

# THE HARVEY GRAMMAR SCHOOL



## EDUCATIONAL VISITS POLICY

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## Introduction

The Harvey has a long tradition of organising visits for the benefit of its pupils. In addition to myriad day visits of a curriculum and recreational nature, the school has organised an annual ski trip for over thirty years, football tours to the USA, cricket, hockey and basketball tours in this country and abroad, language exchange, cultural and historical visits. The school firmly believes in the educational value of these visits in providing its pupils with experiences outside the classroom and in a "real" environment.

Whether or not they are directly related to the curriculum, educational visits give young people the opportunity to develop confidence and responsibility in a setting often far removed from their own experience.

National and local government regulations govern the organisation, approval and management of all such visits, aimed at ensuring that they are a safe experience for all involved.

School visits have significant purpose and value in:

- Raising achieving by boosting self-esteem and motivation
- Developing key skills
- Developing social education and citizenship
- Promoting health and fitness

The scope of this document extends to **all** off-site school trips and visits, including sports fixtures taking place at other schools.

Further information can be obtained from <http://www.kelsi.org.uk/Curriculum/outdoor-education>

## Roles and Responsibilities

### Role of the Governing Body

The Governing Body should:

- Ensure that guidance is available to inform the school's policy, practice and procedures relating to the health, safety and welfare of pupils on school visits
- Ensure that the Headteacher and the Educational Visits Co-ordinator (EVC) are supported in matters relating to educational visits and that they have the appropriate time and expertise
- Ensure that it receives a report on school visits at each full governing body meeting
- Ask questions about a visit's educational objectives and how they will be met. Governors should not become directly involved in risk assessment and related matters unless they have an appropriate competence. Governors offering professional advice should be aware that their professional indemnity insurance is unlikely to cover them for unpaid advice
- Help to ensure that early planning and pre-visits can take place and that the results can be acted upon. Many ventures require an 18-24 month planning period
- Ensure that bookings are not completed until external providers have met all the necessary requirements
- Ensure that the Headteacher and the EVC have taken all reasonable measures to make all school trips fully inclusive

### Role of the Headteacher

It is good practice for the Headteacher to:

- Delegate tasks to the EVC, including the decision as to whether a visit should be approved at school level or referred for specialist advice from the purchased LA package (Evolve)
- Ensure that arrangements are in place for the governing body to be made aware of visits so that questions can be asked as necessary
- Ensure that visits are evaluated to inform the operation of future visits
- Check that the EVC has designated an appropriately qualified Party Leader for each trip. The Headteacher should make a judgement on a member of staff's suitability to lead a visit - discipline on an educational visit may, at times, have to be stricter than in the classroom
- Ensure that there is always a contingency plan (Plan B)
- Make time and resources available for staff induction and training
- Arrange for the recording of accidents and injuries, and use this information to inform future visits
- Help to ensure that accidents and near-accidents are properly investigated
- Ensure that staff are aware of and understand emergency planning and procedures
- Ensure that the school has emergency procedures in place in the event of a major accident on an educational visit
- Ensure that the school contact has the authority to make significant decisions. He or she should be contactable and available for the full duration of the visit 24 hours a day
- Ensure that the EVC briefs the leader and supervisors about the emergency procedures and that they have access to them during the visit
- Ensure that the EVC impresses upon parents the importance of providing emergency contact numbers, preferably more than one

#### Role of the Educational Visits Co-ordinator

The Educational Visits Co-ordinator (EVC) should:

- Approve visits or assign approval when appropriate through the purchased LA package (Evolve)
- Update the school calendar with educational visits
- Ensure there is rationale for the "when and how they occur" as well as the implications for the curriculum and management of the school's programme
- Ensure that the leadership of each visit is appropriate and that staff qualifications are current
- Ensure that adequate risk assessments have been carried out by the group leader for all aspects of a visit
- Ensure that all other relevant school policies are able to be successfully transferred to off-site visits and are used
- Ensure that the group leader liaises effectively with parents and that consent is current and based on detailed information
- Ensure that the school has emergency procedures in place and that the group leader knows who to liaise with should an emergency arise (Critical Incident Procedure VJA7 Appendix 12)
- Ensure that the school complies with the statutory requirements for reporting accidents
- Keep records of individual visits including reports of accidents and near accidents (in collaboration with the Premises Manager)
- Ensure that staff leading visits and using the school's minibus are qualified and following good practice (in collaboration with the Senior Leader responsible for staff training)
- Record good practice and obtain feedback from staff, learn from previous experience and use this knowledge to affect future visits
- Encourage feedback from pupils

#### Role of the Group Leader

Teachers organising and managing a school visit have a duty of care to the young people under their supervision. A higher duty is expected of teachers as a result of their specialised knowledge. The group leader has overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health safety and welfare. The group leader must:

- Be approved to carry out the visit, suitably competent and knowledgeable about school policies and procedures
- Plan and prepare for the visits and assess the risks
- Obtain consent and medical from parents
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do
- Ensure that pupils behave appropriately throughout the visit
- Ensure that all colleagues on the trip are aware of the supervision strategies, risk assessment and other considerations contained in this document

## Organising a Trip

### The Approval Process

All visits require approval in advance.

For certain visits, LA expertise and advice is sought before granting approval. This advice is sought via the EVC using the purchased Evolve package and applies to:

- Any activity that involves young people in residence away from home for one or more nights
- Trips abroad
- Any adventurous or unusual activity that is classified as potentially dangerous.

This includes trips to theme parks. The following activities are in this category (but this category is not limited to these):

Abseiling	Gliding	Potholing
Angling	High Ropes courses	Power Boating
Archery	Hill walking	Rafting
Assault courses	Horse Riding	Sailing
Balloonng	Initiative Courses	Skiing
Bungee Jumping	Land yachting	Snowboarding
Camping	Low Ropes courses	Sub Aqua / Snorkelling
Canal Boating	Motor sports	Surfing
Canoeing	Mountain Biking	Swimming
Caving	Mountaineering	Theme Parks
Climbing	Paintballing	Water skiing
Cycling	Parachuting	Windsurfing
Expeditions	Paragliding	Visiting the beach below high tide level
Flying	Pony trekking	

LA expertise and approval for such trips is via an on-line process through [https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=kentvisits](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=kentvisits) – Evolve. The EVC can provide a username and password to enable the group leader to complete the on-line documentation. **Note that the form must be submitted at least six school weeks prior to the trip taking place; 12 weeks for a**

**new provider and 12 weeks for an Overseas Expedition** – the LA’s approval system will not accept late applications.

Note too that the LA must be **notified** (approval is not required) of all trips that take place **outside Kent**, including those to London. Notification is made on-line via e-go and the EVC can provide information on this.

### Guidelines

The guidelines below are not intended to impede any colleague who wishes to organise a visit but aim to assist by providing a detailed checklist that should help eliminate problems. With the right sort of planning and investment of time and effort, a well-organised and successful visit can be achieved.

Note that the colleague organising the trip should take full responsibility for all aspects of the trip; the office will assist with the typing of letters and the collection and recording of payments, and may also be able to assist in obtaining coach quotes, booking coaches, ordering tickets, etc. There is an Educational Visits Checklist that helps colleagues to organise the trip and covers the stages below. See Appendix 14 (available on Staff Shared Area).

Accurate costing of the trip is vital and is the responsibility of the trip leader. Detailed costings should be obtained and prepared well in advance so that the amount requested from parents is as close as possible to what is required to cover costs. The trip leader should complete form VJF1 - Appendix 2 (obtainable from the Staff Shared Area) and submit it in advance of any financial commitments being made or letters being sent to parents.

Under no circumstances must a profit be intentionally made; if the trip does ultimately make a profit, refunds should be made to the parents of the boys involved.

The group leader must take into account:

- the costs of the school minibuses if they are used for the trip: allow £1 per mile per vehicle. Trips in the minibus to London have been agreed at £100 per minibus
- any consumables – paper, photocopying, etc
- staffing/cover costs
- insurance (£1 per pupil per day)

### **Stage 1**

1. Liaise with the teacher responsible for the School Calendar (**the visit should be planned sufficiently far in advance to allow for details to be included in the School Calendar for the forthcoming term**).
2. Identify the focus and learning objectives of the proposed visit and, if curriculum-based, its place within the programme of study.
3. Investigate the potential providers for the trip. All providers must have the LOTC badge (Learning Outside the Classroom). For details of this go to [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk).
4. Complete form VJA1 – Appendix 1 (available on Staff Shared Area) and submit to EVC. Form VJA1 requires the group leader to identify and make appropriate arrangements for any boys on the trip with Additional Education Needs.
5. Carry out a Risk Assessment (see below for guidance on how to do this) and discuss any health and safety issues with the EVC. The School Risk Assessment Proforma, Form VJA2 – Appendix 3, can be found in the staff shared area, together with other risk assessment templates that will be of use.

6. Consider how the visit will be staffed: the staff: pupil ratio for the various categories of visits is as follows:

Day Trip (in UK)	1:20
Residential visit (in UK)	1:15
Day Trip (abroad)	1:10
Residential (abroad)	1:10

7. A minimum of two staff are required for each trip – excluding sports fixtures.
8. Advise the member of staff in charge of cover of staff absences how many staff will be going on the trip.
9. Prepare a budget and submit outline proposals on form VJF1 – Appendix 2 (available on Staff Shared Area) to the EVC & Bursar for approval.
10. The Finance officer can assist colleagues obtaining costs for the visit, e.g. venue and travel costs (including train and coaches).
11. On the completion of the above approval may be given.
12. Make provisional bookings for transport, e.g. hire of coaches or School minibuses, and any sites/venues that need prior arrangements.
13. Gain LA advice and approval for all residential trips at least 6 weeks prior to the trip taking place – the LA's approval system will not accept late applications. For approval please go to [https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=kentvisits](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=kentvisits). The EVC can provide a username and password.

## Stage 2

1. Arrange for a letter to parents outlining details of the proposed visit and arrange for its distribution, together with the Consent and Medical Form. This must be sent to KAB (Director of School Support) for checking and then distribution via the school office – not to be done by individual members of staff.
- NB. A Consent and Medical form will only need completing for trips that are not local (outside of Shepway) and involve residential stay or are adventurous activities as specified on page 5. The general consent and medical form will cover all other activities (including sports fixtures), however, parents must be informed of the trip and the general consent and medical form be referred to in the information to parents. See form VJA3 – Appendix 4 (available on Staff Shared Area) for the consent and medical form and Appendix 5 for the general consent and medical form.*
2. If the trip is residential it is important that the Terms and Conditions are presented in the letter. For example, the cost incurred if a parent were to cancel before departure.
3. The Finance Department will set up payment for the trip on Wisepay.
4. Ensure that the visit is financially viable and that all monies are paid in to the School Office as soon as possible and ALL before the visit takes place.
5. The visit leader should continually liaise with ACM and Finance Department regarding funds coming into school and monitor the trip balance. In addition, they should confirm when the Finance department are required to pay instalments (especially to tour operators). This is important, as often discounts are often given when paying early!

6. Refer any problems with the return of Consent and Medical Forms or financial hardship to the EVC.
7. **At least two weeks before the trip**, advise the Director of School Support of staff absences and provide a list of non-participants from whole year group visits and details of the work that they will do in School while the visit takes place.
8. Ensure that any support staff accompanying the trip have permission from the Line manager and that of the Director of School Support.
9. **At least a week before the trip**, the group leader must inform the Catering Manager [harvey@innovatefood.co.uk](mailto:harvey@innovatefood.co.uk) and [pwhelan@harveygs.kent.sch.uk](mailto:pwhelan@harveygs.kent.sch.uk) of the number of boys on the visit who would normally take lunch in the School Diner. The group leader must also inform the Catering Manager if any boy going on the trip has is in receipt of free school lunches, as lunch must be collected on the morning of the trip.
10. Ensure that appropriate insurance cover is in place. This may include RPA insurance or that arranged by the travel operator. In light of the COVID-19 pandemic the school will examine closely the criteria offered in such insurance and whether that meets the risk to pupils and staff, and financially for the school. The School Insurance Form can be found in the staff shared area and see Form VJA5 – Appendix 9 when completed, e-mailed to: [nbristow@harveygs.kent.sch.uk](mailto:nbristow@harveygs.kent.sch.uk). Details required are: date of trip, location, number of students and staff. Keep a hard copy of the notification sent (the EVC will register the trip for insurance purposes but will not acknowledge this).
11. If the trip involves visiting areas outside of Kent and/or passing through London, notification must be submitted to KCC via the Evolve on-line system.
12. Arrange for the printing of any necessary materials (with costs being charged to the visit).
13. Confirm transport arrangements and any site/venue bookings.

### Stage 3

1. Confirm arrangements in writing with parents and, if necessary, devise an emergency contacts pyramid.
2. Ensure there is a named contact person at school for the trip – including sports fixtures.
3. If the trip is abroad, ensure that each participant on the trip provides the School Office with a valid passport. The office will issue each boy with a receipt for the passport, take a photocopy of the passport, and hold the passport securely in the safe until required for the trip.
4. The visit leader should advise the Finance Department how much cash they wish to take and currency (if abroad).
5. Email a list of participants to all staff and provide the School Office with a copy (if Sixth Form please email a list to the 6<sup>th</sup> Form Manager).
6. Ensure that all staff on the visit log full instructions for any lessons affected using Talisman. The work set should be in line with the appropriate Scheme of Work, should be sufficient in quantity, and should include details of any homework scheduled for that occasion.
7. Allocate supervisory responsibility to each adult for named pupils and ensure that each adult knows which pupils they are responsible for.
8. Ensure that each pupil knows which adult is responsible for them.

9. Ensure that all adults understand that they are responsible to the group leader for the supervision of the pupils assigned to them.
10. Brief the staff involved about all the arrangements and any necessary information on pupils' medical conditions.
11. If the trip is a residential one, hold a meeting for parents to make them aware of the arrangements for the trip and the expectations involved.
12. Brief the pupils on all the arrangements including:
  - Departure and return times
  - Uniform (including anticipation of inclement weather)
  - Packed lunch
  - Work materials required
  - Pocket money guidance
  - Standards of work and behaviour expected
  - Contact number of a member of staff on the trip in case of emergency
13. If a refund is required before departure the visit leader and Finance Department must liaise and pass on parent bank details to the Finance department.

#### **Stage 4**

1. On the day of the visit itself:
  - Notify the School Office of any absentees before leaving
  - Collect Consent & Medical Forms from the School Office (this may be needed to be done before the departure date if it is on a weekend or during the holidays)
2. Make sure that you have with you:
  - Group lists
  - Critical Incident contact numbers and VJA6 and VJA7 missing pupil document / emergency procedures and action card
  - Record of Medicine Administered to an Individual Child Forms (VJA8)
  - Parental emergency contact numbers (consent and medical form)
  - Risk Assessment
  - Passports (including staff!) and photocopies of passports
  - First aid kit
  - Insurance details
  - Mobile phone – photos can be taken on this device and no personal devices should be used
  - Fuel card (if required for school minibus)
  - Cheque/cash for admission fees if required
  - Cash/credit card for any unforeseen expenses
  - Sick bags/refuse bags for litter
3. Ensure that the pupils are adequately supervised throughout the visit: on coaches, staff should be deployed both at the back and at the front.
4. With fieldwork, ensure that staff presence is visible and that pupils are encouraged to keep on task.

#### **Stage 5**

1. On completion of the visit:

- The visit leader should complete form VJF2 (Appendix 7) – Trip reconciliation with the Finance Department.
- Take any receipts and unpaid bills to the School Finance Office
- Return Consent and Medical Forms to the School Office for safe disposal.
- Complete a brief evaluation of the visit on Form VJR1 – Appendix 6 (obtainable from the Staff Shared Area), including any issues relating to safety, and hand to the EVC.
- Using Form VJR2 – Appendix 7, ensure that a selection of pupils provide feedback on the trip (also to be handed to the EVC).

## Sports Fixtures

Requirements for staff taking sports fixtures or any other off-site sporting activity:

1. The team sheet or list of pupils taking part in the off-site activity must be submitted to the office 48 hours before the fixture. The office must be informed of any amendments before departing for the fixture.
2. Risk assessments for sports fixtures must be updated regularly. A risk assessment for each sports fixture is not required.
3. A Consent and Medical form is required for all pupils participating in the sports fixture. (The annual pupil General Consent and Medical form)
4. A copy of all pupils Consent and Medical form taking part in the sports fixture must accompany the member of staff in charge. *N.B. The Consent and Medical form has important medical information that may be required in case of injury.*
5. Ideally, members of staff should be First Aid trained.
6. A first aid kit must be taken to all sports fixtures and other off-site sporting activities.
7. Members of staff should remind pupils to take their own water bottle for a sports fixtures and other off-site sporting activities.

## Supervision

The group leader is responsible overall for the group at all times. In delegating supervisory roles to other adults in the group, it is good practice for the group leader to:

- Allocate supervisory responsibility to each adult for named pupils
- Ensure that each adult knows which pupils they are responsible for
- Ensure that each pupil knows which adult is responsible for them
- Ensure that all adults understand they are responsible to the group leader for the supervision of the pupils assigned to them
- Ensure that all adults and pupils are aware of the expected standards of behaviour
- Ensure that all pupils are adequately supervised at all times. This includes if a pupil is unable to take part in an activity, due to injury, illness or any other valid reason, a member of school staff must accompany him at all times.

It is good practice for each supervisor to:

- Have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities
- Carry a list/register of all group members
- Directly supervise the pupils, particularly when they are mingling with the public and may not be easily identified

- Regularly check that each member of the group is present
- Have a clear plan of the activity to be undertaken and its educational objectives
- Have the means to contact the group leader/other supervisors if in need of help
- Have prior knowledge of the venue – the group leader should normally have made an exploratory visit
- Anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the pupils do, and acting promptly where necessary
- Continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the sustainability of the prevailing conditions
- Be competent to exercise appropriate control over the group, and to ensure that pupils abide by the agreed standards of behaviour (prior to any visit, serious consideration should be given to not inviting pupils whose behaviour in school is such that they may be a risk to themselves and others on a school visit)
- Clearly understand the emergency procedures and be able to carry them out
- Have appropriate access to First Aid

Each pupil should:

- Know who their supervisor is at any given time and how to contact him or her
- Have been given clear, understandable and appropriate instructions
- Rarely if ever be on their own
- Alert the supervisor if someone is missing or in difficulties
- Have a meeting place to return to, or an instruction to remain where they are, if separated
- Understand and accept the expected standards of behaviour

#### Head Counts

- Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. It is good practice for all supervisors to:
- Carry a list/register of all pupils and adults involved in the visit at all times
- Ensure that pupils are readily identifiable – when appropriate, school uniform can help identify group members more easily
- Avoid identification that could put pupils at risk, e.g. name badges
- Ensure that all pupils are aware of rendezvous points
- Ensure that all pupils know what to do if they become separated from the rest of the group

#### Remote Supervision

Supervision can be close or remote but is always 24 hours. Close supervision occurs when the group remains in sight and contact of the supervisor. Remote supervision occurs when, as part of planned activities, a group works away from the supervisor but is subject to stated controls. The supervisor is present but not necessarily near or in sight, but his or her whereabouts are known.

Down time (or recreational time) – for example during the evenings – may involve close or remote supervision, but should not be unsupervised, i.e. the supervisors continue to be in charge.

It is essential that everyone involved in the visit understands the supervision arrangements and expectations.

When supervision is remote:

- Groups should be sufficiently trained and assessed as competent for the level of activity to be undertaken, including first aid and emergency procedures.
- Pupils will be familiar with the environment or similar environments and have details of the rendezvous points and times
- Clear and understandable boundaries must be set for the group
- There must be clear lines of communication between the group, the supervisors and the school. Do not rely exclusively on mobile phones.
- There should be a recognised point at which the activity is completed
- There should be clear arrangements for the abandonment of the activity where it cannot be safely completed.

### Downtime

The group leader must ensure that pupils continue to be properly supervised during downtime before, between and after activities, including the evenings on residential visits. A group occupied in study or activity is far safer than a group left to its own devices in an unfamiliar environment. Too much unstructured free time in a residential programme can lead to mischief, bullying, homesickness and wandering off from the body of the group.

It is good practice to:

- Ensure that all staff and pupils understand the standards of behaviour that apply at all times, not just during activities
- Ensure that handover between activities is properly supervised, with a named supervisor responsible for the group if there is a down-time between activities
- Ensure that all supervisors understand their supervisory role continues in the evening – however hard a day it has been, that is not a time to relax in the bar or in front of the TV
- Use downtime in the evening or at the beginning of the day to brief the group on the planned activities for the day to come

### Night time

The group leader must ensure that:

- Room allocations are determined and made known before the trip takes place
- The group's immediate accommodation is exclusively for the group's use
- Staff have sleeping accommodation on the same floor(s) immediately adjacent to the pupils' accommodation
- There is a member of staff present on that floor whenever the pupils are there
- Child protection arrangements are in place to protect both pupils and staff
- Where the hotel/hostel reception is not manned 24 hours a day, security arrangements are in place to prevent unauthorised visits. In the absence of 24 hour staffing of reception, external doors and windows must be secure against intrusion
- Where possible, internal doors are lockable but staff must have reasonable access to the pupils' accommodation at all times
- All staff and pupils know the emergency procedures and escape routes in the event of a fire. Ensure that all fire doors function properly.
- Smoking/alcohol bans are observed

### Travel

A driver cannot safely drive and supervise pupils at the same time. Group leaders must ensure that:

- Transport in road vehicles has seat belts and that the pupils wear them

- There is adequate supervision at all times when travelling
- Supervisors have reserved seats that enable them to supervise effectively. On coaches, there should be supervisors at the back of the vehicle as well as at the front
- Pupils are supervised when boarding and leaving
- Extra care is taken when leaving a vehicle in a country that drives on the right as the doors may open on to the road side.
- Standards of behaviour are met at all times and in particular that drivers are not distracted.
- Smoking/alcohol bans are observed
- Evacuation procedures are clearly understood by everyone, luggage is securely stored and emergency exits are kept clear
- There are adequate rest stops for the drivers
- Head counts are carried out when the group is getting off or onto transport
- When organising a trip that involves booking a coach, only approved coach operators should be used. The EVC has details of coach operators that have provided the school with details of their safety procedures.

### Risk Assessment

**There is no such thing as “zero risk”!** All school visits carry some element of risk and it is the responsibility of the group leader to identify the risks. Most accidents occur in low-risk situations.

A risk assessment **MUST** be completed for all trips using the School Proforma – VJA2 – Appendix 3.

**The group leader cannot devolve risk assessment.** If the group is travelling by coach, the group leader must ensure that the coach operator has effective risk assessments and safety managements systems in place. The EVC has a list of local coach operators that have provided the school with this information. When buying a package from a tour operator, it is the group leader’s responsibility to ensure that the tour operator is:

- Fully ABTA & ATOL bonded
- Has risk assessments in place appropriate to the activities being undertaken
- Uses accommodation with effective and current fire safety procedures

Risk assessment is a process that should involve:

- Looking for and at the possible hazards
- Identifying the risks
- Putting appropriate control measures in place
- Checking if anything else is required

Pupils can also be involved in the risk assessment. This can make them better informed and be less at risk – bear in mind, however, that pupils may have an exaggerated opinion of their own ability! Risk assessment does not end when the visit begins. Changes to the itinerary, changes to the weather, incidents, illness – any or all of these may bring pupils face to face with unexpected hazards or difficulties and give rise to the need to re-assess risk.

The group leader prepares ongoing risk assessments when the visit is taking place. These normally consist of judgements and decisions as the needs arise. They are not usually recorded until after the visit.

On a residential visit, it is good practice to have briefings each night to take stock and assess the circumstances for the next day, and to spend time early the next morning explaining arrangements to the pupils.

The school has a standard risk assessment proforma (Form VJA2 – Appendix 3). There are several sample risk assessments in the staff shared area and it is strongly advised that members of staff can use these risk assessments to write their own risk assessment.

Several tour operators now supply a risk assessment for the school visits and journeys they organise; members of staff should not use these exclusively but they should supplement the school risk assessment.

### Emergency Procedures

By their nature, emergencies are usually unexpected. However, careful planning can mitigate the trauma of being caught up in an emergency. The school has adopted the 'Good Practise' guidance from Outdoor Education Advisers' Panel (OEAP). It is good practice for the group leader to:

- Read the documentation in the Critical Emergency Action Plan Documents Folder in the Trips and Visits Folder
- See appendix 12 for VJA7 emergency action card and checklist
- Print and read the following documents
  - Off Site Visit Emergencies: Guidance for Leaders ([HYPERLINK](#))
  - Visit Leader Emergency Action Card 1 ([HYPERLINK](#))
  - Emergency Action Card (for note taking) ([HYPERLINK](#))
- Agree an emergency action plan, which includes 24 hour (i.e. constant cover) contact points at the school and clear roles for the group leader, school contact and Leadership Team, e.g. managing media interest, supporting parents of an injured pupil, transport arrangements, etc.
- Ensure that the school's EVC, as well as the school contact for the trip, has copies of all relevant documentation, e.g. lists of participants, emergency contact numbers of parents, tour operator's details, etc.
- Ensure that all members of the group know what to do in an emergency
- Hold regular briefings with supervisors to discuss issues for the next day
- Hold, or ensure that other staff hold, up-to-date competence in first aid and other life saving competence as necessary for the activities
- Ensure that the first aid kit carried on the trip is properly stocked and accessible
- Ensure that all pupils' medical needs are known and that staff are competent to handle them – a pupil must not be excluded from a school trip because of a medical condition/disability
- Recognise that many of the health problems of pupils on longer trips are caused by lack of sleep, food or liquid

The School Office / EVC / Emergency First Contact will have a copy of:

- First Contact Emergency Action Card ([HYPERLINK](#))

The EVC / Headteacher:

- Emergencies and Critical Incidents –An Overview ([HYPERLINK](#))
- Establishment Management Emergency Action Card ([HYPERLINK](#))

Other safety considerations:

- If appropriate, advise pupils about the dangers of over-exertion in the heat and of dehydration, which can cause headache, dizziness and nausea.
- In warm climates, keep fluid levels high, take extra electrolytes and wear loose, lightweight clothing – preferably made of cotton or other natural fibres – and use suitably factored sun protection creams and sun hats/glasses

- Member of staff should complete VJA8 Form - Record of Medicine Administered to an Individual Child – when first aid has been given. This also includes medicines given to members of staff by parents for their child to take on the trip; either in an emergency or not.
- If abroad, know where the nearest British Embassy or Consulate is located and the telephone number. Depending on the age group of the pupils, it may be appropriate to ensure that they have this information.
- If a pupil is unable to take part in an activity, due to injury, illness or any other valid reason, a member of staff must accompany him at all times.

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The main factors to consider include:

- Establish the nature and extent of the emergency as soon as possible
- Ensure that all the group are safe and looked after
- Establish the names of any casualties and get immediate medical attention
- Ensure that a member of staff accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together
- Notify the police if necessary
- Ensure that all group members who need to know are aware of the incident
- Inform the school contact and tour operator as appropriate. The school contact number must be accessible at all times during the visit.

Details of the incident to pass on to the school contact should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be take (and by whom).

The school contact should notify all parents of pupils on the trip, giving as much factual information as possible. In addition, it is important to:

- Notify insurers, especially if medical assistance is required. The Harvey Grammar School Academy insurers provide an emergency contact number, which should be available to the group leader and the school contact
- Notify the British Embassy/Consulate if the emergency occurs abroad.
- Obtain phone numbers for future calls. Do not rely exclusively on mobile phones
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence (which can be recorded on film if appropriate)
- Keep a written account of all events, times and contacts after the incident – Use the Emergency Action Card ([HYPERLINK](#)) See VJA7 Appendix 12
- Complete an accident report form as soon as possible (in some circumstances, this may be done back at school) and return to the Premises Manager and a copy to the EVC
- Ensure that no-one in the group speaks to the media. It may be necessary to instruct pupils not to use mobile phones. Under no circumstances should anyone divulge names of those involved in the incident to the media, as this may cause distress to families. All media enquiries should be referred to a designated media contact back at school – please refer to the school’s Critical Incidents Procedure.
- Ensure that no-one in the group discusses legal liability with other parties, or signs anything relating to accident liability without clear advice from The Harvey Grammar School Academy’s insurers.
- Keep receipts for any expenses incurred – The Harvey Grammar School Academy’s insurers will require these.

It is recommended that the Visit leader take a copy of the Emergency Action Card provided by the Outdoor Education Adviser' Panel – see Appendix 12

## Other Considerations

### School Uniform

School uniform should normally be required of all pupils going on a day trip; this should be specified in the letter that is sent to parents. It is much easier to identify a boy in uniform - for whatever reason. It also saves endless debate on what is acceptable clothing if all boys know the familiar and precise requirements.

If a trip or visit is organised where it is impractical for pupils to wear uniform, for example Geography fieldwork, pupils should be briefed on what is appropriate and safe. Should pupils be required to attend school before going on the trip, and have no opportunity to go home to change, boys should wear clothes as close as possible to the requirements of school uniform or bring their "trip wear" to school and change before departure.

### Specific Activities

Note that activities such as farm visits, trips to coastal or water-based locations, ski trips, visits taking place to areas where there are extremes of weather, etc. have special requirements. These always be discussed with the EVC in advance of a trip being planned.

### Exchange Visits

Special guidance is available for Exchange Visits. Please see the EVC for information.

### Criminal Records Bureau Disclosures

Checks must be carried out on volunteers and staff who will have regular contact with pupils on school visits, and on adults involved in residential trips. Contact details are available on

This does not mean that every volunteer who helps to supervise an educational visit will have to obtain a disclosure – the EVC can provide advice on this.

### Accidents

Any accident or injury that occurs on a school trip should be record on The Harvey Grammar School – Accident Report Form. This can be found in [S:\GENERAL\Health & Safety Including Fire\Accident Forms](#) and returned to the Site Manager.

### Pupils with Additional Needs

Pupils with Additional Needs must be given every opportunity to participate in trips and visits – they must not be excluded because of their needs. **The member of staff responsible for the trip must carry out an individual risk assessment for the student concerned, taking advice from the SENCO.** The pupil may require a member of staff to be designated to cater solely for his needs on the trip – the financial implications of this will need to be discussed with the pupil's parents.

### Behaviour

The school's Behaviour Management Policy allows for the school to withdraw a pupil from a school trip as a response to poor behaviour. The member of staff organising the trip should discuss this course of action

with the Deputy Headteacher and relevant Head of House before notifying the pupil and his parents of the school's decision.

### Medication

On occasions, permission may be given to staff on a school trip to distribute medicine to a specific pupil at the consent of their parents. This should be recorded on the form VJA8 Record of Medicine Administered to an Individual Child (**appendix 13**). This includes other medicines such as paracetamol.

### Drinking, Drugs and Smoking

While not all young people smoke, drink regularly or misuse drugs, some do; and, if they do, this could manifest itself on an off-site visit, especially a residential one. Also some young people may be tempted, either through curiosity or peer influence, to use opportunities presented on a residential visit to experiment with these substances.

The misuse of drugs, alcohol and tobacco can be the cause of accidents but so too can be attempts to hide such misuse.

It is important to be aware that the law on purchase and use of legal substances varies from home nation to home nation within the UK, and from country to country abroad. Likewise the sanctions for possession and use of illegal substances can vary widely. Ignorance of the law of the country you are visiting is no defence, and the sanctions may be heavier than you expect.

Smoking is banned for all pupils on a school trip. School staff should ensure that they smoke discreetly and in a way that has no impact on their carrying out their responsibilities or on the smooth running of the visit.

Drinking is banned for all pupils on a school trip. Alcohol consumption by anyone over the age of 18 (participants, helpers or leaders) should be discussed and agreed in advance, taking into account the following:

- The negative effect of alcohol on the ability of:
  - leaders or helpers to carry out their responsibilities, including in an emergency; and
  - participants to take part in the visit.
- The need for a sufficient number of alcohol-free leaders to provide effective supervision, including in an emergency.
- The time taken after drinking for someone to be free of the effects of alcohol.
- The legal position relating to alcohol consumption (e.g. legal limit for driving) of the group's home country and any country to be visited.
- Whichever is the most restrictive must be adhered to.
- The message that alcohol consumption by over-18s might send to under-18s on the visit.

If leaders are to drink alcohol then:

- There should be sufficient leaders to allow some to be 'off duty' without adversely affecting supervision levels.
- Those who do drink should do so in moderation and be fit to return to duty at the appropriate time. Note that the body will take up to 3 hours to process the alcohol in one large glass of wine or a pint of strong beer. Drink driving limits is recommended.
- The duty rota should not unfairly penalise any leaders who choose not to drink.

When travelling abroad all leaders and participants should be aware of local laws and customs relating to alcohol. Local laws should always be followed where they are more restrictive than the laws of the UK or the agreed visit rules.

The use of volatile substance abuse (VSA), legal highs and illegal drug is clearly banned on school trips and this should be clear to all leaders, participants and helpers before departure.

## APPLICATION FOR SCHOOL VISIT (VJF1)

### Section A

Please complete and return to NB, together with a Risk Assessment, Form VJF1 and a copy of the letter you plan to send to parents before making any arrangements for the visit. See also the Educational Visits Policy in the staff shared area: \\staff2\Staff Shared Documents\GENERAL\TRIPS & VISITS

<b>Date(s) of Visit</b> ( <i>please discuss suitable dates with SN &amp; NB, bearing in mind other school commitments and cover implications</i> ):
<b>Destination(s):</b>
<b>Purpose:</b>
<b>Time of Departure from School:</b>
<b>Time of Arrival back at School:</b>
<b>Mode(s) of Transport</b> ( <i>if planning to hire a coach, please check with NB that the coach operator has been approved for school use</i> ):
<b>Number of students / Year groups involved:</b>
<b>Names of Staff/AOTTs accompanying:</b>
<b>Member of Staff organising the Visit:</b>
<b>Contact Person (and tel. no.) at home / school in case of Emergency:</b>

### Section B

This section will be completed by NB and returned to the Member of Staff organising the visit

<b>The Visit is approved</b>
<b>The Visit is approved subject to:</b>
<b>Signed:</b> <span style="float: right;"><b>Date:</b></span>

### Section C

This section should be completed by the Member of Staff organising the Visit and returned to NB at least three weeks prior to the Visit taking place

<b>Parental Consent &amp; Medical Forms issued and returned?</b>
<b>Insurance Cover arranged? (please attach copy e-mail)</b>
<b>Number of Students who would normally have lunch in Harvey's Diner on the day(s) of the Visit (<i>please be accurate</i>)</b>
<b>Pupils with Additional Needs</b>

**STUDENTS WITH ADDITIONAL NEEDS**

*(This section may follow later when composition of the group is known)*

<b>1</b>	<b>Name of Student</b>  <b>Tutor Group</b>  <b>Additional Needs:</b>    <b>SENCO notified?</b>
<b>2</b>	<b>Name of Student</b>  <b>Tutor Group</b>  <b>Additional Needs:</b>    <b>SENCO notified?</b>
<b>3</b>	<b>Name of Student</b>  <b>Tutor Group</b>  <b>Additional Needs:</b>    <b>SENCO notified?</b>
<b>4</b>	<b>Name of Student</b>  <b>Tutor Group</b>  <b>Additional Needs:</b>    <b>SENCO notified?</b>
<b>5</b>	<b>Name of Student</b>  <b>Tutor Group</b>  <b>Additional Needs:</b>    <b>SENCO notified?</b>

## VISITS & JOURNEYS FINANCIAL STATEMENT FOR PROPOSED TRIP (VJF2)

This form should be completed & authorised before firm bookings are made. Note that any shortfall of income may need to be covered from the department's budget

<b>Proposed Trip:</b>	
<b>Date of Trip:</b>	
<b>Year Group/Form(s):</b>	
<b>Number of Students:</b>	
<b>Trip Organiser:</b>	

(please complete all applicable sections)	Cost:
Admission/Tickets (@ £            per person):	
Coach costs: please name Coach Operator: _____	
Train Costs: please name Train Operator: _____	
School Minibus Costs (@ £1 per mile):	
Minibus Costs if not using school bus: please name Hire Company: _____	
Insurance Costs (@ 50p per person)	
Accommodation (if applicable): please name accommodation provider: _____	
Reprographics:	
*Other Expenses (please specify):	
<b>Total Cost of Trip:</b>	

<b>Divide Total Cost of Trip by number of students participating to give cost per student:</b>	
--	--

<b>Organiser:</b>	<b>(signature)</b>	Date:
<b>Authorised by:</b> <b>(NB signature)</b>		Date:
<b>Head of Department (if applicable):</b>	<b>(signature)</b>	Date:



**RISK ASSESSMENT PROFORMA (VJA2)**

**Group Leader:** \_\_\_\_\_

The group leader should complete this form as soon as possible once the preparations are complete. The group leader should have already received approval of the proposed visit in principle and should have regularly updated the Educational Visits Co-ordinator (EVC) on progress of the preparations. The group leader should obtain parental consent, using The Harvey Grammar School Consent Form.

When approval is given, one copy should be retained by the EVC and another by the group leader. The EVC should be informed of any subsequent changes in planning, organisation, staffing. If required, the Group Leader with guidance from the EVC should seek approval from the Head, School Governors or LEA.

**1. Purpose of the visit and specific educational objectives:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Places to visited:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Dates and times:**

Date of Departure: \_\_\_\_\_ Date of Departure: \_\_\_\_\_  
 Time: \_\_\_\_\_ Time: \_\_\_\_\_

**4. Transport arrangements:** Include the name of the transport company and vehicle registration number(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. Organising company/agency (if any):** Include licence reference number if the body is registered with Adventure Activities Licensing Authority.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Licence No. if registered: \_\_\_\_\_

**6. Proposed cost and financial arrangements:**

See VJF1 Form

\_\_\_\_\_

\_\_\_\_\_

**7. Insurance arrangements for all members of the proposed party, including voluntary helpers:** Include the name of the insurance company:

Insurance Cover: \_\_\_\_\_ Policy No: \_\_\_\_\_  
 Address: \_\_\_\_\_

**8. Accommodation to be used:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Tel: \_\_\_\_\_  
 Name of head of centre (if available): \_\_\_\_\_

**9. Details of the programme of activities:** Continue on separate sheet if necessary.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**10. Risk Factor A\* - Details of Hazards, Effects of Hazards, Action to reduce the risk, Hazard Level: A\***  
 Hazard Level: High (H), Medium (M), Low (L)

No.	Significant Hazards	Effect of Hazards	Action to be taken to reduce the risk	Hazard Level
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

*Add more boxes as required.*

**11. Risk Factor B\* - Risk Factor Criteria:** Add in the relevant numbers from above.

Likely/Frequent: High (H) - Probable: High (H) –  
 Possible: Medium (M) – Remote: Low (L) - Improbable Low (L)

Frequency		No.
Likely/frequent	Occurring repeatedly, very likely to happen	
Probable	Anticipated – will occur several times	
Possible	Could occur some of the time	
Remote	Unlikely but conceivable	
Improbable	So unlikely that probability is close to zero	

**12. Risk factor criteria:** Use Hazard level from previous page (A\*) and Risk factor from previous page (B\*) to determine the overall risk from this table and place it against the hazard No.:

A*		B*			A*		B*			A*		B*		
H	+	H	=	H	M	+	H	=	H	L	+	H	=	M
H	+	M	=	H	M	+	M	=	M	L	+	M	=	M
H	+	L	=	M	M	+	L	=	M	L	+	L	=	L

<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>		<b>5</b>	
<b>6</b>		<b>7</b>		<b>8</b>		<b>9</b>		<b>10</b>	

*Add more boxes as required.*

**13. Names and relevant qualifications and specific responsibilities of other adults accompanying the party:**

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**14. Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of emergency.**

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**15. Existing knowledge of places to be visited and whether an exploratory visit is intended:**

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**16. Size and composition of the group:**

Age range: \_\_\_\_\_

Number of boys: \_\_\_\_\_ Number of girls: \_\_\_\_\_

Adult to pupil ration: \_\_\_\_\_ Leader/participant ratio: \_\_\_\_\_

**17. Information on parental consent:**

Information on whether the group leader has received all consent forms duly completed and signed (parental consent may precede or follow approval):

\_\_\_\_\_

Please attach copy of information sheet sent to parents, the parental consent form, and the risk assessment form.

**18. Names of pupils with special educational needs or medical needs:**

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**19. The Group Leader should continually risk assess whilst on the visit.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Group Leader Full Name: \_\_\_\_\_

**THE HARVEY GRAMMAR SCHOOL – CONSENT AND MEDICAL FORM**

<b>DETAILS OF SCHOOL ACTIVITY:</b>	
<b>DATE/S:</b>	

<b>SON'S NAME:</b>		<b>SON'S FORM:</b>	
--------------------	--	--------------------	--

*Please note that it will not be possible for your son to participate in the activity detailed above unless all sections of this Form are accepted without modification.*

- I acknowledge receipt of the information relating to the above mentioned school trip and wish my son to be allowed to take part. I agree to him taking part in any or all of the activities proposed on the conditions described below.

<b>Signed:</b>		<b>Date:</b>	
----------------	--	--------------	--

- Appropriate insurance cover is in place for the visit. Please note that this does not cover personal belongings or effects unless stated on the visit information letter.
- I understand that the staff and helpers in charge of the members of the group will take all reasonable care for the health and safety of my son.
- I have ensured that my son understands that it is important for his safety, and the safety of the group, that he obeys any rules and instructions given by the staff in charge, and those set out in the school behaviour policy. In addition, I have ensured that my son is aware that he must take reasonable care for his own equipment during the course of the above school activity.
- I agree to my son receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. Where appropriate, I have provided immediately below a description of any medical condition/s from which my son is currently suffering:

<b>Medical Condition(s):</b>	
------------------------------	--

- In an accompanying letter, please provide as full details as possible about any special medical treatment which might be required, together with information about any medication currently being taken by your son.

<b>Signed:</b>		<b>Date:</b>	
<b>Name:</b>			
<b>Address:</b>			
<b>Telephone Number/s during the relevant period:</b>			
<b>Home:</b>		<b>Work:</b>	
		<b>Mobile:</b>	
<b>GP Name:</b>		<b>Surgery:</b>	
		<b>Tel No:</b>	

THE HARVEY GRAMMAR SCHOOL – CONSENT AND MEDICAL FORM

SCHOOL REPRESENTATION, OUT OF SCHOOL HOURS LEARNING AND NON-ADVENTUROUS SCHOOL DAY  
TRIPS IN THE SHEPWAY AREA

**VJA3 – This is now a Wufoo form**

<https://harveygs.wufoo.com/forms/p777x9f0sdyxxv/>

## TRIP FEEDBACK FORM (VJR1)

*Please complete and return to NB within one week of the trip taking place*

Trip:.....

Date: .....

Member of staff organising trip: .....

What were the main educational objectives of the trip?

How were these objectives met?

What went well?

How might the trip be improved in the future?

**PUPIL TRIP QUESTIONNAIRE (VJR2)**

Trip: .....

Name (leave blank if you wish to remain anonymous): .....

Please rate the trip by circling the appropriate number

1 = Strongly agree

2 = Agree

3 = Neither Agree nor Disagree

4 = Disagree

5 = Strongly Disagree

The trip:

- Was Enjoyable	1	2	3	4	5
- Was educationally beneficial	1	2	3	4	5
- Was well-organised	1	2	3	4	5
- Had a good range of activities	1	2	3	4	5
- Was good value for money	1	2	3	4	5

If the trip had transport, accommodation or food provided, please rate them as follows:

1 = Excellent

2 = Good

3 = Fair

4 = Poor

5 = Very Poor

- Transport (if applicable)	1	2	3	4	5
- Accommodation (if applicable)	1	2	3	4	5
- Food (if applicable)	1	2	3	4	5

What did you like most about the trip?

How could the trip be improved?

**Thank you for completing this questionnaire**

<b>Visits &amp; Journeys Financial Statement Reconciliation (VJF2)</b>
--

Trip:
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Date of Trip:
---------------

**Income**

Number of Pupils:	0
Cost per Pupil:	£0.00
Additional Income from Sponsorship/Fundraising	£0.00
<b>Total Income:</b>	<b>£0.00</b>

**Expenditure**

Admission/Tickets:	£0.00
Coach Costs:	£0.00
Train:	£0.00
Minibus: (£1 per mile)	£0.00
Insurance: (£1 per person)	£0.00
Accommodation:	£0.00
Reprographics:	£0.00
Other Expenses:	£0.00
<b>Total Expenditure:</b>	<b>£0.00</b>

<b>Balance</b>	<b>£0.00</b>
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Notes:
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Organiser: (signature)	Date:
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VJA4  
XXXXXXXXXPROPOSED TRIP AND DATEXXXXXXXXX

Dear Parents,

XXXXXXXXXTRIP DETAILS (INCLUDE SPECIFIC REASON / EDUCATIONAL OBJECTIVE FOR TRIP) XXXXXXXXX

XXXXXXXXXFOLLOWING PARAGRAPH TO BE INCLUDED IF IT IS A TRIP DIRECTLY RELATED TO THE CURRICULUMXXXXXXXXX

This activity, in which your son is invited to participate, is not one for which the school is legally entitled to charge, but you are invited to make a voluntary contribution to cover the costs involved. These have been assessed at £XX.XX per head, a figure that includes travel and pupils’ personal accident insurance, arranged by The Harvey Grammar School. Although your son’s participation in this activity is not dependent upon you making this contribution, I have to advise you that the visit will not take place unless parental contributions are forthcoming.

XXXXXXXXXFOLLOWING PARAGRAPH TO BE INCLUDED IF IT IS A TRIP DIRECTLY RELATED TO THE CURRICULUMXXXXXXXXX

This trip is an optional activity and is offered on the basis of parental choice and a willingness to meet the associated costs. If there is insufficient interest, then it is likely that the trip will not go ahead. The costs of the trip have been assessed at £XX.XX per head, a figure that includes travel and pupils’ personal accident insurance, arranged by The Harvey Grammar School.

Payment can be made online via the Wisepay portal where you will find the trip details. If you do not have a log in for Wisepay please contact the school office. Please can payment and consent forms be returned to the main school office by XXXXXXXXXXXXXXXX.

Pupils \*will/will not be required to wear school uniform due to the nature of the activity. In addition, pupils \*are/are not requested to bring a packed lunch and a non-fizzy drink and please ensure that they have suitable protection from the elements (i.e. sun screen and hat/school jacket).

We intend to leave from The Harvey at XXXX and return by XXXX. \*This will not affect normal travel home/\*This will affect students getting home and it is proposed that they are collected from main car park at the front of the school at the return time indicated above. (\*DELETE AS APPROPRIATE)

All pupils invited on this event are reminded that they are representing the school and the appropriate level of behaviour must be demonstrated at all times, failure to do so may result on your child not being allowed on subsequent trips.

By signing the attached consent form as parents you are agreeing to level of expectations required as above along with the submission of correct medical and emergency contact details.

Yours faithfully

XXXXXXXXXXXXX

Trip Leader

## VJA5

<b>Request for School Journey/Youth Party Travel Insurance</b>				Trip No(s) S			
<p>All The Harvey Grammar School offsite activities require mandatory School Journey Insurance in most cases and optional cover in others, at the discretion of the headteacher and governing body.</p> <p>To obtain School Journey/Youth Party Travel Insurance cover for your trip(s) through The Harvey Grammar School Academy, please <b>complete the unshaded sections</b> of this form and email it to <a href="mailto:nbristow@harveys.kent.sch.uk">nbristow@harveys.kent.sch.uk</a> as soon as possible but in any case prior to commencement of travel.</p> <p>Cancellation and Curtailment cover commences immediately cover is requested. It is advisable, therefore, to arrange cover at the time initial deposits are paid to tour operators, hotels, etc.</p> <p>Please note that in view of the large volume of travel insurance requests received, <b>no acknowledgement of this form will be given</b> It is strongly recommended that a hard copy is retained on file as evidence that cover has been arranged.</p>							
<b>Name of School/Establishment</b>		The Harvey Grammar School					
<b>Address</b>		Cheriton Road FOLKESTONE Kent					
<b>Postcode</b>	CT19 5JY	<b>Telephone No</b>	(01303) 252131	<b>Fax No</b>	(01303) 220721		
<b>Form Completed by</b>				<b>Date Completed</b>			
<b>Trip Details – details of more than one trip can be entered on this form</b>							
<b>Destination</b> <i>See Note 1</i>		<b>Duration</b>		<b>Number of People</b>		<b>No of Days Hazardous Activities</b> <i>See Note 2</i>	
		<b>Start</b> dd/mm/yy	<b>End</b> dd/mm/yy	<b>Supervisor</b>	<b>Pupils/Students</b>	<b>Total</b>	
<b>Notes</b>							
<ol style="list-style-type: none"> <li>If the visit is in the UK, please give the county/town being visited or, for residential trips the county/town where the party is based. This will be sufficient in lieu of the full address of the venue concerned. For trips abroad, the country is sufficient.</li> <li>For the purpose of the policy, <b>hazardous activities</b> are those shown in The Harvey Grammar School Educational Visits Policy – if the activity is not listed please consult Neil Bristow. Please indicate the number of days on which the group will be participating in any of the hazardous activities listed.</li> <li><b>Medical expenses cover for trips abroad.</b> In common with policies of this nature, the policy specifically excludes claims resulting from a pre-existing medical condition or for traveling against the advice of a medical practitioner. Any person with a medical problem should check with their doctor before booking a place on the trip and again immediately prior to departure to confirm that they will be fit to travel.</li> </ol>							
Days		Rate	£	Premium	£	Schedule	

## PUPIL MISSING/ABDUCTED FROM AN EDUCATIONAL VISIT PROTOCOL (VJA6)

### In the event of an emergency:

**STEP 1** Alert all adults supporting the visit. If groups are in different locations, recall all groups to an agreed central meeting point. Mobile telephone numbers **MUST** be exchanged prior to the commencement of the visit.

**STEP 2** If the pupil is missing the Visit Leader should instigate a controlled search of the last known location/building.

**STEP 3** If the pupil is located the Visit Leader should immediately inform the Headteacher/LT who may direct the party to return to the school or give permission to complete the Educational Visit.  
If the pupil is not located or is known to have been abducted the Visit Leader should immediately telephone to advise the Headteacher/LT of the situation.

**STEP 4** Headteacher/LT to inform the Police immediately or delegate someone to dial 999 and provide relevant information. **Police instruction should be implicitly followed.**

**STEP 5** Unless otherwise directed by the Police the Headteacher /LT should inform parents/guardians (by telephone) of current status. This conversation should be carefully managed and pertinent details shared with the Police.

**STEP 6** On arrival of the Police the Visit Leader should ensure all known facts are given to officers.  
A request can be made for the Police to assist with further school and parent/guardian liaison.

**STEP 7** Headteacher/LT to commence incident log and accurately document all actions/relevant factual information.  
Ensure times and dates are recorded.

**STEP 8** If the pupil is not located or known to have been abducted the Headteacher/LT should alert the Local Authority Director of Education and the school's Chair of Governors (in their absence the Vice Chair should be notified)

**STEP 9** No press briefing should be made unless directed by the Police.

**STEP 10** Headteacher/LT to hold a staff briefing when possible to advise of the current situation. Ensure staff are aware of information sharing protocols.

**STEP 11** Under the direction of the Headteacher/LT, all staff should work with multi-agency partners to ensure parents, guardians and family members are supported.

**STEP 12** Headteacher/LT to discuss arrangements for post trauma counselling if required.

**STEP 13** Headteacher/LT to arrange an emergency Trustee Board meeting to advise of the situation and review safeguarding policy, protocols and arrangements.

VJA7 – Emergency Action Card & Procedure



## Visit Leadership Team – Emergency Action Card



**Priorities**

All your actions during the incident should be guided by the following:

1. Keep your group alive and safe.
2. Prevent the situation getting worse.
3. Promote recovery and repatriation to base.

**Immediate action**

1. **REMAIN CALM** - Assess the situation and establish the nature and extent of the emergency.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
  - ✓ accounted for;
  - ✓ safe;
  - ✓ adequately supervised;
  - ✓ briefed to ensure that they understand what to do to remain safe.
3. Delegate other leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. See to the First Aid needs of casualties. **BEWARE** of the quiet casualty.

**Once the incident is contained**

Contact your establishment/employer. They will need to know:

- Who you are.
- The number to call you on.
- Nature of the emergency.
- Number of casualties and their status.
- Total number in your group.
- Your current location.
- Are you staying put or moving? – If moving, where to?
- Time the incident happened.

**Emergency Contacts (to include any country specific emergency services number):**

**Incident notes/record**

Time	Event/Action/Decision

**Don't forget:**

- Safeguard your group.
- Their physical needs in terms of shelter, refreshments, transportation.
- Their emotional needs, e.g. removing from scene of an accident; providing comfort.
- Control communications – avoid group members using communication devices unsupervised.
- Keep a written log (see over).
- Refer press enquiries to your employer.
- Listen with/take advice from emergency services and Establishment/Employer.
- If abroad inform the Consular Assistance Team.
- Review your actions – what more can you do?
- Arrange contact with home when safe to do so.

**Legal stuff**

- Do NOT admit liability.
- Get witness details.
- Take photographs.
- Do NOT alter or destroy any equipment.
- Keep accurate records.

**The Outdoor Education Advisers Panel**

**Guidance and Advice**  
The OEAP provides advice, support, training and guidance.

National Guidance for the Management of Outdoor Learning, Off-Site Visits and Learning Outside the Classroom is available at [www.oaepng.info](http://www.oaepng.info)

You can also find a local adviser for specific advice and support at [www.oaep.info](http://www.oaep.info)

**Courses**  
Nationally recognized training courses for EVCs and visit staff are provided by the OEAP.  
For more information visit [www.oaeptraining.info](http://www.oaeptraining.info)

**Outdoor Learning**  
Fresh innovative ideas for taking your curriculum outside are easily delivered through using the Environmental and Outdoor Learning Cards. These are produced by the OEAP.  
For details about how to obtain them see [www.oaeptraining.info](http://www.oaeptraining.info)

**Action by Establishment**

Your Establishment/Employer emergency contact should:

- Agree a contact number to keep communication channels open.
- Call you back within a specified time.
- Initiate their critical incident plan and escalate it to employer level if appropriate.
- Manage contacts with parents.
- Arrange for press releases and media management.
- Arrange for a travelling team to support you if necessary.
- Manage liaison with legal and insurance support.



Guidance and training courses for Outdoor Learning



**Emergency Action Card**

Visit Leadership Team

**Record of Medicine Administered to an Individual Child (VJA8)**

<b>Name of child</b>	
<b>Date medicine provided by parent</b>	
<b>Form</b>	
<b>Quantity received</b>	
<b>Name and strength of medicine</b>	
<b>Expiry date</b>	
<b>Quantity returned</b>	
<b>Dose and frequency of medicine</b>	
<b>Staff signature</b>	
<b>Signature of parent</b>	

<b>Date</b>	<b>Time given</b>	<b>Dose given</b>	<b>Name of member of staff</b>	<b>Staff initials</b>

**Please record all of the above information onto Talisman so that House teams are aware.**

<b>Recorded on Talisman Date</b>	
<b>Completed by</b>	

**When complete please give a copy of this form to NB on return from the Trip**

## EDUCATIONAL VISITS CHECK LIST

Calendar date available	
VJA1 – Application	
VJF1 – Finance form	
VJA4 – Template Letter (or individual version)	
VJA3 – Consent and Medical Form (Local trips will use the “General” form)	
Send list of pupils applied for the trip to HOH	
VJA2 – Risk Assessment	
VJA5 – Insurance	
Book venue / transport / travel company	
Arrange Cover	
Notify Diner Manager	
EVOLVE (notification or approval) <i>See NB for username and password</i> <a href="https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=kentvisits">https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=kentvisits</a>	
Notify colleagues of list of participants	
Send further information letter confirming details – if necessary	
Brief staff on the trip of arrangements, pupils, supervision and risk assessment	
Hold a meeting for parents if residential	
Confirm school emergency contact	
Notify the office of any changes of participants before departure	
<ul style="list-style-type: none"> <li>• Group lists</li> <li>• List of AEN information for those on the trip</li> <li>• The Harvey Grammar School - Emergency Number Cards (to distribute to pupils)</li> <li>• Critical Incident contact numbers and VJA6 emergency procedures / missing pupil document</li> <li>• Emergency procedures – see <a href="#">EV policy</a></li> <li>• VJA7 Emergency Action Card</li> <li>• VJA8 Medical form</li> <li>• Parental emergency contact numbers (consent and medical form)</li> <li>• Risk Assessment</li> <li>• Passports (including staff!)</li> <li>• Photocopies of passports</li> <li>• First aid kit</li> <li>• Insurance details</li> <li>• School Mobile phone – <i>photos can be taken on this device and no personal devices should be used</i></li> <li>• Fuel card (if required for school minibus), Cheque/cash (including foreign currency) for admission fees if required (from Finance – please inform 2 weeks before)</li> <li>• If travelling to central London via minibus please be aware of the possible additional charges i.e. Congestion Charge and Ultra Low Emissions Zone Charge <a href="https://tfl.gov.uk/modes/driving/ultra-low-emission-zone">https://tfl.gov.uk/modes/driving/ultra-low-emission-zone</a></li> <li>• Cash/credit card for any unforeseen expenses</li> <li>• Sick bags/refuse bags for litter</li> </ul>	
VJF2 – Trip reconciliation	
VJR1 – Trip feedback	