



**BRIGHTON
GIRLS**

GDST
GIRLS' DAY SCHOOL TRUST

BRIGHTON GIRLS POLICY

EDUCATIONAL TRIPS & VISITS

Document Control

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1. PURPOSE & APPLICABILITY

This policy provides guidelines for the arrangements that have been made by Brighton Girls relating to educational trips and visits.

As a school, providing EYFS education for pupils the contents of this policy should be considered in this context. For EYFS please also see EY policy and supervision policy.

2. LIST OF ABBREVIATIONS & MEANINGS

DBS	Disclosure and Barring Service
DfE	Department for Education
DFO	Director of Finance and Operations
EVC	Educational Visits Co-ordinator
EY	Early Years
EYFS	Early Years Foundation Stage
GDST	Girls' Day School Trust
Evolve	Trust-wide Trip Management System
HR	Human Resources
JLT	Junior Leadership Team
SMT	Senior Management Team

May / Should	Advisory
Shall / Must	Mandatory

3. GENERAL REQUIREMENTS

3.1 Introduction

Educational visits are an integral part of the learning experience for students at Brighton Girls. Trips can clarify and enhance the activities which take place in the classroom both socially and educationally, in a number of ways:

- By providing a new physical and mental challenge to the students which develops their independence, leadership skills and confidence, which is then transferable to all forms of curriculum learning.
- By providing an opportunity to clarify students' understanding of areas of the curriculum by showing the material studied in a new context.
- By allowing pupils to develop stronger and more positive relationships with fellow students and with staff through an enjoyable experience.

3.2 Aims

The School seeks to encourage participation in educational visits in the contexts set out above. These should be done in a safe, consistent way so that pupils, parents and staff are aware of the procedures relating to school visits and so that the visits are executed safely and with due regard to care of the students.

3.3 Responsibilities

- The School retains responsibility for students at all times during school visits; it acts in loco parentis and hence exercises its duty to ensure the safety of all students involved.
- Staff conducting trips should act as a reasonably prudent parent would in a similar situation. Planning and execution of the visit should be carried out in accordance with health and safety and safeguarding training and should comply with best practice as laid out in government legislation. Staff should consult updated DfE guidelines and the procedures for planning off site activities (a detailed checklist for planning visits is included on the Evolve system, https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=) and the GDST Hub (<https://hub.gdst.net>).
- The Head has the responsibility for ensuring that there is appropriate supervision and proper planning; The DFO is the Educational Visits Co-ordinator (EVC) for the High school and the Assistant Head (Prep) is the EVC for the Prep school.

3.4 Students' behaviour

In addition to the normal code of conduct for on-site activities (see Behaviour Policy), students are expected to adhere to guidelines of proper behaviour on educational visits. Such behaviour includes:

- Carrying out party leader and staff instructions at all times
- Not carrying, possessing, or purchasing weapons of any kind
- Not smoking
- Observing the school alcohol policy

Students should understand that failure to meet behavioural expectations may result in being sent home at parents' expense.

3.5 Planning visits

School approval must be obtained in advance from the DFO/Assistant Head (Prep) and Head for all off site activities, except for official sporting fixtures.

3.5.1 Risk assessments

A risk assessment form must be completed when seeking approval for any off site visit. It is good practice to continually assess risk throughout a visit and to respond to any change in circumstances which affect the level of risk. This may involve a change in activity or cancellation. All parental approval forms returned should indicate any medical condition which must be considered. No trip can be approved on Evolve without a completed specific risk assessment by the trip organiser.

3.5.2 First aid

On all off-site activities at least one staff member in each group must be qualified in basic first aid and registered with the school as able to perform resuscitation and recognise major injuries of a life-threatening nature. The School Nurse is always available to organise training in these skills.

On a residential trip or a journey abroad, one of the adults is to be responsible for welfare matters, including medication, first aid etc. For all off-site activities and overseas trips, group leaders must:

- Be aware of any student's medical problems, of the requirements for routine treatment and the student's GP's recommendations in the event of an emergency.
- Check that the student is fit enough and has sufficient medication for the duration of the trip.
- Carry a mobile phone and a first-aid kit, which will be put together by the School Nurse to reflect the needs of the trip. Double check that minibuses (where necessary) are equipped with both.
- Ensure that all members of the party have had all necessary injections and vaccinations and hold the required confirmatory paperwork; this includes visa documentation and healthcare paperwork.
- Ensure that extra equipment is carried for emergencies where appropriate.

Any medical problems should be recorded and reported to the School Nurse on return.

3.6 Supervision

Levels of supervision may need to be increased for particular trips (e.g. outdoor activities). The party leader and at least half of the supervisors must be members of school staff; other adults may act as additional supervisors if a member of SMT approves them in advance. They must be vetted as directed below.

3.6.1 The party leader:

- Must be clearly nominated; he or she is responsible for ensuring that all supervisors know the full extent of their duties and responsibilities.
- Must ensure that all travel arrangements and accommodation (where applicable) are safe and secure.
- Is responsible for the actual arrangements for supervision throughout the trip, ensuring that they are adequate and appropriate to the nature of that trip.
- Ensure safety of activities; ongoing risk assessments should be made by supervisors.
- For potentially hazardous pursuits, the leader must have the appropriate qualifications or experience. Checks should be made on the licensing of activities centres and their health and safety provisions and documentation.
- Should ensure that all accounts are settled.

3.6.2 Ratios of supervisors to pupils

- A minimum of two adults must accompany every visit.
- Guidance from GDST (Hub) must be followed for ratios (depending on the nature of the trip).
- No male member of staff must take a trip without a female colleague.

3.6.3 Vetting checks

All adults (including volunteers) involved in visits must obtain DBS clearance before going on the trip. In addition, for parent volunteers, suitable references must be sought, an informal interview held and a check made that there are no contrary indications from anyone in the school. The HR Manager must be informed in advance to ensure these checks are carried out as required. All volunteers will appear on the Central Register.

3.7 Preparing students

Before the trip takes place, staff should provide pupils with the following information, as appropriate:

- Aims and objectives of the visit
- Itinerary, with times and locations of activities
- Accommodation and catering arrangements
- Staffing and supervision arrangements
- Behaviour expectations
- Equipment and clothing requirements
- Potential dangers and the safety precautions in place
- Rendezvous and emergency procedures
- Background information on the place of the visit (e.g. history, culture, customs, language).

3.8 Special needs and medical needs

The school recognises its obligation to promote equal opportunities for students and will, where possible, try to make trips accessible for all. Careful consideration must be given towards those with special behavioural, medical, and/or dietary needs; disability access must also be considered.

Party leaders can ensure that any pupils with special or medical needs may be accommodated by:

- Checking that accommodation and activities are suitable
- Altering staffing arrangements where necessary
- Making special arrangements with parents
- Ensuring any relevant medical paperwork (including medications, dietary requirements and allergies) has been provided by the parents and that all needs can be catered for.

3.9 Communicating with parents

Parents need to be fully informed throughout the planning and the execution of the visit. Information can be communicated by letter or, for many residential visits, at a parents' evening(s).

Parents will need to know:

- The nature of the activities – a programme of events with times and locations;
- The location of the visit, with as much detail as is prudent;
- The staff involved, highlighting the party leader;
- That risks have been assessed and minimized. For hazardous activities a copy of the risk assessment should be made available to parents.

Parental approval must be obtained and standard medical forms used as directed below.

Parental permission must always be sought for any trip

Permission is not necessarily required for:

- Participation in school teams.

3.10 Planning transport

- Coaches should be booked through reputable firms, should be well maintained and have seat belts. Only approved coach companies can be used.
- Minibus drivers must be appropriately licensed.
- Special care should be given when travelling by underground or train to ensure that students are not separated from the group; such considerations should be included in the risk assessments.

3.11 Insurance

While the GDST's travel insurance covers the majority of trips, potentially hazardous activities may require additional cover. All party leaders should consult the DFO in the planning stages of the trip to ensure adequate cover and arrange further insurance if necessary.

Parents should be informed of the insurance that is applicable to the trip and whether the school's travel insurance applies or whether holiday insurance is additionally necessary.

3.12 Types of visit

Brighton Girls offers many different types of trips to enrich pupil education. Popular types of residential trips include:

- Cultural/language trips
- Academic trips
- Adventurous activities
- Charity CRED trips

Popular types of non-residential visits organised at the School include:

- Artistic trips
- Field work
- Sporting visits
- Theatre trips

3.13 Visits abroad

The School encourages visits abroad, especially for language-based activities. In organising a visit to a foreign country, many extra considerations must be made.

3.14 Emergency procedures

Arrangements must be made for parents and the school to be informed in case of any emergency, and for parents to contact the party in an emergency. Party leaders must be prepared to make alterations to the planned activities should circumstances change.

Detailed emergency procedures can be found on the Evolve system and the Hub, including the GDST Incident and Emergency Management Card. Party leaders must be familiar with these procedures prior to the trip. Supervisors are advised to:

- Ensure all pupils are safe from further danger.
- Arrange search, rescue, medical care or hospitalisation as necessary.
- Administer appropriate first aid only if trained.
- Ensure an adult accompanies any casualties to the hospital if possible.
- Ensure remaining students are adequately supervised and arrange to return to the base.
- Retain all equipment involved in unaltered condition.

Especially for dangerous or overnight stays, emergency procedures (including fire drills) must be explained to pupils and other staff involved.

3.14.1 Who to contact

Prior to the trip, party leaders should prepare a list of everyone involved and parent contact numbers. An electronic password protected copy of the list should be sent to the School Office 48 hours in advance; electronic password protected copies should also be circulated to all those who are emergency contacts for the trip.

Should an emergency occur, the emergency contact (as stipulated on the form) should be available for contact.

3.14.2 Permission for emergency medical treatment

Parents must indicate permission for emergency medical treatment on medical questionnaires (as part of required documentation) when a child enters the school; as these are held in the Nurse's room and covered by data protection laws, it is also necessary for parents to complete consent forms sent home prior to each trip.

4. APPENDIX

NIL

5. DOCUMENT HISTORY

Document Title	Version	Date of Issue	Change	Updated by	Status
BHHS Educational Trips Policy	01	Jan 2016	Full review	SM	Expired
BHHS Educational Trips Policy	02	Jan 2017	Full review	Charlie Parker	Expired
BHHS Educational Trips Policy	03	April 2018	Full review & new policy template	Charlie Parker	Expired
BHHS Educational Trips Policy	04	November 2018	Full review	Leigh Ward	Expired
Brighton Girls Educational Trips Policy	05	September 2019	Change to nomenclature	Leigh Ward	Live

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