role.

The Expedition Supervisor plays a paramount role in the pastoral care and support of participants whilst undertaking their DofE Training, Practice and Assessment expeditions (often in remote wilderness areas). It is essential that a fully competent Expedition Supervisor has a thorough understanding of the following:

- The role of the Expedition Supervisor, Assessor and other adults involved in the delivery of the Expedition section.
- The process of remote supervision.
- The importance of emergency procedures.
- The duty of care held by the Expedition Supervisor.
- The DofE Award, including a full understanding of the Expedition section.
- Technical skills; particularly in the mode of travel, navigation, camp craft and first aid.
- People skills; including the ability to work well within a team and as an independent leader, the ability to relate to both young people participating in the Award and with other adults in a supportive manner.
- The Expedition Supervisor must be competent and fit enough to look after themselves in the outdoors in various weather conditions so that they are able to administer their duty of care to a team under their supervision.

Prior to starting down the Expedition Trainer route, staff should have an interest in the outdoors and have a basic understanding of navigation and camp craft skills coupled with a level of fitness able to undertake a full walking day carrying a “leader pack”.

The Award has a number of mandatory courses that must be attended to achieve “Expedition Trainer” status and these are as follows:

- DofE e-induction – successfully completed, with a printed letter of completion- via the DofE website
- DofE Introduction to the Award (ITTA). Usually this is an evening course – 2-4 hours
- DofE Expedition Supervisor Training Course (ESTC).

To enable staff to participate in the DofE Award Scheme they will be:

- Identified by Interview (on joining School) or volunteer.
- Approved by Head of Department to participate in the Award (the role will involve Holiday and Weekend participation – with further days away from the Curriculum in support of expeditions and Staff Training).
- Hold a current DBS Check and Child Protection Training via King Edward VI School.
- Attend the KES pre-ESTC training weekend on Dartmoor. This will both prepare for the ESTC and allow internal assessment of the colleague for suitability.
- In addition, staff will attain an “external” assessment of their capability – this can be in the form of National Governing Body (NGB) Awards (i.e. Mountain Leader (ML) / Hill & Moorland Leader (HML) (previously WGL) / Lowland Leader (LL) or the HCC Expedition Trainer (Burgate) Course.

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Various qualifications are required for certain roles whilst engaged on DofE Training and DofE expeditions as follows:

Role	DofE Qualifications		NGB Award	Remarks
DofE Award Manager	ESTC (Gold Trainer) & Mountain Leader	or	ML Qualified	
Expedition Leader New Forest	Minimum ESTC Bronze Trainer		ML/HML/LL Trained	
Expedition Leader Dartmoor	Minimum ESTC Silver Trainer		ML/HML Qualified	
Expedition Leader Other Area	ESTC Gold/Silver Trainer (dependant on level of Award) If in Wild Country this must be augmented by a NGB Award		ML Qualified Can be HML Qualified dependent upon terrain up to 600m	Elan Valley Peak District Lake District Other Mountainous Areas
Expedition Supervisor New Forest	Appropriate Level of ESTC (Bronze or Silver)		HML Trained	
Expedition Supervisor Dartmoor	Minimum ESTC (Silver)		HML Qualified	
Expedition Supervisor for areas above 600m or in mountainous terrain	N/A		Mountain Leader Qualified	

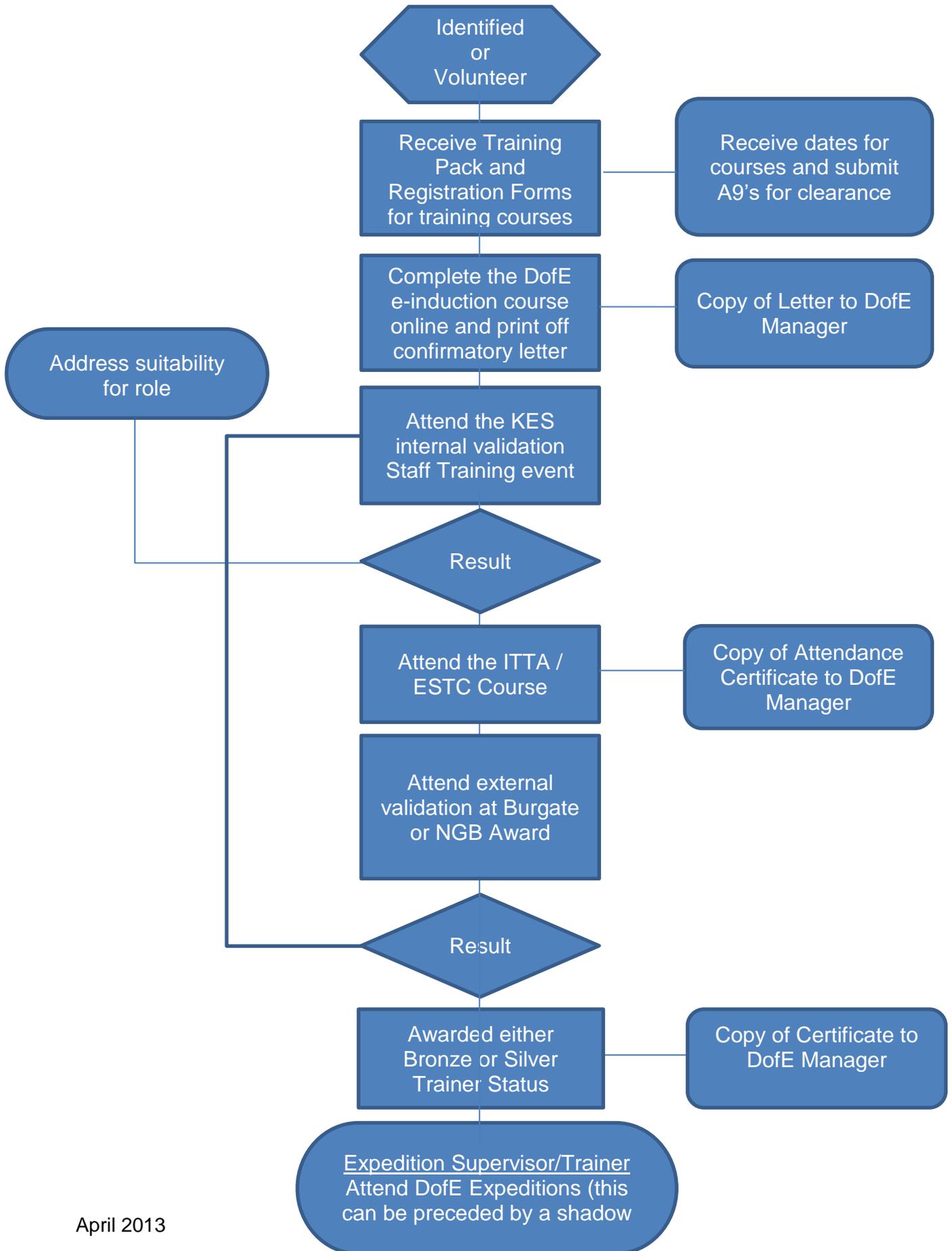
In order to offer the full remit of BRONZE, SILVER or GOLD expeditions to students, it is essential to hold the following minimum numbers of qualified staff to meet the demand of approx. 60 expedition teams annually:

Qualification	Minimum Staffing	Desirable
Expedition Supervisor / Trainer	30	Up to 40
Hill & Moorland Leader	2	Up to 6
Mountain Leader	4	Up to 6

Staff should be encouraged to enrol in NGB Award attainment as a defined appraisal of competence in the field. Activities that are in support of School events will be supported both financially and time-wise. Appraisals of competencies will have to be backed up by regular participation in expeditions and the individual's intention to remain current and up to date with best practice. This will mean regular refreshers in relevant subjects such as First Aid and as a minimum of every 5 years attendance on a NGB refresher course or attainment of further awards.

TRAINING RESOURCES / USEFUL LINKS

The DofE Website	www.dofe.org
Mountain Training England	www.mountain-training.org
The British Mountaineering Council	www.thebmc.co.uk
Lupine Adventure	www.lupineadventure.co.uk
HCC Outdoor Services	www.hants.gov.uk/education/outdoor-education.htm



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APPENDIX 2: STAFF HOLDING NATIONAL GOVERNING BODY (NGB) AWARDS POLICY

Those members of staff that hold NGB Awards pertinent for specific outdoor and adventurous activities hold a higher technical competence that has been proven and assessed by the relevant National Authority in that sphere of activity.

Certain Activities of an adventurous nature require a technical expert to lead that activity, and all KES trips and visits of the following activities must have a technical leader holding a relevant NGB Award. This can be a member of staff or a contracted technical expert utilised for the purpose of the activity:

Canoeing / Kayaking	Climbing (Wall and Rock)	Mountain Biking
Hill Walking	DofE Expeditions	Mountain Walking
Sailing/Water sports	Scrambling	Snow sports
Swimming	Worldwide Expeditions	
DofE Expeditions (not including Bronze/New Forest Expeditions)		

NGB Staff Responsibilities

Those staff who hold NGB Awards are responsible for the following:

- Ensuring that a copy of their Award Certificate(s) is held on their personnel file. Where refreshers or CPD events are attended, copies of certification should also be filed.
- Ensuring that they stay current with best practice and changes to their Award Scheme. (This may require attendance on refresher courses or CPD events which should be booked through the Assistant Head (Staff Development) (AHSD) and maintaining membership of their relevant governing body).
- Maintaining a log of their relevant experience.
- Maintaining and updating any associated First Aid qualification associated with their NGB Award.
- Ensuring that the remit of their Award is not exceeded; i.e. either by technical competence or the number of persons engaged in the activity.
- Promoting a professional demeanour at all times and assisting in the progression and updating of staff knowledge in that specialist field.
- Where KES funding is utilised for memberships/CPD/refreshers etc. the expectation is that the NGB Award is being utilised for KES activities and providing opportunities for KES students.

First Aid during Adventurous Activities

When staff and students are engaged on adventurous activities, they may be in areas of wilderness and remote from external support; i.e. pharmacies, doctors, hospitals and ambulance services. This should be identified in a risk assessment for the activity. Indeed these remote areas may mean that communication is difficult and excessive in time to obtain. In such circumstances it is reliant upon the Trip Leader and Technical Lead to advise upon the make-up of individual First Aid Kits which should be the responsibility of the student/parent to provide; i.e. it is common practice on DofE Expeditions that participants carry their own First Aid Kits with items they are most likely to need. This should be included in the "Letter to Parents" and online consent form at an early stage. Items to consider and advise upon include:

- Existing Medical Conditions.
- Any allergies; i.e. allergy to latex for plasters/barrier gloves.
- Common ailments during the activity; i.e. blisters, burns, headaches.

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There may be participants on the trip that have existing medical conditions that require the routine carriage of further medications not normally associated with First Aid Kits but that might be potentially life-saving during an incident; these might include:

- Asthma inhalers
- EpiPens and allergy medication
- Diabetic drugs and monitors
- Cardiac treatments

Where these drugs are held in the School Medical Room, the Trip Leader is responsible for taking this item as the “spare” and the participant should bring their normal medication / monitor for use during the activity.

Where students are carrying “potentially life-saving” drugs, it is expected that they will demonstrate the administration of the drugs to the whole team/party; the student may be reliant upon a member of their party to administer/access the device for them, particularly in remote areas. Staff should be included in this activity, but staff should also obtain further advice and guidance from the School Medical Room, should they require it.

NGB First Aiders and Medication

For members of staff who hold NGB Awards and the relevant First Aid qualification, they may be in possession of an enhanced First Aid Kit relevant to the remote nature and type of activity in which they are engaged. Where necessary and dependent upon the nature of the incident, it may be prudent for staff to offer elements of these (non-prescription but over the counter) drugs to facilitate a more comfortable situation for a casualty to alleviate pain or distress. This may include (but not confined to):

- Suitable painkillers/anti-inflammatory drugs (paracetamol/ibuprofen)
- Antihistamine drugs
- Burn treatment
- Dioralyte type (electrolyte) medicines
- Blister treatment
- Asthma inhalers

Where this is undertaken, staff should note the action taken for future reference.

Where the possibility of the above exists on any trip, the Trip Leader should ensure that it is made known to parents at an early stage in the covering letter of the trip.