



ORCHARD HOUSE  
SCHOOL

# **EDUCATIONAL VISITS POLICY**

**September 2022**

## EDUCATIONAL VISITS POLICY

### I INTRODUCTION

This policy has been devised to safeguard and promote the health and safety of pupils on activities outside the school. It has regard to Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies April 2022 <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools> and the advice recommended by the Independent Schools Inspectorate (ISI) at <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm> and The Education (Independent School Standards) Regulations, 2014 - Part 3, Welfare, Health and Safety and Statutory Framework for the Early Years Foundation Stage, 2021 <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Staff should also refer to Policy on Crossing Roads, Health & Safety Policy, Crisis & Serious Incident Management Policy, OHS Standard Operating Procedures and Missing Child Policy.

### 2 PRINCIPLES

The school is committed to incorporating educational visits and visitors into its scheme of work, providing that these will enhance pupils' understanding and experiences and that their inclusion is practicable, considering the constraints of staffing, cost and time. Visits help to develop a pupil's investigative skills and longer visits in particular encourage greater independence.

All staff in the school may be required on occasion to take part in visits. Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex or religion. Just as with all other elements in the schemes of work, educational visits should have clear, relevant and achievable aims and objectives.

A major consideration in the organisation of any visit must be the safety of the participants, and in this, as in all other respects, the school policy must be complied with. The minimum adult-to-pupil ratio is dependent on the nature of the visit and the age of the pupils – staff must therefore check with the Educational Visits Co-ordinator that the proposed ratio will comply with the school requirements and regulations (see table below). The specific DfE recommendations for ratios of adults to children for children aged three and over, as defined in paragraph 3.35 and 3.36 of the Statutory Framework for the Early Years Foundation Stage, September 2021, should always be met. There should always be at least one qualified teacher, one of whom will have been designated in charge of the visit. Within the school, this qualified teacher will always have the appropriate and necessary first aid qualification. For EYFS children in accordance with paragraph 3.25 of the Statutory Framework this will be a current paediatric first aid certificate.



Type of Visit	Recommended number of adults
Local visits, such as historical sites, museums, galleries	(a) at least 1 adult for every 10-12 pupils in Years 4 to 6 (b) at least 1 adult for every 6 pupils in Years 1-3 (c) a higher ratio of adults for EYFS. This may require 1 adult for as few as two children; always refer to pages 23 and 24 in the Statutory Framework <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</a>
Overnight visits or trips abroad	(a) at least the above but these ratios will be adjusted depending on the nature of the visit

The organiser must be satisfied that the venue is a suitable one, with all that this entails, and, where applicable, that any officials from the venue who will be involved in the visit are qualified and dependable. Parents are often happy to come on trips but they should never be left in sole charge of a child or group of children without a member of staff and each must be thoroughly briefed about his or her rôle beforehand and the school's expectations.

Please seek advice from the head or the EV coordinator if necessary.

### 3 SECTION 1- BEFORE THE VISIT

#### Exploratory/Preliminary Visits

3.1.1 All visits will benefit from an exploratory visit if the visit is not a regular event. For outdoor activities the exploratory visit is usually essential for safety reasons and also for sound educational planning.

3.1.2 Exploratory visits contribute to overall planning by ensuring that the venue:

- Can be assessed with regard to its ability to meet the aims and objectives of the visit
- Can be effectively assessed for risk and can cater for the individual needs of the group
- Can direct the visit's itinerary to make the best use of the venue's educational potential

3.1.3 Exploratory visits contribute to overall planning by ensuring that the excursion leader:

- Is familiar with the geographical, logistical and social aspects of the venue
- Has obtained names and addresses of other schools who have used the venue
- Has met staff at the venue and has obtained advice from them.

3.1.4 If the venue for the visit is not familiar to an instructor or prospective excursion leader then an exploratory visit must be undertaken by a senior and experienced member of staff if:

- The visit is abroad, or
- The visit involves a residential element, or
- The visit involves outdoor activities, e.g. caving, climbing, hill walking, trekking or watersports

3.1.5 When planning an activity involving caving, climbing, trekking, skiing or watersports, the school must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). If such a licence is not held, this must be reported immediately to the head and to the managing director, as a review will be needed by them to consider whether it will be necessary to abort the whole or part of the proposed visit

3.1.6 Many visits will be straightforward repeats of a previously successful visit but with a different group of pupils. However, many factors at the venue can alter during the course of the year, e.g. a museum layout may change, pollution may appear on a shoreline and different weather conditions may prevail. For these reasons it may still be good practice and warrant conducting an exploratory visit in order that planning and risk assessments are effective; in any event, complacency should not be allowed to develop.

**3.1.7** For trips where an external provider is leading activities, the provider must either have: the LoTC Quality Badge **or** the provider should return a completed OHS Provider Form along with their own risk assessment and copy of public liability insurance attached.

### **Risk Assessment Forms (see the school's appendix)**

3.1.8 An Event Specific Risk Assessment form must be completed by the group leader for every visit not less than one week in advance. The form should then be given to the EVC to be signed. Once signed by the EVC the form will also be approved and signed by the head.

3.1.9 All risk assessments completed should detail risks specific to the trip or visit and are produced to provide guidance in addition to the 'OHS Standard Operating Procedures'. Guidance and policies indicated within the 'OHS Standard Operating Procedures' do not need to be duplicated into event specific risk assessments.

### **Other Considerations**

3.1.10 Other factors to be considered during the initial planning include:

- Financial costings
- The facilities/equipment/clothing to be provided by parents for the visit or by the school or by the education centre
- Identify the need for and provide relevant staff training
- The designation of someone to record the details of the visit and to carry accident forms etc
- Transport arrangements
- Insurance arrangements (if any, this is more a factor for residential trips)
- Information to the provider, e.g. names, ages, genders, special dietary requirements, etc
- Arrangements for communication between the group and the school
- Supervision ratios
- Contingency measures for enforced change of plan, late return, sending pupils home early or other emergency arrangements
- Measures to keep parents fully informed
- The preparation of pupils – to include knowledge, skills and learning, safety awareness, code of behaviour
- Briefings for the adults, teachers and parents, who may be involved with the trip

## **Financial Planning**

3.1.11 The excursion leader must comply with the budgetary planning process for any educational visit and these formalities must be completed to the satisfaction of the head and the school's bursarial assistant before any visit is booked. The group leader should also ensure via a circular to be sent from the school office over the head's signature that, where parents are required to contribute to covering the costs of a trip, such parents are notified as early as possible so as to enable them to be forewarned. The practice as regards an extra charge for educational visits by pupils at the school are not uniform; if necessary, refer to the school office, the relevant head and/or the bursary.

## **First Aid**

3.1.12 First aid considerations must form part of the risk assessment and in all cases a nominated person must be identified on the risk assessment to be in charge of the first-aid and any other medial arrangements for individual children.

3.1.13 Other considerations should include:

- The numbers in the group and the nature of the activity
- The nature of any likely injuries and how effective first aid would be
- The distance to the nearest hospital and availability of transport. N.B. all adults in the group should know how to contact the emergency services
- For outings involving the EYFS, the name(s) of at least one person who holds a current paediatric first aid certificate

3.1.14 A fully qualified first-aider is required for adventurous activities, visits abroad or residential visits. However, for normal school trips and visits the excursion leader should have a good working knowledge of first aid and ensure that an adequate first-aid box and any medication for individual children is taken. All permanent teachers have appropriate first aid qualifications; such a qualification must be current at the time of the visit.

3.1.15 The minimum contents for a travelling first-aid box where no special risk has been identified are:

- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing approximately 18cm x 18cm
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves
- a resuscitator (for mouth to mouth resuscitation) is recommended but not compulsory

## **Approval for Visits**



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3.1.16 Approval – 'In Principle': The excursion leader should obtain approval from the head as to the general suitability of arranging the proposed visit. This approval is only 'in principle' and must be obtained before any substantial arrangements are made. Thereafter, and as soon as possible, the excursion leader should complete the formal arrangements.

3.1.17 Approval – 'Formal': Formal approval must be obtained according to the individual school's practice and procedures. As well as completing the formal arrangements the excursion leader must show how the plans for the visit comply with current regulations and guidelines and the school's general Health and Safety Policy by completing the required risk assessment (See appendix). It is the excursion leader's responsibility to inform the head of any changes to the information, e.g. insurance, itinerary, staffing.

3.1.18 N.B. If the visit is non-routine, unusual or involves an overnight stay, potentially hazardous activities or travel outside the UK, then the managing director must always be informed.

3.1.19 The parents or guardians must be fully informed about the visit in a circular from the school, drafted for the head by the excursion leader, which should explain:

- Its nature and purpose (to include aims and objectives)
- Outline the programme/itinerary, if necessary (as deemed by the school's head) making reference to issues such as working near rivers or other hazards
- How pupils will be supervised – making special reference to any work not directly supervised by the school's own staff
- EYFS parents must have given written permission for each trip and for emergency medical treatment; these permissions are obtained on initial entry to the school.
- For visits involving overnight stays parents will usually be invited to a presentation by the lead teacher during which key aspects of the forthcoming residential visit will be explained.

3.1.20 When the organisational details of the visit have been confirmed, all relevant forms must be completed, and all other requirements detailed in the school's policy (see Appendix ) must be observed. Pertinent details of the visit will need to be given to all of those variously involved; to the participating pupils, to any accompanying teachers and any non-teacher supervisors, and, where applicable, to any officials who will receive and perhaps work with the school party. In addition to everyone being acquainted with the date, time, venue, programme details, nature and purpose(s) regarding the visit in question.

- The pupils will need to be made aware of its relation to and implications for their recent, current or impending learning, and will need to know what will be expected of them at the venue in terms of their work and behaviour
- Any accompanying teachers and any non-teacher supervisors will need to be carefully advised about their roles and responsibilities
- Any participating officials will need to know how their contributions are intended to enhance or to complement the pupils' work in school

3.1.21 The excursion leader must also ensure that everyone involved is aware of any contingency plans for inclement weather or unforeseen circumstances, aware of the first-aid facilities, and aware of any emergency telephone numbers.

3.1.22 The excursion leader must also ensure that other school personnel are informed about the visit. E.g. diary coordinator, peripatetic staff, catering staff if applicable.

## **TRANSPORT – KEY ISSUES**

3.1.23 If transport by coach or minibus is to be involved, the excursion leader must be satisfied that the vehicle(s) and the operators comply with the statutory and insurance requirements, and with any other requirements laid down by the school. There are a variety of ways in which a school can transport pupils to the required destination.

### **3.1.24 Public transport**

3.1.24.1 Staff planning to use public transport should apply for tickets at least two weeks ahead. Such tickets will be free for trips leaving after 9.30am. Journeys involving Key Stage 1 children should be kept simple and short; complicated changing trains should be avoided. Security issues should be taken into consideration if travelling during the rush hour into Central London. In all cases Transport for London staff should be warned in advance that a school party will be boarding a train or bus and will usually be very helpful to the excursion leader.

### **3.1.25 Coach Hire**

3.1.25.1 Coach hire is a common means of school transport. When transporting children by coach, points to consider include the following:

- 1) The leader or head should ensure that the vehicle is hired from a reputable company that has the appropriate public service vehicle (PSV) operator's licence.
- 2) All minibuses and coaches that carry groups of three or more children between the ages of 3 and 15 inclusive must be fitted with a seat belt for each child. The seats must face forward and the restraints must comply with legal requirements. It is the responsibility of the school staff and not the driver of the hired vehicle to ensure that the children's seat belts are correctly fastened and remain fastened.
- 3) When a UK vehicle is used abroad extra care should be taken when getting on and getting off.
- 4) Buses, as opposed to coaches, are not subject to seat belt regulations. However, the DfE does not recommend the use of buses for anything other than short journeys.
- 5) When any right hand drive vehicle is used abroad, extra care should be taken when embarking or disembarking, as the access may be in the path of traffic rather than from a pavement area. In such circumstances, a member of teaching staff should always disembark first to check that it is safe for the children to disembark and this is good practice in the UK, too.
- 6) The driver is responsible for the vehicle during the visit.

### **3.1.26 Minibuses**

3.1.26.1 Minibuses are popular and convenient for small groups. The following points should be considered when using minibuses to transport children.

- 1) Children aged between 3 and 11 years and under 1.5 metres tall should use a child restraint if available or alternatively should wear a seat belt.
- 2) School running or hiring their own minibuses where any payment is made towards the cost of the pupils being carried require a public service vehicle (PSV) licence. It should be noted that the school do not run or hire to operate themselves such minibuses.
- 3) Drivers should not be asked to supervise children.

### **3.1.27 Private Cars**

3.1.27.1 Another mode of transport for school trips is the private car. When using private cars, points to remember include the following.

- 1) Where a member of staff transports pupils in his/her car, insurance cover is automatically provided through the school's "occasional business use" motor policy and this cover will obtain to the extent that a risk resulting from a personal injury claim on behalf of a child were not to be covered by the driver's own insurance policy.
- 2) Volunteers should be carefully vetted by the school before being permitted to drive pupils. If there is any doubt as to the volunteer's suitability, he or she should not be allowed to drive pupils.
- 3) Pupils should only be allowed to ride in cars fitted with seat belts. Pupils under 135cms tall should only be allowed to travel in cars if booster seats are provided. Seat belts must be worn at all times during the journey.
- 4) Parents should agree in writing, on the appropriate school form, to their children being transported in this way.
- 5) Other than for their own child(ren), it is advisable that parents who are driving pupils should not be alone with any other child in their car
- 6) Parents offering to drive children to and from a school event and where the school is involved in organising the lift should confirm to the school that their motor insurance is current

### **3.1.28 Ferries and Boats**

3.1.28.1 When using ferries and boats the excursion leader should ensure a dedicated area for the group. The leader should make it clear to pupils the extent of the freedom they have to roam and what areas are out of bounds. It is important that appropriate supervision and discipline should be maintained at all times since misbehaviour is a major cause of accidents. One of the main causes of misbehaviour on ferries is boredom. Supervisors should ensure that there are plenty of activities to occupy and interest pupils during the crossing. Appropriate medication should be available for those liable to seasickness, but such medication can only be administered with the parents' written consent. As part of the pre-visit preparation pupils should be made aware of what to do in the event of an emergency.

### **3.1.29 Aircraft**

3.1.29.1 Travelling by plane can be a more costly option, but it can make significant savings in the amount of time taken to arrive at a distant destination.



3.1.29.2 Excursion leaders should:

- make every effort to ensure that members of the party are seated together and not dispersed
- notify the airline if any members of the party have disabilities
- remember that freedom of movement is restricted, but supervision is still an issue and so adults should be seated among the group and not together
- ensure, as part of the pre-visit briefing, pupils are made aware of emergency procedures

### **3.1.30 Pedestrian Safety**

3.1.30.1 Children often have limited experience as pedestrians because for a variety of reasons many of them are taken everywhere by car. In many cases they are unable accurately and safely to judge the speed of oncoming vehicles. Therefore the following safety measures need to be enforced.

- 1) When crossing a road, the excursion leader should ensure that pupils know how to observe the rules set out in the Highway Code and the Green Cross Code. Pedestrian crossings, traffic lights or footbridges should be used whenever possible. Go through the OHS Road Crossing policy in advance with the children.
- 2) When visiting a foreign country, pupils should be constantly reminded that traffic does not drive on the same side of the road as in the UK, and they will need to be even more aware of the direction of traffic.

Staff must follow the guidelines in the policy on Road Crossing.

## **4 SECTION 2 - AFTER THE VISIT**

Staff should make frequent references to the rules and procedures applicable to the visit or particular activity.

- Pupils should be encouraged to develop a strong sense of 'Health & Safety' for themselves and others, and to become familiar with the general and visit specific rules and procedures. Pupils must heed the staff's advice on how to avoid any potential risks when using particular equipment. They are required to behave sensibly at all times, and should be reminded regularly of the dangers of running.
- Doors to sleeping accommodation must be locked at night to prevent ingress but should not be secured in any way that will impede egress in the event of, for example, a fire.
- Tidying/clearing up at the end of a day or the visit should be an accepted part of the visit and time always needs to be allowed for this to take place safely and effectively. Various factors will dictate the time that is needed, but clearing up should never be left until the very last minute. The major safety consideration is that equipment is stored in its designated locations so that the next session is not compromised, and equipment will not be found by subsequent groups in an unsafe condition, or in locations which might cause injury.
- On residential trips the excursion leader should keep in regular contact with the head so that she or the school office can issue bulletins by email or SMS to the parents.

**Dealing with accidents and emergencies:**

See also the Crisis & Serious Incident Management Policy and also the Missing Child Policy

#### **4.1.1 Accidents**

4.1.1.1 In the event of an injury to a pupil, dealing with that incident must take priority. Small cuts and abrasions can be dealt with using the first aid kit but more serious incidents should receive the attention and evaluation of a qualified 'first aider'. All accidents, however minor, should be reported in the SCHOOL ACCIDENT BOOK by the end of the day on which they occur – if the visit is abroad then the incident should be written up as soon as possible on return to the school. The accident book must then be countersigned by the head. Staff should be aware of which type of accidents should be reported to RIDDOR. See the [HSE guidance](#) or telephone 0845 300 99 23. Note that only certain specific occurrences of accidents are reportable.

4.1.1.2 Pupils should be encouraged to report all injuries however minor and should be reassured that no punishment or sanctions will be taken against them. Pupils should also be reminded at regular intervals about the course of action that they should take immediately following a personal injury.

#### **4.1.2 Illness and Sickness during the Visit**

4.1.2.1 Pupils must be encouraged to report to their teacher or team leader should they feel unwell during a visit – otherwise it is possible that their condition could cause them to lose concentration or become faint or have more serious repercussions. If a trip leader has any concerns of significance, he or she should immediately contact the school's head or deputy head; it may be necessary to notify the child's parents and ask these to collect their child.

#### **4.1.3 Missing Child**

4.1.3.1 Staff should follow the procedure outlined in the Missing Child Policy.

#### **4.1.4 Emergency procedures**

4.1.4.1 In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the first priority of the teacher leading the trip will be to summon the emergency services and to arrange for medical attention for the injured. A member of staff should accompany the injured pupil(s) to hospital and must remain with the child/children until his, her or their parents have arrived. Ensuring that the rest of the group are safe and being properly supervised, alongside informing the head of the circumstances of the incident will be the next task for the teacher in charge, who will need to report to the head at the school as full, calm and factual account as the circumstances will permit. Where the full facts have yet to emerge, he or she should say so and should ensure that follow-up communications with the head of are maintained as necessary.

4.1.4.2 He/she will also need to arrange (perhaps using one of the other members of staff, or the school office) for the parents of the uninjured children to be contacted on their emergency contact numbers and asked to collect their children from either the venue or the school, depending upon the

circumstances. A record as full as is practicable should be kept of the incident, the injuries and of the actions taken, with timings noted wherever possible.

## **5 SECTION 3 - AFTER THE VISIT**

In general, work completed by pupils either during or subsequent to an educational visit, should be displayed as and when appropriate, in a public area of the school.

Educational visits are always of interest to current and prospective parents, as well as the children themselves, thus:

- i. Staff are encouraged to consider a mention of the excursion in the school's weekly newsletter – this should be discussed with the school's secretary responsible for the assembly of each week's newsletter
- ii. Similarly, a 'tweet' referring to the visit may well be appropriate: staff should consult with the school office
- iii. Finally, such visits often supply rich material for each school's annual magazine. High quality photographs may well be appropriate alongside pertinent copy, and this material should be handed into the magazine's coordinator within a couple of days of the visit.

The excursion leader should ensure that the senior leadership team are informed of the conduct of the pupils so that appropriate comments/praise can be made in assemblies

As a matter of common courtesy, the excursion leader should also ensure that those members of staff who have because of the visit been required to cover lessons should be thanked in an appropriate way.

The excursion leader should always complete an evaluation of the visit and place this on file, so that this information can be used to inform future visits.

## APPENDIX I

### PROCEDURE FOR ORCHARD HOUSE SCHOOL - EDUCATIONAL VISITS

Separate documents (Health & Safety and Educational Visits) exist with advice and Instruction on all types of outings from school. It is the duty of all staff accompanying children off site to understand the document and for the leader to follow the guidance carefully.

**Before** planning an outing the Educational Visits Coordinator should be consulted to ensure this fits in with the general school diary/calendar. All outings should be arranged the previous term if possible. Each class tends to do at least one outing every term, although staff should always be mindful of cost.

Staff should inform peripatetic music and specialist teachers **at least two weeks in advance** if children will miss lessons. Staff should also inform the kitchen if packed lunches are needed using the kitchen variation form on google drive. This is very important and teachers organising trips are responsible for ensuring other staff are aware of arrangements.

Ratios of adults to children should always be discussed with the EV coordinator as ratios will vary according to the nature of the visit. The ratios are printed on the OHS Educational Visits Policy. Parents are often happy to come on trips but they should never be left in sole charge of a group of children without a member of staff. Sensitive information about children e.g. medical needs should only be shared with parents on a 'need to know' basis. Please seek advice from the head or EV coordinator if necessary. Once the trip has been completed hard copies of risk assessments should be shredded.

Please notify the Head/Office in advance if you need cheque/cash for entrance money and always take a First Aid Kit, to include any medication specific to individual children, e.g. inhalers, epipens.

Residential trips in the summer term are planned to tie in with current projects for Key Stage 2. There are currently four residential trips as follows: Year 6 – Normandy; Year 5 – Isle of Wight; Year 4 – York and Year 3 – Flatford Mill.

#### Procedure for arranging trips

- Check with the Educational Visits Coordinator that trip/date is convenient and appropriate and receive authorisation.
- Discuss with the Deputy Head the staff that will accompany the children. There must always be at least two members of staff on any visit.
- Check with the EV coordinator if the venue has been visited before by another member of staff as evaluations and/or Risk Assessments may be on file.
- If at all possible visit the venue yourself before the outing.
- Book Outing - work out costings for the trip including entrance, transport and any other

incidentals such as ice cream.

- Book coach or public transport, if required, through the office staff, – number of children, adults – ratio required. Liaise with the School Office at all times.
- Prepare risk assessment and submit to The Educational Visits Coordinator for approval **at least one week in advance**. All risk assessments must include the relevant green list of parents addresses/phone numbers and an Excursion Leader's Crisis Checklist. Please make sure there is a contingency form of transport in case of an emergency.
- Check First Aid box is full with the requisite contents. Also check Children with medical and/or dietary needs sheet to see if there are any relevant children going on the trip.
- Confirm booking of outing and coach: pick up time and other travel arrangements.
- London Transport Buses and Tube travel are free for all provided a ticket is obtained. Staff must submit an application via email to the office **three weeks before** the trip. The office will obtain the ticket from TfL.
- If using London Transport, please check TfL website on day of departure to see if there are any delays or line closures. Please also **do not** travel during rush hour if at all possible.
- Visit – prepare educational material needed, e.g. worksheets. Staff may need to bring cameras.
- Re-arrange any school obligations on the daily diary, e.g. swap lunch duties, etc and confirm with the Deputy Head. Prepare and leave work for any cover of lessons by staff remaining.
- Day before departure and day of departure: discuss routines and procedures with children; pick up first-aid kit, inhalers, epipens and emergency contact list for all children, take mobile phone. Make sure staff and/or accompanying parents have the school's and the Excursion Leader's mobile phone number in their mobile memory.
- Ensure all staff going on the trip have been briefed fully prior to children arriving.
- Check coach details with coach driver as to time/place for pick up at end of visit.
- If coach is delayed, contact school office so parents can be informed
- In the event of an accident contact school immediately and follow the crisis plan procedure attached to the risk assessment.
- After the event, please write an evaluation of the trip and leave on the risk assessment. Please assess the journey; timings; relevancy of venue; pupils' learning outcomes and other sundry but appropriate items.

- Email an article for the Orchard Weekly as soon as possible.

## Residential Trips

Residential Trips tend to fall into two categories. Those trips done in Year groups and generic ones (e.g. The Science Museum Sleepover), done across the age range.

For all residential trips done in year groups:

- Liaise with staff member in the bursary well in advance to ensure bookings have been done and numbers are correct. This may need to be done at least a year in advance (e.g. France)
- For those trips abroad check passports at least three months in advance to see if they valid. Pupils with passports with less than six months remaining need to check the [Foreign & Commonwealth Office](#) website, which lists travel advice by country. Under each is a heading on passports, which tells you the amount of validity that must be remaining in your passport in order to visit. Pupils with non EU passports need to check with the relevant authorities re validity and any visas that may need to be obtained
- Also for trips abroad, all pupils will need to apply for a free European Health Insurance Card (EHIC), which offers them access to reduced-cost medical treatment. These can be obtained online from the [EHIC website](#). Allow seven days for the card to arrive.
- Staff should ensure that each pupil has a completed OHS Residential Trips Consent Form. A template can be found on the Shared File (Risk assessments/Educational visits; Residential; Consent Form for all Residential Trips). Each time the form is used for a different residential trip it will need to be modified: all the text where modification is required is highlighted in yellow and has square brackets  so finding and adapting these parts of the form should be easy, at which point the highlighting should be removed.
- All OHS pupils are required to wear one of the blue baseball hats as uniform when they are travelling. These are designed so as the pupils can be seen easily in crowds or on ferries. Staff should insist that these are worn at all times (except within the place of residence (e.g. Château de la Baudonnière)
- If pocket money is taken, staff should keep the money for each child in a safe and distributed at the relevant times. This applies especially for trips abroad where money may be needed for the return trip (i.e. for the ferries)
- For trips involving the ferry to France, pupils should be in groups of three at all times. Year 6 pupils can use the ferry's facilities in their groups unaccompanied. They are **not allowed** on deck without a staff member present. Staff should secure a safe central base on board (one of the lounges) where the groups can return.



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- All medication should be placed in a separate bag with detailed instructions by the parents as to when the medicines need be dispensed. This can only be done with permission from the parents. (q.v Consent Form). For those children that have allergic reactions and require an epipene, please make sure that the child always carries the epipen at all times and that the relevant staff member carry a spare at all times.
- Risk assessments need to be obtained from the place of residence. Hard copies should be printed off and perused before handing to the head. Any risks not covered in these assessments, need to be covered in an OHS risk assessment. (e.g. Coach travel, ferry travel, excursion). These should be handed to the Head for signing **at least** two weeks before departure.
- A daily email or text should be sent to the Head whilst on the trip. It should give details that can be forwarded on to parents. Photos are useful showing the pupils enjoying the activities. Pupils are not allowed to bring mobile phones nor are they allowed to phone or receive phone calls apart from exceptional circumstances.
- Form 5 and 6 pupils are allowed to bring iPads for the journeys. These should all be collected up by the teacher in charge upon arrival at the destination and kept (with the passports) in a safe. They are not to be used during the trip. They will be given back before the journey home.