



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

EDUCATIONAL TRIPS & VISITS OFF-SITE POLICY & PROCEDURES			
DCI Policy Code	G 4.1	Applicable To	Whole College
DCI Policy Area	3.3.6	Approval By	EiM GEB
Responsibility (EiM)	Chief Education Officer	Last Review Date	September 2022
Responsibility (local)		Next Review Date	September 2024

Content Hyperlinks

Key Personnel

Policy Statement (1): Introduction & Rationale

Policy Statement (2): Types of Educational Trips and Visits Off-Site

Procedures (1): Core Principles

Procedures (2): Safeguarding

Detailed Guidance (1): Planning & Approval of Visits

Detailed Guidance (2): Risk Assessments

Detailed Guidance (3): Pre-Visit Recce Trip

Detailed Guidance (4): Briefings for Students & Parents

Detailed Guidance (5): Staffing Roles & Responsibilities

Detailed Guidance (6): Transport & Travel Arrangements

Detailed Guidance (7): Medical Requirements

Detailed Guidance (8): Accommodation & Meals

Detailed Guidance (9): Cost & Insurance

Detailed Guidance (10): Daily & Emergency Contacts

Detailed Guidance (11): Prior to Departure

Detailed Guidance (12): Behaviour of Students on College Trips & Visits

Detailed Guidance (13): Emergency Procedures

Detailed Guidance (14): Non-Emergency Incidents

Detailed Guidance (15): After the Visit

Appendix A: Safeguarding Statement for Educational Trips & Visits

Appendix B: Day Trip and Residential Visit Initial Approval Form



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

**Appendix C: Student Profile & Annual Consent Form for Educational Trips and Visits Off-Site,
including Residential, Adventurous, and Foreign**

Appendix D: Permission Slip for Off-Site Day Trip or Residential Visit

Appendix E: Risk Assessment Form for Off-Site Educational Trips and Visits

Appendix F: Final Approval Form – Day Trip/Visit

Appendix G: Final Approval Form – Residential Trip/Visit

Appendix H: Post-Visit Review Evaluation Form

Appendix I: Travel & Transportation Checklist

Appendix J: Accommodation Checklist

Appendix K: Medical Emergency Response Plan



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Key Personnel

All trips must be approved by the relevant Head of School.

Policy Statement (1): Introduction & Rationale

Educational Trips and Visits off-site are an integral part of a College's curriculum and offer teaching and learning experiences outside the school environment. They allow students to develop their understanding of the wider world, as well as their own local environment, and their relationship with both. They also encourage and provide opportunities for the development of personal, social, and character skills as well as values, in addition to an increased awareness around safety and risk.

This document sets out key advice to help all Trip Leaders (TLs), other staff, and students fulfil their responsibilities in this area of College life.

The safety of students on visits is of paramount importance. EIM accepts that visits cannot be completely without risk, but requires staff who lead and accompany visits to assess the risks that occur and to take all reasonable precautions to protect students' and staff health, safety, and welfare; with due regard for safeguarding considerations as applicable. EIM acknowledges that the Royal Society for the Prevention of Accidents (UK) document 'Planning and Leading Visits and Adventurous Activities' puts Health and Safety in its appropriate context. Its advice for schools states: "a young person's development should not be stifled by the need to consider the worst consequence of risk, without estimating its likelihood and balancing this against the possible benefits." (Ref: Risk Policy)

Consequently, all trips from EIM are conducted in accordance with the following guidelines, which are designed to ensure that trips occur within a structured and supportive framework. All Trip Leaders should be well prepared and supported by their fellow staff and School. TLs in turn have a duty to keep all other members of the group well informed and to ensure that all guidelines are clearly stated and understood by everyone involved.

Policy Statement (2): Types of Educational Trips and Visits Off-Site

We have four categories of trips:

1. One-off local day trips within the city
2. Regular local day trips within the city/region (sports fixtures)
3. Residential trips within the country
4. Residential trips overseas

Procedures (1): Core Principles

- 1) The appropriate forms and risk assessments must be completed for every trip and visit leaving the school site.
 - a. this includes any activity that leaves the external boundaries of the school, including the adjacent sidewalks
 - b. this also includes regular events: e.g. away fixtures for sports teams and ongoing series of performances outside school by orchestras. For these regular events the process of planning and obtaining consent/approval can be completed at the beginning of the year, season or sequence rather than separately for each trip within the sequence. Once initial risk assessment has been approved, further approval or

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

authorisation is not required for subsequent, regular trips within the identified time period.

- 2) The educational reasoning for any visit must be established, and must be consistent with the vision, purpose, and values of the College.
- 3) The visit must be appropriate in time and mode to the general life of the school, with as little disruption to the timetable as possible.
- 4) Parents must be involved in such a way as to ensure they are informed promptly of all appropriate matters, and due permission must be received by the College, to take students off-site.
- 5) All members of staff accompanying the trip must be knowledgeable about the details of the visit and the extent of their responsibilities.
- 6) All students must be appropriately knowledgeable about the details of their visit.
- 7) Safety issues must underpin all stages of planning and undertaking the visit, including first aid provision and emergency contact details for students and at College.
- 8) The School Code of Conduct, with additional points relating to specific visits, must be made clear and adhered to at all times.
- 9) A teacher's duty of care on a school trip lasts throughout the whole time away.
- 10) All aspects of any visit must be managed and run in line with the DCI Safeguarding Policy and relevant Appendices.
- 11) Before each visit, staff are required to carry out a written risk assessment (*Appendix E*), which must be signed by the Head of School. Staff are obliged to take all reasonable measures to ensure that every student and adult under their control and supervision is safe and protected from any unacceptable risks. The College expects staff to be careful, not careless; being careless is, in legal terms, being negligent - and being negligent means staff might be liable.
- 12) Staff must also pay due attention to the storage and use of personal data while on the visit, ensuring that the College's responsibilities to protect data are sufficiently maintained.
- 13) A summary checklist that indicates more briefly what TLs need to do at each stage of planning and delivery is in *Appendix L*.
- 14) No trip may go ahead without the final authorisation of the Head of School.

Procedures (2): Safeguarding

The Dulwich College Safeguarding Policy and Procedures, including any procedures for vetting, police checking and assessing the suitability of staff and volunteers, apply at all times during an educational visit. Staff members accompanying a school trip need to have been safeguarding-trained and police-checked. This also applies to any volunteers who have unrestricted contact with students during a day trip or who join a residential visit.

All adults accompanying students on a trip should have a specific safeguarding briefing from the TL and DSL before the trip.

DSL: The Trip Leader carries out the key duties on behalf of the school's Designated Safeguarding Leader or names an appropriate adult member of staff to do so. He or she ensures that all staff involved in the visit are competent and are aware of their roles and responsibilities in relation to safeguarding. Staff should also be made aware of the reporting guidelines in case of a safeguarding concern.



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Risk Assessments: All trip planning documents and procedures should include specific risk assessments for safeguarding, as well as for other Health and Safety requirements. This takes into account who will be accompanying the students, and the adults they will meet at the places they visit and/or stay.

Contracted Staff: When contracting professional trip providers or facilitators to organise aspects of a school trip (e.g. outwards bounds facilities, hotels, travel companies or other schools), the College obtains written evidence that these organisations are reputable and well-established, and that they have safeguarding policies in place that ensure the safety of our students and meet our own standards.

The TL should contact Centres who will provide activities for our students and ensure that they:

- Provide evidence that staff who have substantial or unsupervised access to students have been police-checked
- Advise; if the centre is open to members of the public; what their policies are with regard to safeguarding and child protection
- Be made aware of our own policies and expectations in respect of safeguarding, by requiring a representative to sign and return a *Trip Safeguarding Statement (Appendix A)*

Students should not be left unsupervised in any centre that is not able to provide evidence of appropriate checks. Home Stay accommodation is not used.

Volunteers: The TL needs to be clear about procedures for vetting volunteers who wish to be supervisors, in particular for residential visits. The suitability of potential supervisors should be assessed by the TL and the Head of School at an early stage of the planning process. Where there is any doubt about suitability, further investigations should be made and if any doubt remains the individual should not be allowed to help supervise the visit.

All volunteers who have unsupervised access to students, or who have a supervisory role, must have received full safeguarding training and must have a full set of background checks as per Dulwich staff. These checks should be undertaken by the HR Department who should be involved in the approval of all volunteers. All volunteers who participate in a trip in a support role (i.e. who are always supervised) must have received a short safeguarding induction and have signed and returned the Trip Safeguarding Statement.

Staff Supervision: During all trips (day trip and residential) safeguarding-trained, police-checked Dulwich staff are present at, or close to, all activities to ensure the safety of our students. Where possible, with a mixed group there is always at least one male and one female to accompany the trip. For the protection of both adults and students, all adult supervisors should ensure that they are not alone with a student wherever possible. To ensure safety, staff must not drink alcohol or be under the influence of alcohol any illegal substances when on a school trip. They must also not smoke in front of students.

In cases where there are separate toilets and bathrooms for staff and students, these need to be used. Staff should never enter a toilet of the opposite gender. Staff members and volunteers should ensure that they are not in a toilet or bathroom on their own with students, and only enter in a supervisory



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

capacity when necessary, informing another member of staff that they are doing so. Where there are only shared facilities, staff should make clear the guidelines on their use to keep boys and girls separate. Planned use of these facilities minimise the chances of accidental sharing. Younger students should go to the toilets and bathrooms in pairs and must ask permission from staff first. Senior Students do not need to ask permission but should still ensure that staff know where they are at all times.

Remote Supervision: During trips when students are working away from the College staff, they should have access to a phone and the phone numbers of the accompanying members of staff and/or group contacts such as WeChat or WhatsApp with at least 2 members of staff in the group. Permission should be given for this group by The Trip Leader and deleted as soon as the trip is completed. They should be encouraged to contact them at any time if there are any Safeguarding concerns. This should be made clear to the staff, parents and students before commencing any visit. When considering staff duties during a residential trip in particular, access to telephones and the availability of staff in case of difficulties should be considered at each stage and made clear to all.

Before the Visit: Before all visits the accompanying staff should be briefed on any ongoing Safeguarding implications. Students should be made aware of what they should do and how they should contact a trusted person if they have Safeguarding concerns. For residential trips, parents should be made aware of the strict controls the College imposes to ensure safety.

After the Visit: Following any educational visit, the organisers should talk to students and staff to check that there were no safeguarding fears or concerns. This is especially important for any residential trips. If there were significant concerns, these should be responded to and recorded, according to the College Safeguarding Framework and procedures. When there is no convincing evidence, but concerns remain, the College should maintain a register which ensures that these locations and/or other residential facilities are not used again and that other schools in the Dulwich College group are aware of this.

Any safeguarding concerns should be referred to (without names) on the *Post Visit Review Evaluation Form (Appendix H)* and the details added to CPOMS or the 'Record of Concern (College Safeguarding Policy Appendix C)

Detailed Guidance (1): Planning & Approval of Visits

There are two different types of trip – day trips and residential visits. For both, the *Initial Approval Form (Appendix B)* must be completed.

Day Trip Initial Approval: This is required for visits outside of the school, which do not involve a night (or more) away. **Residential Visit Initial Approval:** This is required for visits which involve one or more nights away. Once the initial approval for the trip has been approved, the Visit Leader can start the detailed planning and inform students and parents of the dates and nature of the trip.

Students are not entitled to go on trips if they are renowned for behavioural issues, the school reserves the right to refuse permission for travel. Additionally, if there are students with medical or safeguarding concerns (eg epilepsy or self-harm) considerations must be made for additional staffing ratios.

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Detailed Guidance (2): Risk Assessments

Staff should refer to the *Risk Policy*. In summary:

- 1) Whether taking students off-site to visit a supermarket near to the school for an afternoon, or taking them overseas for a week's skiing, staff must ensure that every aspect of planning incorporates safety and protection measures.
- 2) The Risk Assessment (RA) for a visit need not be complex, but it should be comprehensive.
- 3) The RA does not require technical or professional health and safety expertise, although this will be required for certain specialist activities that require enhanced cover, such as diving, rock climbing etc.
- 4) The RA must take into account Health and Safety, as well as Safeguarding issues.
- 5) A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or, at the very least, reducing them.
- 6) Students must not be placed in situations which expose them to an unacceptable level of risk; safety must always be the prime consideration.
- 7) If the risk cannot be contained then the visit must not take place – always err on the side of caution.

In assessing risk, the Trip Leader must:

- a) Identify the dangers: which are general and which are site specific?
- b) Identify who may be at risk?
- c) Consider the likelihood of the risk materialising, and its severity - what safety measures need to be in place to reduce risk to an acceptable level?
- d) Record everything and identify control measures
- e) Check; in the case of visits to other operating venues (e.g. ski camps, outward bound centres etc.); that the centre has its own appropriate Health and Safety and Safeguarding policies and advice in place, and ensure that the centre's staff are suitably qualified
- f) Manage swimming activities – the Student Profile (*Appendix C*) includes details on the student's ability to swim in the pool or sea and their level of safety awareness
- g) Assess what steps will be taken in an emergency and any likely difficulties that might be encountered in the event of an emergency
- h) Be familiar with the College's Critical Incident Plan and College Pollution policy, and where necessary, postpone or cancel as appropriate any trips with as much advance warning to students and parents as is possible.

The Trip Leader should draw up a Risk Assessment using the *Risk Assessment Form (Appendix E)* and give copies to all staff/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.

The Visit Leader should also take the following factors into consideration:

- a) type of visit/activity and the level at which it is being undertaken
- b) location, routes and modes of transport
- c) competence, experience and qualifications of supervisory staff
- d) expected ratio of teachers and supervisory staff to students in accordance with requirements according to age phases (*Detailed Guidance:5*)

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

- e) staff and students' ages, competence, fitness, temperament and suitability for the activity
- f) special educational, pastoral or medical needs of the students
- g) quality, suitability and safety of available equipment
- h) seasonal conditions, weather and timing
- i) emergency procedures and services
- j) means of communication in the event of an emergency – if no mobile signal may be available or the network may be down, whether a satellite phone is required
- k) ability to cope when a student becomes unable or unwilling to continue, including disciplinary measures
- l) monitoring the risks throughout the visit and adapt as necessary
 - It must be clearly understood by the Trip Leader in collaboration with other staff and students, that risk assessment and management is an on-going process that involves far more than written, stored documents.
 - Therefore, during a visit, all leaders must maintain a **Dynamic/On-going Risk Assessment** (this is not in a written form) by remaining alert and responding to the possibility of changing circumstances or additional unforeseen hazards, being ready to take additional precautions and adapt the planned programme as necessary for the safety of the students and supervisory staff.

The Head of School must be given a copy of the completed RA along with the Final Approval Form, to verify that sufficient and effective planning has taken place, to the best of their knowledge and understanding.

Detailed Guidance (3): Pre-Visit Recce Trip

The Trip Leader for any educational visit, or their Deputy, should make a prior exploratory visit to the venue(s) of a trip. This is necessary to:

- ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit
- assess potential areas and levels of risk
- ensure that the venue can cater for the needs of the staff and students in the group
- become familiar with the area before taking a group of students there
- ensure that the expected safeguarding standards will be met (Detailed Guidance; 5).

In some countries the pre-visit recce is mandated by local educational requirements. Otherwise, if an exploratory visit is not feasible then the Visit Leader will need to consider how to complete an assessment of the risks. A minimum measure would be to obtain specific information from the venue, from other schools who have recently visited and/or from local organisations such as Tourist Boards. As some factors will change from year to year, it is important to reassess the risks each time if revisiting the same location, even when the Visit Leader remains the same.

If planning a visit that will involve an overnight (one or more) residential stay; given that 24 hour direct supervision cannot be provided; the TL must consider the security of the rooms in which students will be staying. It is advisable to put questions to the accommodation provider well in advance of the stay.

For older students, there may be an increased risk of drug or alcohol abuse during residential visits. Staff should remind students of the College's expectations of behaviour, and make provision in the

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

letter sent to parents for sanctions to be enforced if students are found to be behaving in a dangerous or anti-social manner. This should be clarified on a visit information letter and consent form. (See *Information for Parents* below for details of what information needs to be included).

The TL should also check that the accommodation is clean, safe, secure and suitable for the age of the students. (See *Accommodation Checklist (Appendix J)* for more details of accommodation checks).

Detailed Guidance (4): Briefings for Students & Parents

Information for Students:

The Visit Leader should decide how information is passed onto students and must ensure that they understand key safety information. For residential visits it may be a student's first overnight experience away from home on their own and in the close company of other students.

All students should understand:

- **Purpose:** the aims and objectives of the visit/activity
- **Behavioural Expectations:** levels of behaviour always expected, and disciplinary procedures
- **Cultural Contexts:** basic local customs, culture/language etiquette (where appropriate)
- **Health and Safety:** how to stay safe and be aware of potential risks
- **Itinerary:** where to meet, activities happening, meals etc
- **Responsibility:** who is in charge, where responsibilities lie
- **Emergency procedures:** what to do in an emergency
- **Packing:** a packing kit list (largely for residential trips)

Information for Parents: In all cases, parents must be sent a letter which will request the completion and return of a trip-specific, signed permission slip and agreement on the final payment of any costs. You are advised to make a clear statement to parents and students of the standard of conduct you expect during the visit. Parents must sign a consent form which makes a broad statement on behaviour expectations.

Any trip outside of the school grounds should have parental consent. At the start of each academic year and on admission if during the year, parents complete and return to College the *Student Profile & Annual Consent Form (Appendix C)*.

For a planned series of regular events such as sports fixtures or musical performances this should be indicated as "Repeat" on the Permission Slip (*Appendix D*).

The timing of contact with parents will depend upon the nature of the visit. In the case of a major overseas visit, it is usually a good idea to plan the meeting with parents at a stage when most of the arrangements are well advanced so that information can be given and parents' questions answered.

For day-trip activities which are non-residential, it is generally sufficient simply to inform parents of the activity by letter, inviting them to contact you if they have any concerns, and asking them to sign an attached Permission Form. A pre-trip meeting for a day trip is rarely required for parents.

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

For day trips, the letter and/or Permission Slip (*Appendix D*) to parents should include information about:

- the nature and purpose of the visit, and activities to be undertaken
- dates and times of the trip
- detailed itinerary of the trip
- mode of travel and, if applicable, name of tour operator
- approximate total cost, and amount of deposit required
- details of accompanying staff
- meal requirements (if applicable) and information on meals
- broad statement of behaviour expectations

For residential trips, further information should be given in addition to the above. This can be sent before or after the parent meeting:

- specific health requirements
- insurance cover and risk assessment
- visas and passports for overseas travel
- advice about pocket money etc.
- kit/luggage/clothing lists and advice, including what to wear during travel (it should be school uniform or P.E. kit, unless otherwise specified)
- rules of expected behaviour (including arrangements for free time)
- emergency contact procedures and mobile phone numbers (including the means by which a parent may contact the party)
- advance reading list (e.g. for a cultural visit).

When groups depart from or return to school during a school day, it may be necessary to make special meal arrangements with the College's catering providers, in which case requests should be made in good time. School meals should be cancelled for students on residential trips. If a group is due to arrive back after the late bus on a school day, parents need to be advised that students who normally use the school buses will have to make alternative arrangements for their travel home.

Detailed Guidance (5): Staffing Roles & Responsibilities

College Leadership Team: As with all aspects relating to the running of school, ultimate responsibility lies with members of the College Leadership Teams (CLT). This requires members of CLT to regularly review the visits policy and procedures to ensure they are efficient and safe. It also requires them to monitor individual trips through checking and approving trip planning. The initial planning, risk assessment and final approval forms all require Heads of School and/or the Head of College to check and approve. In case of emergencies or other significant incidents, members of CLT are expected to be on call to make decisions.

Trip Leader: One member of staff should be chosen as Trip Leader (TL). Although some of the work of organising the expedition may be delegated to another colleague, it is the Trip Leader's responsibility to oversee and co-ordinate the arrangements at all stages and to ensure that all proper planning procedures are carried out. For a visit abroad, it is recommended that the Trip Leader should have

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

previous experience of a similar visit or journey, even where the visit is to be run by a reputable tour operator. The Trip Leader should:

- 1) Consider the purpose and programme of the visit; consult with the Head of School at an early stage and seek approval.
- 2) Select a time for the visit which does not clash with the other commitments of students and staff and which allows a sufficient period for pre-visit planning; add the date to the school calendar.
- 3) Recruit other staff helpers as appropriate to the number of students likely to take part in the visit (see below for ratios). It is important that procedures for recruiting staff helpers are transparent and fair, giving all appropriate staff opportunity to be involved in the visit. The ultimate authorisation on which staff will accompany lies with the Head of School.
- 4) Brief all staff and students on their responsibilities during the visit.
- 5) Ensure that all the required documentation and bookings are completed.
- 6) Check with school leaders (e.g. Heads of Year) that students showing interest have permission to participate.
- 7) If the visit will include any period of time during which students will not be directly supervised, determine the purpose of the unsupervised time and any safety implications. Visits may only include periods of unsupervised time if these have a specific purpose and if participants are fully briefed as to the purpose and the rules governing conduct during these periods
- 8) If the outing will include any hazardous activity, establish that the activity will be supervised by suitably qualified persons, considering the provision of a higher level of adult supervision than that set out in the staffing ratios noted below and check the insurance position for the activity. If in doubt about what constitutes a hazardous activity, ask the Head of School.
- 9) All the above is part of the Risk Assessment procedure which must take place prior to any visit. At any time, seek further advice about this from the Head of School. It is important that, as part of the preparation for any off-site visit, the TL includes students in discussions about risks, so that they are involved in the planning of the trip and are made aware of the potential dangers.

Deputy Leader: A Deputy Leader will be appointed for the visit who should:

- 1) Have detailed knowledge of the planning of the visit.
- 2) Deputise for the TL as required.
- 3) Help to relay information between various parties as required.
- 4) Follow all the duties listed for accompanying staff.

Accompanying Staff: The other staff should:

- 1) Recognise that all staff in charge of young people are in 'loco parentis' and maintain this level of care. This duty is continuous during the whole period of the visit.
- 2) Have a clear view of the purpose of the visit and the standards of behaviour expected of the students.
- 3) Support and help the TL/DL in all their duties.
- 4) Follow the requests of the TL/DL, including any delegated responsibilities.
- 5) Check with the TL/DL before doing anything unplanned.
- 6) Deal with minor issues as they occur within a group.
- 7) Attend staff meetings as required during the planning of the visit and during the visit.



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

- 8) Act as a role model for students.

Trips and Travel Administrative Executive: The Trips & Travel Administrative Executive:

- 1) Provides a professional trips administration function to facilitate and administer all travel, trips and overnight stays for all trip activities.
- 2) Is responsible for the day-to-day administration of all trips.
- 3) Ensures that all trips are supported by correct procedures and the resources are in place for the trips to run successfully.
- 4) Fully supports the Trip Leader.

Staffing Ratios: The TL must ensure that staff-student ratios are correct for the age of the students, considering any special needs, the nature of the visit and activities, the experience of the accompanying staff/students and the duration of the visit. As a minimum guideline for any trip, the College adheres to the following:

- **DUCKS**
Toddler - 1:1; Nursery - 1:2; Reception - 1:4; Year 1 - 1:5; Year 2 - 1:6
- **Junior School**
Years 3/4 1:6 and Years 5/6 1:8
- **Senior School**
A minimum of two adults is required for up to 15 students. An additional adult is required for every 10 (or fewer, according to the nature of the visit and students' age) additional students.

Ratios may increase according to the nature of the activities (e.g. swimming). Special medical or behavioural needs of students can alter the level of reasonable staffing that the visit needs. For every off-site trip or visit, there must be enough staff to cope effectively with any emergency.

There must be a minimum of two staff on any trip. With a mixed group of students at least one male and one female must accompany the trip; occasional exceptions to this may be made only with explicit Head of School authorisation. All residential visits must include a staff member who is competent, confident and certificated in First Aid and CPR. Where possible, visits should be accompanied by at least one native language speaker.

If trips return during the College holidays and staff and/or students make personal arrangements in lieu of the scheduled return journey, each instance must be authorised by the Head of School and supervisory ratios maintained.

Accompanying Parents: Parents may be used as part of the staff-student ratios on day trips, and in exceptional circumstances, residential trips. They should always be under the supervision of a teacher and be fully briefed about the purpose of the trip, including Risk Assessments and safeguarding expectations, having signed the *Trip Safeguarding Statement (Appendix A)*.

The College's default position is that parents may not be included in supervisory ratios if their own child is attending the trip. Exceptions to this, however, include:

- a) Staff parents (see below)

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

- b) For DUCKS day trips consideration must be given in each case by the TL and the Head of School as to whether having parents as supervisors on the same trip as their own child presents any unacceptable risk to the safety of other students on the trip, whose parents are not attending as supervisors.

If parents do wish to travel with their children or share aspects of the trip with their children, this will be in each case only with the specific authorisation and direction of the TL. Consideration will be given to:

- Exactly who has supervisory responsibility for the respective student at each stage of the trip, between staff and parents.
- Exactly how school responsibilities may be managed and maintained throughout the trip; including head-counts, documentation management, and safeguarding; if non-supervisory parents are present at any stage.
- Exactly how this may impact on travel and accommodation costs, as well as arrangements, although it is suggested that parents stay in an alternative hotel to that of the school group.

Such provision must also be authorised by the Head of School and, if it is judged that such parental involvement would compromise the safety and efficient management of the trip, permission will not be given.

Staff Parents: A member of staff may accompany a trip where their own child is a student on that trip. However, in each instance this must be requested, and then considered and authorised on an individual basis by the TL with the Head of School and/or Head of College. The key area for potential conflict is whether the staff parent may, in an emergency, prioritise their responsibility as a parent over their responsibility towards students on the trip.

Detailed Guidance (6): Transport & Travel Arrangements

Each College will have its own procedures for booking transport, but the following general guidelines apply:

- 1) Book the transport arrangements well in advance, but be aware of key dates to avoid cancellation charges. Any booking of school buses can be carried out through the College administration.
- 2) If using public transport, the booking and checking of timetables etc. is the responsibility of the Trip Leader. Check for 'hidden' travel costs such as departure taxes.
- 3) Decide what arrangements will be made concerning the need for passports and visas. Many organisers of visits require students to provide their passports, in which case TLs need to be aware that parents will need to be advised well in advance in case passport/visa renewal is required.
- 4) The need to acquire visas also needs to be arranged well in advance, as there are often complications raised by a person's nationality and their visa status in their current country of residence.
- 5) Ensure that all modes of transport are safe and well maintained. This often forms part of the pre-visit recce. When travelling on road transport, all students should wear seat belts, with special belts being required for students in the Early Years as required
- 6) The wearing of seat belts is compulsory and non-negotiable. However, if the transport provided does not have seatbelts and no alternatives are available, then it is at the discretion

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

of the Trip Leader to decide if it will be safer to remain in place until alternative transport arrives or to use the transport provided. If older students are travelling to countries where road transport may not have seat belts, this should be clearly stated in the parental permission form

- 7) If staff and/or students make personal arrangements for transport in lieu of the scheduled College travel plans, as authorised in each instance by the Head of School, they do so at their own risk and responsibility, and should manage personal travel insurance accordingly. The College is not liable for costs incurred if staff and/or students are required to adhere to College travel plans, which causes alteration or cancellation to their personal travel plans.

See *Appendix I: Transportation Checklist* for a more detailed checklist for the effective use of transport.

Detailed Guidance (7): Medical Requirements

All Day and Residential trips: TLs should

- 1) Check which health precautions are advised for the location(s) to be visited (i.e., vaccinations and any other medication requirements).
- 2) Arrange with the College Nurse to provide first aid kit(s) for the visit.
- 3) Ensure that a medical record of every student is taken on the trip detailing any specific requirements such as allergies, disabilities, or medication. For day trips, a print-out from the school data base will be sufficient. This is all provided on the Student Profile (*Appendix C*) and can be exported from the College's MIS.
- 4) Take precautions for sun protection and dehydration.

Residential trips: In addition to the above the following need to be done:

- 1) TLs must request that parents inform them of any illness their child has suffered in the 24 hours preceding the trip. This includes headaches, vomiting, high temperatures and diarrhoea. TLs are not obliged to include any student who may still be contagious or who may jeopardise the trip due to illness. This is included on the Permission Slip (*Appendix D*).
- 2) Pay special attention to students who require regular or occasional medication (e.g. asthmatics, diabetics) and those that have potentially serious medical problems (e.g. allergies, epilepsy).
- 3) Any special dietary requirements are included on the Student Profile sheet (*Appendix C*).
- 4) The fact that a student has a particular medical or emotional requirement should not automatically mean that they will not accompany the trip; where reasonable and possible, the College aims to be inclusive for all students with regard to trips and visits.

Detailed Guidance (8): Accommodation & Meals

During the pre-visit recce and on arrival at a hotel and hostel, the TL should:

- 1) Compile a rooming list for the students, with all staff having a copy.
- 2) Ensure that staff are suitably placed close to the student rooms; give their room numbers and where applicable, room phone extensions to the students. It is advised that staff put signs on their bedroom doors with their names so students can find them quickly in an emergency.
- 3) Ensure students will have a suitable degree of privacy; try to avoid ground floor rooms.
- 4) Arrange that girls and boys are accommodated separately; girls and boys should not visit each other's rooms.

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

- 5) Give clear instructions on curfews, answering the door and who to contact if there are problems during the night; no outsiders are allowed in the rooms.
- 6) Unless in emergency situations, staff should never be alone in a room with a student or in a room at all with students of a different gender. If this must happen in an emergency situation, then safe protocols must be maintained with doors left open to ensure that both students and staff are protected at all times.
- 7) Check that there are safe and clearly signposted fire and emergency procedures and exits; brief the students on emergency evacuations and assembly points.
- 8) Ensure that whenever possible the venue is secure from outsiders; organise a staff duty rota; explain how to use the door locks for younger students.
- 9) Check that rooms with balconies are secured (as required for the students), any mini-bars and matches are cleared, and TV parental controls are set to avoid viewing of inappropriate material. The TL should ask the hotel to make these arrangements ahead of time to aid swift check-in.
- 10) Check that all catering providers are aware of any allergies or other dietary requirements of the students; establish clear rules of what snacks and other food the students may have during the trip (i.e. purchasing of food from street vendors).
- 11) Check that the following is possible: For overnight school trips, students will be allowed use of an overnight facility that corresponds with their gender identity. Transgender or non-binary students will be consulted in the planning process, to address any potential issues, concerns and needs for privacy. If applicable, a student's parent/guardian should also be consulted, unless there are privacy concerns in doing so. The school shall make all efforts to accommodate any student who desires greater privacy in overnight trips. The protection of each student will be at the core of all decision making.

See *Accommodation Checklist (Appendix J)* for more detail on accommodation requirements.

Detailed Guidance (9): Cost & Insurance

For effective planning, the TL should use each College's trip budgeting procedures. Recommendations include:

- 1) Complete the appropriate budget form according to local finance policy and procedures.
- 2) When calculating the cost to students taking part in the visit take 'hidden' or optional extras into account and allow a sufficient safety margin (and for the fact that accompanying staff will have their costs covered by the students – however, this is not possible in some countries). A contingency of about 15% is recommended, although this may be less for more expensive trips.
- 3) If employing the services of a tour operator, ensure that the company is reputable, that the price quoted is competitive and offers good value for money. This also applies to accommodation and air fares, without in any way compromising on safety or a reasonable level of comfort.
- 4) Make arrangements with the College's Finance Department for the billing and collection of all funds from parents and for the correct accounts to be kept. Receipts should be given when receiving large amounts of money. Each school's Finance Department will advise on the correct

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

payment methods. Note that the Finance Department must be informed in advance, so that they know to expect parental payments and can manage this process efficiently.

- 5) Carry out a thorough check of the insurance cover provided for the visit by the College or by others (e.g. by the tour operator), and make arrangements for any additional cover which might be required. Ensure that cover extends to all activities to be undertaken during the visit i.e. extra cover for adventure activities such as climbing, skiing etc.
- 6) The College's travel insurance is unlikely to be sufficient for overseas trips and even some residential trips in-country. Each College should check their insurance policies for suitable coverage, especially any exclusions and limitations. It is important to note that the policy will not cover the loss of personal property, so this information will need to be communicated to parents. All students travelling on a residential trip should have proof of their medical insurance on their medical form. If there are any questions in relation to the College's travel insurance policy, the TL should contact the College's Business Administrator.
- 7) In planning, consider the provision of additional contingency funds to cover an emergency.
- 8) Be aware that currency exchange rates fluctuate, so prudent exchange conversion rates are advised in your costings for overseas' travel.
- 9) From January 2021 the College's Travel Insurance (and policies of most other companies) no longer covers infectious diseases. This means that very careful consideration needs to be given at Risk Assessment stage as what this may mean for any trips.

Detailed Guidance (10): Daily & Emergency Contacts

- 1) All trips should arrange for a senior manager as a base Emergency Contact (i.e. Head of School or their designated Deputy if they are absent) who will be at school (or in the vicinity) during the full period of the visit. For residential trips they should be in the College's home city and contactable 24 hours a day. This Emergency Contact is named on the RA form.
- 2) The TL should check in with the designated base Emergency Contact at the College on a daily basis during residential trips.
- 3) Parents should also be contacted when the group has arrived and just before departure, as well as on a daily basis where at all possible. The form of this communication and the person responsible should be agreed in advance i.e. email, WeChat, or similar. If possible and desirable send some group (not individual) photographs.
- 4) Ensure that parents are fully aware of emergency contact procedures for residential trips, both in terms of the Trip Leader's contact number (see below) and that of the Emergency Contact person at the College.
- 5) Mobile phones that can be used overseas are available from the College's Business Administrator and must be booked in advance. Staff are also asked to bring their own phones for emergency use.
- 6) The Emergency Contact person must have a full set of the documentation for residential trips or those outside of the hours that they are likely to be in school. For day trips during the school day, they should just be given the following:
 - a) Initial and Final Approval forms;
 - b) Staff and student list;
 - c) Staff contact numbers;
 - d) Location contact numbers;
 - e) Trip itinerary;



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

- f) Risk Assessments.
- 7) The TL and the Emergency Contact at school must be mindful throughout of data protection, given the quantity of personal data being transported and stored. Due care must, therefore, be taken at all stages to safeguard personal data, for students and staff, in accordance with the College's responsibilities. Personal data documentation should be shredded at the end of the trip.

Detailed Guidance (11): Prior to Departure

- 1) Just prior to departure the Head of School should be given the Final Approval Form along with all details of the visit. The Initial Approval, Risk Assessment and Final Approval forms must be signed by the Head of School before the visit can go ahead.
- 2) All other documentation must be in place – please refer to the *Final Approval Forms (Day Trips Appendix F or Residential Trips Appendix G)* for the full list.
- 3) A Final Approval Form will not be signed until all information is in order:
 - a. For days trips it must be submitted 2 days prior to departure
 - b. For residential trips it must be submitted 2 weeks in advance.
- 4) The TL will keep a full list of documentation. Accompanying members of staff will at least be given the following documents:
 - a. student name/contact list,
 - b. medical summary list,
 - c. Risk Assessments,
 - d. staff contact numbers,
 - e. full itinerary,
 - f. accident forms,
 - g. local emergency contact details,
 - h. rooming lists for residential lists
- 5) Any change to the venue, date or itinerary of the trip must be communicated to the Head of School and parents in advance, and parental consent of these changes must be received.
- 6) Check official travel advisories for overseas trips.

Detailed Guidance (12): Behaviour of Students on College Trips & Visits

Students and staff must adhere to a basic code of conduct and the TL should make these expectations clear in advance to both students and parents, particularly bearing in mind the College's policy on drugs, alcohol and smoking.

The staff stand *in loco parentis* so the supervision should be that which a reasonable parent would provide on holiday with his/her own child. Good sense and the normal school rules apply.

Stipulations could include:

- a) during periods of free time, groups should be a minimum of 3 or 4. Trip Leaders must consider what students can do in the event of an emergency or getting lost (e.g. free time in a shopping centre).
- b) no aquatic sport/activity or climbing is to be permitted without prior written parental consent, staff permission and the appropriate supervision.
- c) a lights-out time should be set (according to age) and monitored by staff.

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

- d) no student should leave his/her bedroom after this time except in an emergency.
- e) students should be informed of hotel evacuation routes upon arrival in the case of an emergency.
- f) students should be informed of staff room location, extension numbers and mobile phone contact numbers.
- g) it is advisable to give each student a wallet-sized card with hotel name, contact number and address, location map and staff mobile phone numbers.
- h) students should at no time visit the room(s) of members of any other school group, nor entertain members of other groups in their own room(s); or be alone in the rooms of their own teachers.
- i) students must be punctual at all times, and should appear for meals whether they are hungry or not (unless with prior staff knowledge e.g. if unwell).
- j) students should be reminded that they are ambassadors of Dulwich College International and that they are expected to be polite and courteous at all times.
- k) students should be tidy and leave hotel rooms/transport in good condition. Breakages (or existing damage) should be reported to members of staff.

Safety Briefing to Students – Foreign Trips

Each foreign trip should include a full safety briefing to students (including emergency response procedure) upon arrival. The following information and guidance should be presented:

Hazards, Risks and Rules:

- a) environmental hazards (eg. water; terrain; roads etc.)
- b) 'in bound' and 'out of bounds' areas
- c) potential risks within the immediate environment (eg. changing weather conditions)
- d) necessary generic precautions (e.g. footwear; sunscreen; insect repellent; hydration)
- e) rules applicable to local context, above and beyond the normal school rules/expectations (e.g. male/female interaction on site; bedtime procedures)

Medical Care:

- a) location of medical centre or designated staff responsible for medical care
- b) regular checking of students with acute medical conditions (eg. anaphylaxis and provision of EpiPen)
- c) procedure for seeking emergency medical care (e.g. alert staff member)
- d) procedure for taking medication (e.g. time and place of dispensing medication)

Detailed Guidance (13): Emergency Procedures

Those in charge of students during a visit have a duty of care to make sure that they are safe and healthy. Do not hesitate to act in an emergency and take life-saving action in an extreme situation. Emergency procedures are an essential part of planning a school visit. All situations should be guided by the school's Critical Incident Plan, and a Medical Emergency Response Plan (*Appendix K*) should be taken on all residential trips.

If mobile device connectivity is compromised, a satellite phone should be used. Please note that specific times for mutual communication between the College and the trip location may need to be agreed, to ensure that phones are open and receiving at both ends.

ADD COLLEGE NAME Educational Trips & Visits Off-Site Whole College

Control of information is very important. It is vital in an emergency situation that students do not ring home to inform parents or others of an accident or, for example, mention it on their social media page. Control has to be taken immediately by the TL until members of Senior Management are contacted and can take over. The TL will remain as the College's representative on the ground if senior staff are not able to reach the location.

The TL has responsibility for finding out contact numbers for emergency services in the country of the visit, so that, in the event of an emergency, there is no unnecessary delay (Ref. Appendix K).

If an emergency occurs on a College visit the main factors to consider include:

- a) assess the nature and extent of the emergency as quickly as possible.
- b) establish the names of any casualties and get immediate medical attention for them.
- c) communicate with the emergency services and ensure that all the group are safe and looked after (some or all may suffer from shock, depending on the nature of the accident).
- d) ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.
- e) ensure that a teacher(s) accompanies and remains with casualties at a hospital and that the rest of the group are adequately supervised at all times.
- f) although every situation has to be assessed on its own merits, the school group will normally return to school after a major emergency or incident, or to their accommodation if on a residential trip.
- g) inform the Head of College and Head of School immediately as soon as all immediate dangers and safety measures have been taken; the contact number should be accessible at all times during the visit. Details of the incident to pass onto the school should include:
 - i. nature, date and time of the incident
 - ii. location of incident
 - iii. names of casualties and details of their injuries
 - iv. names of others involved so that parents can be reassured
 - v. action taken so far and action yet to be taken (and by whom)
- h) the Head of College, or as delegated, will decide when to contact the parents and/or other authorities when on a residential trip; however, the TL may directly contact parents on a day trip if their urgent presence was needed (i.e. to meet a child at a local hospital).
- i) compile a critical incident report including all relevant details that happened before, during and after the incident, preserving any vital evidence.
- j) no-one in the group should speak to the media. Media enquiries should be referred to the CLT.

Specific Action for Medical Accidents Emergencies

- a) a member of staff should remain with the student if admitted to hospital (e.g. for surgery or to be made fit to travel) until the parents or another family member arrives.
- b) under no circumstances should a student be left alone without the express permission of their parents.
- c) contact the relevant insurance company if on a residential trip.
- d) any medical referral notes from the hospital must be brought back.
- e) obtain receipts for any payments which may be reclaimable under an insurance policy or from parents.

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Emergency Evacuation (e.g. from fire; bomb threat)

Students and staff must be briefed on arrival with regard to:

- a) what alarm to expect to hear/see (eg bell; flashing light; whistle)
- b) emergency exits (location and access to/through them)
- c) evacuation muster point
- d) organisation at muster point

Terrorist (armed threat)

Students and staff should also be briefed beforehand, if identified as a possible risk. The TL or delegated should explain 'run, hide and wait' procedure in the local context.

Run:

- 1) Consider the safest route
- 2) Move quickly and quietly
- 3) Stay out of view of the attackers
- 4) Insist others leave with you
- 5) Leave belongings behind

Hide:

- 1) Find cover away from danger and stay out of sight
- 2) In buildings lock yourself in but do not get trapped – place objects such as tables or cupboards behind doors or entrances
- 3) Move away from doors
- 4) Be silent (switch off any devices)

Wait:

- 1) Stay hidden until you hear 3 loud whistles and the instruction 'Dulwich College Return'
- 2) Cautiously seek visual reassurance of safety (eg. students see/hear Dulwich staff)
- 3) Follow instructions and do not make any sudden movements

Missing Students

Regular head counts are carried out of students on any school trip or visit. In the unlikely event of a student going missing whilst on a trip/visit the following procedure will be implemented immediately.

- 1) All staff present will be informed and an immediate thorough search of the area will be made, ensuring that all other students remain supervised throughout.
- 2) If appropriate, on-site security will also be informed and a description of the student(s) given.
- 3) In the event of a student not being found, the TL will immediately inform the police.
- 4) The TL will then inform the school who will contact the student's parents/carers giving details of what has happened.
- 5) Senior staff as designated and appropriate in any circumstance must be informed and kept updated of progress.
- 6) If necessary and practical staff from the school will be sent to assist the safe return of the other students.



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

- 7) At least one member of staff will remain at the scene whilst others return to the school or designated base with the students. This member of staff will continue searching for the student.
- 8) The remaining member of staff will meet the police and parents/carers when they arrive at a designated point, as appropriate and applicable.

Detailed Guidance (14): Non-Emergency Incidents

- 1) Except in emergency cases, the trip itinerary cannot be deviated from whilst on a trip.
- 2) Cancellations of certain parts of the trip owing to bad weather and other unforeseen circumstances will be at the discretion of the TL.
- 3) However, these cannot be replaced with alternative venues/activities unless parents were informed of this in the original parent consent letter.
- 4) Otherwise, the group should proceed to their next scheduled venue, return to school or to the residential accommodation and inform the Head of School.
- 5) It should be mutually decided by the Head of School and TL who will inform the parents of any changes, especially if it involves a late arrival for a parental pick-up.
- 6) No student should be left unattended if a group returns after school. The Trip Leader should wait for all students to be picked up or have gone home.

Detailed Guidance (15): After the Visit

- 1) As soon as possible after the visit, a *Post-Visit Review Evaluation Form (Appendix H)* should be completed and passed to the Head of School. The information provided is likely to be of use to those planning visits in the future.
- 2) Students who were a credit to the school should be commended, and any who behaved poorly should be dealt with appropriately.
- 3) For trips paid for by parents, any surplus of funds remaining after all bills have been paid should be returned to parents.

Appendix A: Safeguarding Statement for Educational Trips & Visits

All volunteers or educational providers on educational visits should sign and return the following statement of Safeguarding expectations at Dulwich College. Dulwich College believes that every child and young person, regardless of age, has at all times and in all situations a right to feel safe and protected. The following guidelines are intended to safeguard all members of the Dulwich College community.

Please take some time to read these, sign the statement and return a copy. If you have any questions or any concerns about Safeguarding, please talk to the Dulwich staff member who has organised the visit and who has overall responsibility for the students.

Please do:

- Respond to an allegation made by a student by immediately reporting the incident to the TL. If the concerns are about the TL then the report must be made to the Chief Education Officer. If



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

you have any serious concerns at any time during the College visit please contact the TL immediately.

- Respect student's rights and treat them with fairness, honesty, dignity, and respect.
- Be aware that verbal interaction with students may be interpreted by them as being offensive or inappropriate, even if this was not your intention.
- Ensure you are in full view of others, preferably another adult, if you help or are in any contact with a student.
- Ensure that any phone/online contact with students on the trip is only made using agreed numbers/platforms

Please do not:

- Take any photos or film the students without the College's explicit permission.
- Instigate any physical contact with students or make sexually suggestive comments to a child, even in fun.
- Respond to physical contact from students; if this occurs, then please report it immediately to a member of staff from the College.
- Give your personal information to any student or accept personal information from students.
- Engage in rough, physical or sexually provocative games or allow students to use inappropriate language unchallenged, or use such language yourself when with students.
- Give or receive gifts to/from students; or give special rewards or privileges; in an attempt to build inappropriate relationships with students.
- Spend time working with students in isolation and do not take students alone in a car, however short the journey.
- Encourage or assist to break the law in any way, condone or participate in behaviour by students that is illegal, abusive, or endangers their safety.

I have read and understood the statements above and I agree to the terms outlined in this document.

Printed name:

Signature:

Date:



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Appendix B: Day Trip and Residential Visit Initial Approval Form

Date of Request				
Trip/Visit Destination/Venue				
Educational Purpose of Trip				
Name of Trip Leader				
Name of Deputy Leader				
Proposed Dates of Trip/Visit	Depart:		Return:	
Calendar availability checked?				
Proposed Time and Place of Departure				
Proposed Time and Place of Return				
How many Students?				
Which Year Group(s)?				
Lessons missed per Student?				
How much Staff Cover may be needed (approx.)?				
Teacher/Adult: Student Ratio				
Transport Details				
Insurance?	School provision		Additional, personal required	
Proposed Cost per Student				
Payment – tick box	School trip budget		Parent	Department
Staffing Costs (if applicable)				
Catering requirements?				
Are any Hazardous				



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Activities planned?		
What are the main Safeguarding considerations?		
DBA approval (residential only)	Signature:	Date:
Head of School and/or Head of College approval	Signature: Signature:	Date:
Comments.		

Trip Leader: _____

Date: _____

Appendix C: Student Profile & General Consent Form for Educational Trips and Visits Off-Site, including Residential, Adventurous, and Foreign.

STUDENT PROFILE (1): Student's Details	
Legal First Name:	
Legal Family Name:	
Preferred/Chosen Name:	
Date of Birth:	
Place of Birth:	
Address in Shanghai:	

STUDENT PROFILE (2): Student's Passport Details <i>(please attach a copy of the student's passport information page to this sheet, and enter N/A as applicable below)</i>	
Name on Passport:	
Nationality on Passport:	
Number of Passport:	
Date of Issue of Passport:	
Expiry Date of Passport:	
Number of Visa/ID:	
Expiry Date of Visa/ID:	

STUDENT PROFILE (3): Dietary & Medical Details <i>(students are not permitted to take part in school trips without personal medical insurance; please also ensure that the College is made aware of anything relevant with regard to your child's health, as teachers act 'in loco parentis')</i>	
Special Dietary Needs/Requirements and/or Food Allergies/Intolerances:	



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Medical Allergies/Conditions (as known):	
Name of Student's own Private/Personal Medical Insurer:	
Student's Medical Insurance Policy Number:	
Expiry Date of Medical Insurance:	
Student's Medical Insurance Contact Number:	
If it is considered necessary, do you agree to mild painkillers (e.g. Paracetamol) being administered?	YES/NO
Is your child currently receiving medical or surgical treatment of any kind from either the family doctor or hospital?	YES/NO
If the answer to the last question is 'Yes', please give details here (including the name and dosage of any medicines/tablets):	
Does your child have any of the following:	
Asthma, bronchitis or other respiratory condition?	YES/NO
Allergies to any known medication?	YES/NO
Travel sickness?	YES/NO
Diabetes?	YES/NO
Regular medication?	YES/NO
Any other physical or mental illness or disability?	YES/NO
If the answer to any of these questions is yes, please give details below (it is parental responsibility to declare fully to the College any medical information that will help teachers provide the most appropriate care and support for your child):	
Has your child been fully vaccinated against the following (please note that students must have all vaccinations 1-5 to be permitted to travel with the College; 6-8 are recommended):	

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

1) Measles/Mumps/Rubella (MMR – often combined)	YES/NO
2) Diphtheria/Pertussis/Tetanus (DPT/DtaP/Td – often combined)	YES/NO
3) Poliomyelitis (TOPV/IPV – often combined)	YES/NO
4) Hepatitis B (3 injections)	YES/NO
5) Haemophilus Influenza Type B (Hib)	YES/NO
6) Tuberculosis (BCG)	YES/NO
7) Chicken Pox	YES/NO
8) Rabies	YES/NO

STUDENT PROFILE (4): Water-Based Skills & Competence (students may have the opportunity to swim or participate in water-based activities as part of the educational visit programme, wearing life jackets as appropriate - please circle/delete as applicable for the following questions)

1. Is your child able to swim? YES/NO	3. Is your child water-confident in the pool? YES/NO
2. Is your child able to swim 50m? YES/NO	4. Is your child safety conscious in water? YES/NO

STUDENT PROFILE (5): Bike-Riding Skills & Competence (students may have the opportunity to ride a bike as part of the educational visit programme, wearing a safety helmet - please circle/delete as applicable for the following question)

1. Is your child able to ride a 2-wheel pedal bike, comfortably and confidently?	YES/NO
--	--------

PARENTAL CONSENT (the below will apply for all educational trips and visits off-site for your son/daughter; please note that you will be informed of each individual trip/visit in advance separately and asked to confirm specific permission for that trip/visit)

STATEMENTS OF PARENTAL CONSENT

A)

On the condition that my son/daughter is able to swim and is safe to participate in water-based activities (as detailed in part 4 of the Student Profile), I agree to my son/daughter taking part in a swimming or water-based activity.

B)

Dulwich College always insists upon transport with seat belts. However, there may be times when transport arrives without this provision. In such cases, it may be expedient to move the children before replacement transport with seat belts can be found. I agree to abide by the trip leader's decision on this point. I also agree to discuss the importance of keeping seat belts fastened at all times during journeys and to instruct my son/daughter to use their seat belts at all times.

C)

I consent to my son/daughter travelling by any form of public transport and/or in a motor vehicle driven by the Trip Leader or any other responsible adult member of the College visit party who is authorised by law and duly insured to drive.

D)

I authorise members of College staff, responsible for visits, to take all steps necessary in the event of sickness, accident, hospitalisation, or surgical intervention with regard to my son/daughter. I understand that, should any of the above occur, the school will always try to contact parents in the first instance. However, if this is not possible, I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including general or local anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

E)

I am aware that the College has a detailed policy on the safe running of educational visits, which is available for reference. I am also aware that a senior member of staff oversees the planning and organisation of all school trips. I understand that there can be no absolute guarantee of safety, but appreciate that the school leaders of a visit retain the same legal responsibility for students as they have in school and will do everything that is reasonably practicable to ensure the safety of everyone on the visit.

F)

(Senior School only) I consent to my son/daughter having planned, remotely supervised free time in a group of students with the prior permission of the Trip Leader.

G)

I acknowledge that my son/daughter will be responsible for the safety of his/her own money and personal effects. I will not hold the school responsible for losses unless caused by the negligence of the school.

H)

I have ensured that my son/daughter understands that it is important for his/her safety and for the safety of the group that any rules and instructions given by staff in charge are obeyed. In particular, students must follow the School Code of Conduct. Should my son/ daughter break the Code of Conduct, I agree to support the school's implementation of appropriate disciplinary action which may include sending the student home. If this is deemed necessary, I understand that the responsibility for accompaniment and any expenses incurred will be with the parent/guardian.

PARENTAL/GUARDIAN CONTACT INFORMATION (*in cases where we need to contact you urgently, one parent must be assigned as 'priority 1' – this is the first person we will contact before contacting 'priority 2'; please, therefore, ensure that the 'priority 1' contact is the most readily available and for each contact confirm the phone number and email to be used*)

Priority 1 or 2?	
Contact Name:	
Relationship to Student:	
Mobile Phone Number:	
Home Phone Number:	
Primary Email:	
Priority 1 or 2?	
Contact Name:	
Relationship to Student:	
Mobile Phone Number:	
Home Phone Number:	
Primary Email:	

PARENTAL SIGNATURE

I certify that all information provided is complete and accurate, to the best of my knowledge.

I understand that my separate and specific permission will be sought prior to any individual educational trip or visit off-site, and that I will be given full details of each respective trip or visit at the time.

I will inform the College as soon as possible of any changes to the above details, and I recognise that this is parental responsibility.



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

I understand and consent to all the above.

Signature of parent/guardian:

Date:



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

DUCKS Student Profile & General Consent Form for Educational Trips and Visits Off-Site.

STUDENT PROFILE (1): Student's Details	
Legal First Name:	
Legal Family Name:	
Preferred/Chosen Name:	
Date of Birth:	
Place of Birth:	
Home Address:	

STUDENT PROFILE (2): Student's Passport Details <i>(please attach a copy of the student's passport information page to this sheet, and enter N/A as applicable below)</i>	
Name on Passport:	
Nationality on Passport:	
Number of Passport:	
Date of Issue of Passport:	
Expiry Date of Passport:	
Number of Visa/ID:	
Expiry Date of Visa/ID:	

STUDENT PROFILE (3): Dietary & Medical Details <i>(students are not permitted to take part in school trips without personal medical insurance; please also ensure that the College is made aware of anything relevant with regard to your child's health, as teachers act 'in loco parentis')</i>	
Special Dietary Needs/Requirements and/or Food Allergies/Intolerances:	
Medical Allergies/Conditions (as known):	
Name of Student's own Private/Personal Medical Insurer:	
Student's Medical Insurance Policy Number:	

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Whole College

Expiry Date of Medical Insurance:	
Student's Medical Insurance Contact Number:	
If it is considered necessary, do you agree to mild painkillers (e.g. Paracetamol) being administered?	YES/NO
Is your child currently receiving medical or surgical treatment of any kind from either the family doctor or hospital?	YES/NO
If the answer to the last question is 'Yes', please give details here (including the name and dosage of any medicines/tablets):	
Does your child have any of the following:	
Asthma, bronchitis or other respiratory condition?	YES/NO
Allergies to any known medication?	YES/NO
Travel sickness?	YES/NO
Diabetes?	YES/NO
Regular medication?	YES/NO
Any other physical or mental illness or disability?	YES/NO
If the answer to any of these questions is yes, please give details below (<i>it is parental responsibility to declare fully to the College any medical information that will help teachers provide the most appropriate care and support for your child</i>):	
Has your child been fully vaccinated against the following (<i>please note that students must have all vaccinations to be permitted to travel with the School</i>):	
Measles/Mumps/Rubella (MMR – often combined)	YES/NO
Diphtheria/Pertussis/Tetanus (DPT/DtaP/Td – often combined)	YES/NO
Poliomyelitis (TOPV/IPV – often combined)	YES/NO
Hepatitis B (3 injections) (optional)	YES/NO
Tuberculosis (BCG)	YES/NO
Haemophilus Influenza Type B (Hib)	YES/NO
Chicken Pox (optional)	YES/NO
Rabies (optional)	YES/NO

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

PARENTAL CONSENT *(the below will apply for all educational trips and visits off-site for your son/daughter; please note that you will be informed of each individual trip/visit in advance separately and asked to confirm specific permission for that trip/visit)*

STATEMENTS OF PARENTAL CONSENT

A)

I authorise members of the College staff, responsible for visits, to take all steps necessary in the event of sickness, accident, hospitalisation, or surgical intervention with regard to my son/daughter. I understand that, should any of the above occur, the school will always try to contact parents in the first instance. However, if this is not possible, I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including general or local anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

B)

I am aware that the College has a detailed policy on the safe running of educational visits, which is available for reference. I am also aware that a senior member of staff oversees the planning and organisation of all school trips. I understand that there can be no absolute guarantee of safety, but appreciate that the school leaders of a visit retain the same legal responsibility for students as they have in school and will do everything that is reasonably practicable to ensure the safety of everyone on the visit.

C)

I have ensured that my son/daughter understands that it is important for his/her safety and for the safety of the group that any rules and instructions given by staff in charge are obeyed. I understand it is important for all students to maintain appropriate behaviour standards. If there are concerns that my son/daughter may not be able to behave appropriately whilst on a school trip I understand this will be discussed with me prior to the visit. I also understand that in some cases, my child may not be able to participate in a school trip if behaviour is of a concern.

I agree to support the school's implementation of appropriate disciplinary action which may include sending the student home. If this is deemed necessary, I understand that the responsibility for accompaniment and any expenses incurred will be with the parent/guardian.

PARENTAL/GUARDIAN CONTACT INFORMATION *(in cases where we need to contact you urgently, one parent must be assigned as 'priority 1' – this is the first person we will contact before contacting 'priority 2'; please, therefore, ensure that the 'priority 1' contact is the most readily available and for each contact confirm the phone number and email to be used)*

Priority 1 or 2?

Contact Name:

Relationship to Student:

Mobile Phone Number:

Home Phone Number:

Primary Email:

Priority 1 or 2?

Contact Name:

Relationship to Student:

Mobile Phone Number:

Home Phone Number:

Primary Email:

PARENTAL SIGNATURE

I certify that all information provided is complete and accurate, to the best of my knowledge.



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Whole College

I understand that my separate and specific permission will be sought prior to any individual educational trip or visit off-site, and that I will be given full details of each respective trip or visit at the time.

I will inform the College as soon as possible of any changes to the above details, and I recognise that this is parental responsibility.

I understand and consent to all the above.

Signature of parent/guardian:

Date:



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Appendix D: Permission Slip for Off-Site Day Trip or Residential Visit

An Educational Trip to	(pre-fill by Trip Leader)
Date of Departure	(pre-fill by Trip Leader)
Time of Departure	(pre-fill by Trip Leader)
Date of Return	(pre-fill by Trip Leader)
Time of Return	(pre-fill by Trip Leader)
Single or Repeat Trip?	(pre-fill by Trip Leader)
Transport is by	(pre-fill by Trip Leader)
Cost to be paid by Parents	£ (pre-fill by Trip Leader)
Visit Leader	(pre-fill by Trip Leader)
Department/Subject area	(pre-fill by Trip Leader)
Additional Details <i>(optional, if required by the Visit Leader)</i>	(pre-fill by Trip Leader)

Student's Name		
Tutor Group		
I have returned the Student Profile/Annual Consent Form at the start of the school year	YES/NO	
I confirm that there have been no changes to the parental contact details provided in the Student Profile/Annual Consent Form <i>(if you select 'no' and contact details have changed, please provide the new information in the space below)</i>	YES/NO	
I confirm that there have been no changes to the student's passport details provided in the Student Profile/Annual Consent Form <i>(if you select 'no' and passport details have changed, please provide the new information in the space below, including a scan of the ID page)</i>	YES/NO	
I confirm that there have been no changes to the student's Visa details provided in the Student Profile/Annual Consent Form <i>(if you select 'no' and visa details have changed, please provide the new information in the space below)</i>	YES/NO	
I confirm that there have been no changes to the student's medical details provided in the Student Profile/Annual Consent Form <i>(if you select 'no' and medical details have changed, please provide the new information in the space below)</i>	YES/NO	



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Whole College

I understand the purpose and details of this educational trip/visit and hereby give permission for my son/daughter to take part.

I understand that I must notify the college in advance of the trip of any changes to this information and any other information of which teachers, acting *in loco parentis*, should be aware, including any dietary requirements.

I certify that to the best of my knowledge and belief my son/daughter is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason on medical grounds why my son/daughter should not be a member of the party for this trip.

I also confirm that I will inform school if my son/daughter has an injury, fever, experienced nausea or vomiting in the 24 hours prior to the educational trip taking place. In the event of any illness or medical treatment occurring after the return of this form and prior to the activity, I undertake to inform the school to update the record.

I agree to authorise members of staff during the course of this trip to approve such medical treatment for my son/daughter as is deemed necessary in an emergency.

(for residential and/or foreign visits only) I certify that my son/daughter has a current passport and (if applicable) all necessary visas and satisfies the entry requirements of the country to be visited, and requirements for re-admission to the country of departure. I enclose a copy of my son/daughter's passport information page, visa (if applicable), and personal medical insurance details.

Signature of Parent/Guardian

Date



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Whole College

Appendix D2: DUCKS Permission Slip for Off-Site Day Trip or Residential Visit 幼儿园离校教育参访同意书

An Educational Visit to 教育参访目的地	
Date and Time of Departure 出发日期和时间	
Date and Time of Return 返回日期和时间	
Transport is by 交通方式	
Cost to be paid by 费用支付方式	
Trip Leader 带队人员	
Additional Details 其他细节	

Student's Name 学生姓名		
Tutor Group 所在学习小组		
<p>I understand the purpose and details of this educational visit and hereby give permission for my child to take part. 本人理解此次教育参访的目的和细节，并允许我的孩子参加。</p> <p>I confirm that there have been no changes to any of the contact, passport, visa, or medical details held by the College, and I understand that I must notify the college in advance of the trip of any changes to this information and any other information of which teachers, acting <i>in loco parentis</i>, should be aware, including any dietary requirements. 本人确认，学校所持有的任何联系人、护照、签证或详细医疗记录等信息均未发生任何变化。本人理解，此类信息以及学校老师在代行家长职责过程中所应了解的任何其他信息（包括饮食需求等）一旦发生变更，必须在行程开始之前通知学校。</p> <p>I certify that to the best of my knowledge and belief my child is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason on medical grounds why my child should not be a member of the party for this trip. 本人担保，就我所知和所信，本人子女身体健康，并且（如适用）已经接受一切必要的疫苗接种。在医疗层面，本人子女无任何不能参加此次活动的理由。</p> <p>I also confirm that I will inform school if my child has an injury, fever, experienced nausea or vomiting in the 24 hours prior to the educational trip taking place. In the event of any illness or medical treatment occurring after the return of this form and prior to the activity, I undertake to inform the school to update the record.</p>	<p>Yes/No 是/否</p> <p>Yes/No 是/否</p> <p>Yes/No 是/否</p> <p>Yes/No 是/否</p> <p>Yes/No 是/否</p>	



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Whole College

<p>本人同时确认，如果本人子女在教育参访前 24 小时内受伤、发烧、出现恶心或呕吐，本人会及时通知学校。如果在本同意书返还学校后、活动开始前，本人子女发生任何疾病或接受任何治疗，本人承诺会通知学校更新记录。</p> <p>I agree to authorise members of staff during the course of this trip to approve such medical treatment for my child as is deemed necessary in an emergency. 本人同意，在行程期间授权教职员工让本人子女在紧急情况下接受必要的治疗。</p> <p>If 'no' to any of the above, please provide details below: 如果针对上述任何一项内容的反馈意见为“否”，请在下方写明详细理由：</p>		是/否
Signature of Parent/Guardian 家长/监护人签名		
Date 日期		



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Whole College

Appendix E: Risk Assessment Form for Off-Site Educational Trips and Visits

Details	
Trip/Visit Venue including Address:	
Date of Trip/Visit:	
Trip Leader's Name:	
Trip Leader's Contact Number:	
Person i/c First Aid:	
Names of other accompanying Supervisors (ref. Trips & Visits policy for suitability):	
Staff/Adult: Student ratio is...	
College-based Emergency Contact Person for Trip/Visit:	
College-based Emergency Contact's Number:	

Checklist for Trip Leader	
Have you read & understood the Trips & Visits policy?	
Have you read and understood the College Safeguarding Policy and implemented the safeguarding requirements as outlined in the Trips and Visits policy?	
Are you aware of the College's Critical Incident and Emergency procedures?	
Have you read & understood the Risk policy?	
Have you considered specific safeguarding aspects of the trip/visit, including contact with other adults during the trip/visit?	
Have you considered whether a Satellite Phone may be required?	
How will personal student & staff data be protected on the Trip/Visit?	

		SEVERITY				
		Insignificant	Minor	Moderate	Major	Catastrophic
		Insignificant damage to property	Non reportable injury, no business interruption, limited damage to property	Reportable injury, limited business interruption, some damage to property	Serious injury, substantial business interruption or damage to property	Fatality, catastrophic loss of business
LIKELIHOOD	Highly Likely	5	10	15	20	25
	Likely	4	8	12	16	20
	Moderate Chance	3	6	9	12	15
		2	4	6	8	10



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Whole College

Note 1: ALARP = As Low As Reasonably Possible

Note 2: Consider all descriptors above in relation to harm/injury to persons

The risk assessment below takes into account the identified individual risks (use separate forms if necessary for each area).

What is the Hazard?	Likelihood & Severity of Risk (1-25)	How do you plan to minimise/control the stated risk?	What would you do in Case of Emergency?



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

(Insert more rows as required)

Trip Leader Signature: _____ Date: _____

Head of School Signature: _____ Date: _____



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Appendix F: Final Approval Form – Day Trip/Visit

VLs should complete this form prior to the visit and arrange a 5-10 minute meeting with the Head of School **no later than two days before the date of departure**.

Paper copies should be provided for the HoS to retain as below.

Trip/Visit Destination/Venue					
Name of Trip Leader					
Name of Deputy Trip Leader					
Proposed Dates of Trip/Visit	Depart:		Return:		
Time and Place of Departure					
Time and Place of Return					
How many Students?					
Which Year Group(s)?					
Teacher/Adult: Student Ratio					
Transport Details					
Insurance?	School provision		Additional, personal required		
Cost per Student					
Payment – tick box	School trip budget		Parent		Department
Staffing Costs (if applicable)					
Catering requirements?					
'Appendix L' checked?					
Paper copies provided of: a) this form b) student & staff lists with emergency contact numbers c) risk assessment d) trip itinerary e) venue contact details					
Head of School final approval	Signature:			Date:	
Head of College final approval (higher risk trips/extra insurance)	Signature:			Date:	
Comments (optional)					



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Appendix G: Final Approval Form – Residential Trip/Visit

VLs should complete this form prior to the visit and arrange a 10-15 minute meeting with the Head of School **no later than two weeks before the date of departure.**

Paper copies should be provided for the HoS to retain as below.

Trip/Visit Destination/Venue					
Name of Trip Leader					
Name of Deputy Trip Leader					
Proposed Dates of Trip/Visit	Depart:		Return:		
Time and Place of Departure					
Time and Place of Return					
How many Students?					
Which Year Group(s)?					
Teacher/Adult: Student Ratio					
Transport Details					
Is additional, personal insurance required?					
Cost per Student					
Payment – tick box	School trip budget	<input type="checkbox"/>	Parent	<input type="checkbox"/>	Department
Staffing Costs (if applicable)					
Catering requirements?					
'Appendix L' checked?					
Paper copies provided of: a) this form b) student & staff lists with emergency contact numbers c) insurance details d) risk assessment d) trip itinerary e) venue contact details					
Head of School final approval	Signature:			Date:	
Head of College final approval (higher risk trips/extra insurance)	Signature:			Date:	



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Comments (optional)	
----------------------------	--

Appendix H: Post-Visit Review Evaluation Form

Please complete the following sections as applicable to highlight details of any particular aspects of the trip that may be useful for future planning and visits. A copy must be given to the Head of School by no later than **2 weeks after** the return from the visit.

Trip Leader	
Name of Trip	
Year group(s)	

Aspects of trip	Rating /10	Comment
Travel arrangements		
Accommodation		
Food		
Evening activities		
Venues - pre-visit organisation, on the day etc.		
Suitability of environment, activities		
Instruction, equipment etc.		
Travel company, representative (if applicable)		
Safety and Risk Assessment including 'close calls'		
Safeguarding add dates of reporting /any specific		



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Whole College

details added to CPOMS/RoC		
Data Protection		
Content and value of educational aspect of trip		
Any other aspects		

Signature of Trip Leader: _____ Date: _____

Signature of Head of School: _____ Date: _____

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Appendix I: Travel & Transportation Checklist

General Points

- 1) It is recommended to book at least 3 months in advance for international travel, and at least 2 months for domestic.
- 2) School buses must be reserved as soon as the initial approval for the trip has been given. Use the school's normal transport booking procedures. Remember that the use of school buses that overlap with their normal daily routines will incur a charge.
- 3) Bookings for external buses, trains, ferries and flights must be made as soon as final numbers are agreed. Where possible make provisional bookings even earlier. Ensure that transport is available before announcing the trip to students and parents.
- 4) Any journey must be included in the Risk Assessment for the visit.
- 5) Any journey should be seen as a necessary part of the visit.
- 6) Any disturbance or irritation to the general public must be avoided.
- 7) Regular head counts should be made at the beginning and end of each journey and always after stops.
- 8) Prepare for travel sickness – seat known sufferers sensibly and make sure that transport is well ventilated. A First Aid kit, sick bags etc. should be available.
- 9) Students with special needs or specific medical problems should be seated near staff.
- 10) The wearing of seat belts is compulsory and non-negotiable. However, if the transport provided does not have seatbelts and no alternatives are available, then it is at the discretion of the Trip Leader to decide if it will be safer to remain in place until alternative transport arrives or to use the transport provided
- 11) Parents must be aware of their responsibilities in terms of departure and collection times before and after the trip.
- 12) All members of the group should be aware of any specific code of conduct during travel.

Coach/Bus Travel

- 1) Use the school's normal transport booking procedures to book coaches/buses.
- 2) No travel on coaches/buses without seatbelts is allowed. Seat belts must be worn at all times (see exception above).
- 3) No movement is allowed while the coach is moving.
- 4) All passengers must be aware of the location of the safety exits.
- 5) One member of staff should be seated near the safety exit and one near the driver.
- 6) Incorporate rest stops as appropriate for the journey and ensure that all members of the group are aware of meeting times after stops.
- 7) The classification of any videos /DVDs must be appropriate to the youngest member of the group.
- 8) The coach should be checked before boarding and if there are any doubts about the safety of the driver or the state of the vehicle, do not proceed until confident that it is safe to do so. There should be 2 drivers on long journeys – the coach company must ensure that drivers follow the regulations concerning total working hours each day.
- 9) Always pay attention to safety when boarding and leaving the coach.
- 10) The students should be encouraged to collect litter at the end of each journey and a member of staff should check that the coach is left tidy. Rubbish bags should be taken on the trip.

Mini-Bus Travel

Specific permission must be sought from the Head of College before planning to use this mode of transport.



ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Rail Travel

- 1) All bookings are to be made via a reputable Travel Agent.
- 2) Where possible students should sit in the same carriage. If the group is split, staff should sit as near to each group as possible.
- 3) Students should not walk up and down the train unnecessarily.
- 4) Students should be reminded that the train is being used by others and loudness of conversation etc. should be monitored.
- 5) Primary/Junior School students should ask for permission to visit the toilet, go in pairs and check back with the teacher when they have returned.
- 6) Head counts should be carried out before departure and on leaving the train. Sub-groups are advisable in large stations or on the subway.

Ferry Crossings

- 1) All ferry bookings should be made via a reputable Travel Agent.
- 2) Consideration must be given to the potential dangers on board, especially if students are allowed on deck.
- 3) Sub-groups are vital for supervision of students.
- 4) A briefing must be given on:
 - a. location of muster stations, life-saving equipment/lifeboats and emergency evacuation routines
 - b. feeling unwell
 - c. care of property
 - d. respect for others on board
 - e. code of conduct clearly established with regard to shops, alcohol and tobacco.
- 5) Location of staff during the voyage should be shared.

Air Travel

- 1) Bookings for air travel should be made as far in advance as possible via a reputable Travel Agent.
- 2) Sub-groups may be used for check-in when large groups are travelling but the whole group should move to and from the flight with a member of staff at the rear.
- 3) Establish a base at the airport.
- 4) A briefing must be given on:
 - a. flight number and gate number
 - b. how to check the information boards
 - c. emergency arrangements
 - d. respect for others;
 - e. code of conduct clearly established with regard to duty free shops and purchases
- 5) Where possible seat all students in a group. Staff should sit amongst the students with at least 1 member of staff sat in the last row of students looking forward.

Private Car Travel

- 1) Permission to use private cars must be obtained from the Head of College.
- 2) This mode of transport is only applicable for KS2-5 students.
- 3) Parental consent must be obtained for travel in a private vehicle.
- 4) Students under 12 years of age are not allowed to sit in the front seat of a car
- 5) The VL should check that all insurance policies for the car, the driver's license etc., are in order.

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Appendix J: Accommodation Checklist

Factors guiding choice will be:

- a) Aim of the visit and suitability of venue for aims
- b) Safety procedures – fire arrangements, security etc.
- c) Location
- d) Standard of student accommodation and facilities
- e) Standard of staff accommodation and facilities
- f) Catering arrangements
- g) Equipment – guarantee of standards / quality / safety / maintenance
- h) Hygiene arrangements – toilets, washing facilities, eating areas
- i) Qualifications and number of staff
- j) Supervision arrangements
- k) Insurance
- l) Medical arrangements
- m) Public access; on-site night clubs, KTV etc.

A preliminary visit should take place in order for a valid Risk Assessment to take place. Preliminary visits should also be used to evaluate the area and provide further details for the visit.

If a preliminary visit is not possible, the residential centre/venue should be contacted in advance to obtain specific details of their own Risk Assessment and the company must have an established reputation for providing educational trips to students of the relevant age group.

Details of local emergency telephone numbers, including local hospitals, fire brigade and police must be obtained before final approval is given.

If a tour operator is being used, the VL should obtain written assurance that providers have themselves assessed the risks and have appropriate safety measures in place.

When making a booking for a venue, written confirmation of the booking should be requested

Any special dietary requirements should be sent to the venue/centre in advance of the visit. The College 'no-nuts' policy must also be explained to all residential centres and eating establishments (including packed lunches and snacks) if a student with a nut allergy travels on the trip.

ADD COLLEGE NAME Educational Trips & Visits Off-Site
Whole College

Appendix K: Medical Emergency Response Plan

Below is an example of such a plan. At EIM the Trips & Travel Administrative Executive provides a bespoke plan for each applicable trip on request.



