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# EDUCATIONAL VISITS POLICY

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Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Peter Massey

Governor Committee Review: Health and Safety

Last Review date: July 2024

Review Cycle: Triennial

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### 1 Aims

- 1.1 This is the educational visits policy for pupils of Harrogate Ladies' College family of Schools (**School**) which includes Highfield Pre-School, Highfield Prep School and Harrogate Ladies' College.
- 1.2 The aims of this policy are as follows:
  - 1.2.1 to set out the School's approach to the planning and implementation of Educational Visits in order that everyone involved understands his or her responsibilities and can participate fully;
  - 1.2.2 to establish a framework for managing risks and challenges to the health, safety and welfare of pupils on Educational Visits that is proportionate;
  - 1.2.3 to actively promote the well-being of pupils.

### 2 Scope and application

- 2.1 This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).
- 2.2 This policy applies to all Educational Visits (as defined in paragraph 5 of this policy).
- 2.3 This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:
  - 2.3.1 affect the health, safety or well-being of a member of the School community or a member of the public; or
  - 2.3.2 bring the School into disrepute.

### 3 Regulatory framework

- 3.1 This policy has been prepared to meet the School's responsibilities under: Education (Independent School Standards) Regulations 2014;
  - 3.1.1 *Boarding schools: national minimum standards* (Department for Education (**DfE**), April 2015);
  - 3.1.2 *Statutory framework for the Early Years Foundation Stage* (DfE, March 2017);
  - 3.1.3 Education and Skills Act 2008;
  - 3.1.4 Children Act 1989;
  - 3.1.5 Childcare Act 2006;
  - 3.1.6 Equality Act 2010;
  - 3.1.7 Health and Safety at Work etc. Act 1974;

- 3.1.8 Data Protection Act 2018 and UK General Data Protection Regulation (GDPR);
- 3.1.9 SEND Code of practice: 0 to 25 years (DfE and Department of Health, January 2015); and
- 3.1.10 Package Travel and Linked Travel Arrangements Regulations 2018.
- 3.2 This policy has regard to the following guidance and advice:
  - 3.2.1 [Health and safety on educational visits \(DfE, November 2018\)](#);
  - 3.2.2 [Health and Safety Executive: School trips and outdoor learning activities \(Health and Safety Executive \(HSE\), June 2011\)](#)
  - 3.2.3 [Keeping children safe in education](#) (DfE, September 2023);
  - 3.2.4 [School and college security](#) (DfE, November 2019);
  - 3.2.5 [National guidance for the management of outdoor learning, off-site visits and learning outside the classroom](#); (OEAP) and
- 3.3 The following School policies, procedures and resource materials are relevant to this policy:
  - 3.3.1 health and safety policy;
  - 3.3.2 safeguarding and child protection policy and procedures;
  - 3.3.3 policy on smoking, alcohol and the misuse of drugs and substances;
  - 3.3.4 behaviour policy;
  - 3.3.5 expulsion, removal and review policy;
  - 3.3.6 acceptable use of ICT and e-safety policy for pupils;
  - 3.3.7 SEND policy;
  - 3.3.8 risk assessment policy for pupil welfare; and
  - 3.3.9 COVID-19 risk assessment(s) and/procedures.

## **4 Publication and availability**

- 4.1 This policy is published on the School website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the School Office during a working day.
- 4.4 This policy can be made available in large print or other accessible format if required.

## **5 Definitions and interpretation**

- 5.1 Where the following words or phrases are used in this policy:

*This policy applies to all members of our school community, including boarders and those in our EYFS setting.*

- 5.1.1 Reference to **Adventure Activities** include but are not restricted to activities such as winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking, water sports or activities in or around water and Cadet and other uniformed activities. An activity may be considered to be adventurous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain, in or near water or areas considered to be politically, economically or socially unstable.
- 5.1.2 Reference to **Contingency Plan** means a Plan B in the event the planned activity on an Educational Visit cannot be undertaken safely.
- 5.1.3 Reference to **Educational Visit** includes but is not restricted to the following activities which are off-site and arranged or facilitated by the School at any time:
- (a) study and cultural visits;
  - (b) hazardous and adventure activities and expeditions; and / or
  - (c) overseas trips and residential trips.
- 5.1.4 Reference to **Educational Visits and Events Co-ordinator (EVEC)** means a member of staff to whom the Head delegates responsibility alongside their main role, for the arranging and the administration of an Educational Visit and the assessment and management of any risks posed by that Educational Visit. The EVEC for Highfield Pre-School and Highfield Prep School is James Savile and the EVEC for College is Peter Massey. In the event that an EVEC is not appointed the Head will act as EVEC.
- 5.1.5 Reference to **Employee** means anyone who works under a contract of employment at the School.
- 5.1.6 Reference to **External Provider** means any person or organisation other than the School or an Employee of the School who provides a service and or facilitates an activity under a contract during an Educational Visit e.g. an activity, field studies or outdoor education centre provider or an expedition company.
- 5.1.7 References to **First Aiders** are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in First Aid at Work, Emergency First Aid at Work, Paediatric First Aid at Work or Emergency Paediatric First Aid at Work.
- 5.1.8 Reference to **Group Leader** means an Employee who has overall responsibility for the planning, organising, supervision and conduct of the Educational Visit delegated to him / her by the EVEC.

- 5.1.9 References to **Head** are references to the relevant Head of Highfield Pre-School and Highfield Prep School and to the Principal of Harrogate Ladies' College.
- 5.1.10 Reference to **Homestay** means any arrangement where the School organises or arranges, and has power to terminate, the care and accommodation of a child in the home of a host family to whom the child is not related. Homestay includes arrangements in the UK or abroad, and situations where the School engages a company to make the arrangements
- 5.1.11 Reference to **HSE** means the Health and Safety Executive.
- 5.1.12 References to **Licensed Activities** means only those activities which are currently licensable under the Activity Centres (Young Persons' Safety) Act 1995 and Adventure Activities Licensing Regulations 2004 (SI 2004/1309) and include caving, climbing, trekking and water sports.
- 5.1.13 Reference to **Parent(s)** includes one or both of the parents, or those with parental responsibility for a child.
- 5.1.14 Reference to **Supervisor** means an adult who has been approved by the EVEC and who has responsibilities and duties assigned to him / her during an Educational Visit by the School (to include but not restricted to Parents, host parents, and volunteers).

## 6 Responsibility statement and allocation of tasks

- 6.1 The Board of Governors has overall responsibility for all matters which are the subject of this policy.
- 6.2 To ensure the efficient discharge of its responsibilities under this policy, the Board of Governors has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Peter Massey	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness.	Peter Massey in College, James Savile in Highfield	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Peter Massey	As required, and at least annually

Task	Allocated to	When / frequency of review
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Peter Massey in College, James Savile in Highfield	As required, at least termly
Monitoring accident / incident reports and records created in relation to the policy and identifying any action to be taken in response and evaluating proportionality and effectiveness	Ben Pridmore and Peter Massey	As required, and recommended to be at least annually
Formal annual review	Board of Governors	Annually

### 7 Legal requirements and responsibilities

7.1 **Head:** The Head will ensure that Educational Visits comply with legislation, regulations and guidance issued by the HSE, the Department for Education together with that provided by the Board of Governors and the School's own health and safety policy.

7.2 The Head has appointed the EVEC and will ensure that:

7.2.1 the EVEC is sufficiently qualified, experienced and competent to arrange, administer and monitor Educational Visit; and

7.2.2 the EVEC is provided with up to date training, advice and guidance.

7.3 The EVEC will:

7.3.1 be an experienced Educational Visits leader him/herself;

7.3.2 have the status to be able to guide the working practices of others;

7.3.3 be confident in assessing the ability of others to lead Educational Visits;

7.3.4 be confident in assessing External Providers;

7.3.5 be able to advise the Board of Governors in approving Educational Visits, where necessary; and

7.3.6 have access to, and be aware of, appropriate training, guidance and advice .

7.4 The Head will ensure that:

7.4.1 a Group Leader is appointed who is competent to plan, undertake and supervise activities and to monitor / assess the risks in preparation for and throughout the Educational Visit;

- 7.4.2 Educational Visits do not take place unless specific approval has been given by the Board of Governors, Head and/or another suitable member of the appropriate Senior Leadership Team in advance as necessary. Visits should always be recorded in the ISAMs calendar;
  - 7.4.3 there are adequate arrangements in place to ensure the health, safety and welfare of those on the Educational Visit, including ensuring that there are appropriate risk assessments and contingency and emergency plans in place;
  - 7.4.4 any relevant qualifications claimed by the Group Leader or other relevant members of the group have been checked and verified and are up to date;
  - 7.4.5 Supervisors are properly assessed in accordance with the School's safeguarding and child protection policy and procedures which will include barred list checks if the Supervisor is likely to be left unsupervised or allowed to work in regulated activity<sup>1</sup>;
  - 7.4.6 adequate contact details for the Group Leader and / or Supervisors on the Educational Visit have been provided;
  - 7.4.7 the Group Leader reports back after the visit and ensures that any appropriate evaluation and monitoring takes place following visits including ensuring that appropriate lessons are learned and risk assessments and procedures are adapted where necessary;
  - 7.4.8 adequate records are retained following the Educational visit; and
  - 7.4.9 the School has considered its requirements to report safeguarding incidents to any other regulatory body or organisation including, but not limited to:
    - (a) Charity Commission;
    - (b) Health and Safety Executive (HSE);
    - (c) Disclosure and Barring Service (DBS);
    - (d) Teaching Regulation Agency (TRA);
    - (e) Boarding Schools Association (BSA); and
    - (f) Insurers.
- 7.5 The EVEC will:
- 7.5.1 consider applications for approval for an Educational Visit to take place and provide advice as to whether the Educational Visit should be approved;

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<sup>1</sup> See paragraph 287 of KCSIE 2023



- 7.5.2 ensure that there is adequate insurance cover for Educational Visits;
  - 7.5.3 work with the Group Leader to provide details of Educational Visits including travel arrangements beforehand to Parents, pupils and Supervisors (where required);
  - 7.5.4 ensure that adequate contact details for the Group Leader and / or Supervisors and the proposed venue are retained at the School;
  - 7.5.5 ensure that the Group Leader and Supervisors have a copy of the agreed emergency arrangements and the School's emergency numbers Contact Card; and
  - 7.5.6 monitor risk assessments, systems and accident reports and general practice on Educational Visits on a regular basis.
- 7.6 **Group Leader:** is the Employee responsible for the planning, undertaking and supervision of the particular Educational Visits delegated to him / her by the Head.
- 7.7 The Group leader must follow legislation, regulations, guidance and this policy and other applicable School policies relevant to Educational Visits.
- 7.8 Where necessary, the Group Leader should obtain specialist advice to enable Educational Visits to be undertaken safely.
- 7.9 Where required the Group Leader will be appropriately qualified and will produce first hand evidence of such qualifications upon request.
- 7.10 The Group Leader has overall responsibility for:
- 7.10.1 the preparation and planning of the Educational Visit (in consultation with the EVEC or another appropriately qualified person where necessary) including obtaining approval for the Educational Visit to take place and communicating with group members and parents;
  - 7.10.2 preparing and implementing a Contingency Plan in case the primary activity is undeliverable;
  - 7.10.3 the supervision and conduct of the Educational Visit;
  - 7.10.4 the health, safety and welfare of the group during the Educational Visit;
  - 7.10.5 the behaviour and discipline of pupils during the Educational Visit; and
  - 7.10.6 ensuring the that the School's relevant emergency policies and procedures are implemented in an emergency.
- 7.11 The Group Leader will also ensure that:

- 7.11.1 all those attending or involved in the Educational Visit know who is in charge at any time and that all Supervisors and External Providers are aware of any identified risks and understand their respective responsibilities;
  - 7.11.2 there is a plan for emergencies and that everyone on the Educational Visit is aware of emergency arrangements;
  - 7.11.3 take immediate steps to terminate the Educational Visit if the health, safety or welfare of the pupils or anyone else on the Educational Visit is at risk (see paragraph 11);
  - 7.11.4 ensure that any insurance conditions are complied with;
  - 7.11.5 there is sufficient first aid provision for each Educational Visit from appropriately qualified First Aiders, have a good working knowledge of first aid and be aware of and adhere to the School's policies on first aid and administration of medicine and obtain relevant medical information for pupils including the medical forms<sup>2</sup>.
  - 7.11.6 he or she obtain and carry emergency telephone numbers and details of emergency points of contact for everyone on the Educational Visits as well as the School. Emergency contact numbers are recorded on the Educational Visits' Form and Risk Assessment; and
  - 7.11.7 he or she carries an agreed phone at all times during the Educational Visit.
- 7.12 The Group Leader has the full authority of the Head and has the right to return any pupil home if, after consideration of all relevant matters, he / she is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the Parent.
- 7.13 **Supervisor(s)** will:
- 7.13.1 Follow the terms of this policy, any applicable codes of conduct and the instructions of the Group Leader;
  - 7.13.2 help with control, behaviour and discipline of the group;
  - 7.13.3 look after their own health and safety and do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent Parent would do in the same circumstances;
  - 7.13.4 inform the Group Leader immediately if they suspect there is a risk to the welfare, health and safety of themselves or others during the Educational Visit;
  - 7.13.5 be properly checked and assessed in accordance with the School's safeguarding and child protection policies and procedures; and

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<sup>2</sup> If the trip includes EYFS pupils there will be at least one paediatric first aider.

- 7.13.6 be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader;
- 7.14 Unless they are an Employee, Supervisors will not normally be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment. Under no circumstances will a Supervisor in respect of whom no barred list check has been obtained be left unsupervised or allowed to work in regulated activity<sup>3</sup>.
- 7.15 **Pupils will:**
  - 7.15.1 follow the instructions of the Group Leader and Supervisor(s) during the Educational Visit and comply with the School rules, applicable code of conduct for residential trips / policy on smoking, alcohol and the misuse of drugs / behaviour and discipline policy;
  - 7.15.2 not behave in a way which put themselves or others at risk or in breach of the School rules, and the School's behaviour and discipline policy and/or the applicable code of conduct for residential trips set out at Appendix 9;
  - 7.15.3 dress and behave appropriately and responsibly, using safety equipment appropriately and as instructed; and
  - 7.15.4 if abroad, be sensitive to local codes and customs.
- 7.16 **Parents will:**
  - 7.16.1 be provided with sufficient information in writing by the School in advance of an Educational Visit any may be invited to briefing sessions where appropriate;
  - 7.16.2 provide the School with clear and accurate up to date information on their child's health and / or any special needs,
  - 7.16.3 provide appropriate consents, including for the pupil to attend an Educational Visit if appropriate, for the administration of first aid, medical and medical treatment and where necessary to provide the School with their child's medication in advance of an Educational Visit;
  - 7.16.4 ensure that their child has had the necessary vaccinations to enable them to safely take part in the Educational Visit<sup>4</sup>;
  - 7.16.5 ensure that they provide up to date contact details or other appropriate contact details in the event that they will be unavailable; and

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<sup>3</sup> See paragraph 287 of KCSIE 2023

<sup>4</sup> Information on recommended vaccinations on the National Travel Health Network and Centre (NaTHNaC)  
<https://travelhealthpro.org.uk/countries>

- 7.16.6 ensure that their child understand the standard of behaviour and conduct expected of pupils on the Educational Visit.

## **8 Planning and preparations**

### **8.1 The Group Leader will:**

- 8.1.1 undertake and complete the planning of and preparation for the Educational Visit. See Appendix 4 and Appendix 5 below.
- 8.1.2 where necessary and reasonable undertake an exploratory visit to areas or in respect of activities involving significant hazard, or he /she should obtain reliable information concerning the nature of any hazards and means of avoiding or minimising risk;
- 8.1.3 obtain approval for the Educational Visit to take place from the Head or another suitable member of CSLT as appropriate.
- 8.1.4 undertake appropriate risk assessment(s) and complete a risk assessment form (see paragraph 11 and Appendix 1);
- 8.1.5 ensure that appropriate parental consent has been obtained for the pupils to attend the Educational Visit (including specific written consent to the trip where required) (see paragraph 10);
- 8.1.6 ensure that parents of pupils with health/medical needs attending the Educational Visit have provided the appropriate medicines for administration and that these are held appropriately during the Educational Visits;
- 8.1.7 brief Supervisors, group members and Parents (where appropriate) particularly in advance of an Adventure Activity, an overnight trip or visit outside the UK and provide them with the trips phone number in advance of the Educational Visit;
- 8.1.8 provide a list of attendees and emergency contact details for each attendee to the EVEC and ensure that these are available to him during the Educational Visit. See Appendix 7 below.
- 8.1.9 ensure that pupils are instructed to put their emergency contact details into their mobile phones, including the trip phone number;
- 8.1.10 report back to the EVEC after the Educational Visit; and
- 8.1.11 retain appropriate records following the Educational Visit.

## **9 Charging**

- 9.1 The School reserves the right to charge for Educational Visits, transport, accommodation, equipment and other associated costs. Such details will be provided to Parents prior to the Educational Visit.

9.2 If payment is not received in advance (or as required) or School fees are outstanding, the School reserves the right to exclude pupils from the Educational Visit.

9.3 Parents will also be informed of the arrangements for sending a pupil home early. Parents will normally be required to meet the costs of such arrangements should this be required for reasons of health and safety or breach of this policy. The School will not be obliged to refund the cost of the remainder of the Educational Visit.

### **10 Consent**

10.1 Specific written parental consent is generally not required for routine Educational Visits which are a normal part of the pupil's education at the School and take place during the normal School day.

10.2 The School obtains general consent from Parents for all Educational Visits which take place outside of the School day when the pupil enters the School and provides sufficient information to parents about each visit to enable them to opt out of specific visits should they wish to do so and of any extra safety measures required. Please see Appendix 3.

10.3 In addition to this the School obtains specific written consent from at least one Parent in advance of the following types of Educational Visits:

10.3.1 any visit costing more than £20;

10.3.2 any visit which involves nursery age children;

10.3.3 all visits (including overnight or residential stays) which take place during the holidays or a weekend;

10.3.4 non-routine off-site activities and sporting fixtures that extend beyond the normal start and finish of the school day;

10.3.5 visits which require overseas travel;

10.3.6 Adventure Activities at any time;

10.3.7 activities for which risk assessment has shown a high level of risk management is required.

10.4 If consent is refused by one or both Parents the School reserves the right to refuse to allow the pupil to take part in the Educational Visit.

### **11 Risk assessments**

11.1 The School endeavours to take a proportionate and sensible approach to Educational Visits and the level of planning and preparation will be tailored in each case to the type of trip and the particular risks involved. Some Educational Visits may only require a little extra planning beyond the educational aspect of the trip, whilst others may need detailed planning and risk assessment and approval of the Head and / or the Board of Governors.

- 11.2 The School will ensure that those who are conducting the risk assessments have the necessary skills, status, competence and experience to do so.
- 11.3 The School adopts a common-sense and proportionate approach to health and safety on Educational Visits with a focus on real risks, not those which are trivial and / or fanciful.
- 11.4 An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every Educational Visit.
- 11.5 Sample risk assessments can be found at Appendix 1. Up-to-date risk assessments can be found by following the one-drive link, at the top of Appendix 1. The School's Guidance Notices on Completing a Trip Risk Assessment Form can be found at Appendix 2.
- 11.6 If there is a generic risk assessment already in place for a specific type of trip or activity, the Group Leader may (where appropriate) review the generic risk assessment and check that is still suitable.
- 11.7 If there is no generic risk assessment for the activity, or if the visit involves one of the following factors (listed below) the Group Leader must carry out a specific written risk assessment for the Educational Visit:
  - 11.7.1 activities requiring a higher level of risk management than is normal during routine activities;
  - 11.7.2 adventure activities;
  - 11.7.3 off-site activities that take place totally outside normal School hours including during School holiday period or during weekends;
  - 11.7.4 overnight and residential stays;
  - 11.7.5 visits outside the UK.
- 11.8 A risk assessment will be undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable. COVID safe measures are included in the risk assessment pro-formas.
- 11.9 If any risk is considered to be unacceptable by the Group Leader the Educational Visit shall not go ahead or shall be terminated if already in progress.
- 11.10 When conducting a risk assessment, the following factors should be considered, notwithstanding any risk assessment that may be conducted or supplied by any external provider:
  - 11.10.1 the type of activity;
  - 11.10.2 the age / competence / fitness / usual standard of behaviour of the pupils;
  - 11.10.3 any special educational / medical needs of any of the pupils;
  - 11.10.4 any impact of individual needs on the group as a whole;

- 11.10.5 adult : pupil ratios;
  - 11.10.6 the competence / experience / qualifications of the adults;
  - 11.10.7 modes of transport, journey routes and location(s) of visits;
  - 11.10.8 emergency procedures; and
  - 11.10.9 any other relevant factor in relation to the specific circumstances of the Educational Visit.
- 11.11 Where appropriate the Group Leader should also consider and assess a Contingency Plan in addition to the main activity, in case the main activity is undeliverable.
- 11.12 The Contingency Plan should be planned and risk assessed to the same standard as the Educational Visit.
- 11.13 Regardless of the type of the visit, the Group Leader must be prepared to re-evaluate and / or reassess the risks and mitigate any risks where possible whilst the visit is taking place taking into account of any relevant changes in circumstances or factors such as fatigue or changes in the weather. If the risks become unacceptable the Educational Visit shall be terminated and / or a Contingency Plan if appropriate carried out instead.

## **12 Insurance**

- 12.1 There shall be appropriate insurance cover in place for each Educational Visit.
- 12.2 The EVEC and Group Leader should have an awareness of any requirements set by the School's insurers when planning an Educational Visit.
- 12.3 Parents should be informed of the insurance arrangements made by the School in clear terms. They should be told which insurances are arranged by the School and which are arranged and payable by Parents. Parents should be told of any insurances that have not been verified, for example, host parents abroad.
- 12.4 The School will consider available insurance cover for Educational Visit in order to understand the potential impact on cover of COVID-19 and/or future pandemics or outbreaks of infectious diseases. This is likely to constitute a significant factor in determining whether any visit can go ahead in the current climate. Where the School arranges cover, it will be clear with parents about the limitations to available insurance cover in these circumstances.
- 12.5 The School cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

## **13 Supervision and ratios**

- 13.1 Supervision of pupils can be direct, indirect or remote but must always be 24 hours a day.

- 13.2 There must be an adequate ratio of adults to supervise pupils throughout Educational Visits. This ratio should derive from the risk assessment(s) undertaken and the risk factors identified.
- 13.3 Where a Supervisor is also a Parent of a pupil on the Educational Visit, the School should take into account the risk of them being distracted by the needs of their own child rather than looking to the needs of the group. That Parent will not usually count in the ratio for the group as a whole, unless the School can manage the risk of conflict by other means e.g. by not allocating that Parent a role with direct responsibility for their own child.
- 13.4 Where possible, there should be provision within the ratio for a different Supervisor, in the event of an emergency or incident, to:
- 13.4.1 deal with any emergency or incident;
  - 13.4.2 seek emergency and / or medical assistance; and
  - 13.4.3 supervise the remainder of the party.
- 13.5 For local low risk visits in normal circumstances and subject to any special considerations the following ratios *may* be appropriate:<sup>5</sup>

Class / Year	Applicable ratio
Nursery and reception	1:4 (1:3 for under twos)
Years one to three	1:6
Years four to six	1:10-15
Years seven onward	1:15-20

- 13.6 The ratio should become closer the more complex or hazardous the activity.
- 13.7 Where pupils are supervised remotely, the pupils must have the aptitude for, and be appropriately trained, briefed and experienced for the activity involved. Pupils must however be able to contact a Supervisor in the event of an emergency.
- 13.8 The Group Leader will ensure that each pupil who is not under direct supervision is accounted for. This means the Group Leader will know the identity, whereabouts and expected time and place of return of the pupil.

## 14 Child protection

- 14.1 The School's safeguarding and child protection policy and procedures will apply at all times during Educational Visits.

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<sup>5</sup> Apart from in EYFS settings there are no mandatory ratios. The School should risk assess visits in order to set their own ratios.



- 14.2 Any incident amounting to any report, allegation or suspicion of abuse or safeguarding concerns which occur whilst on the Educational Visit will be dealt with appropriately at the time and will be reported to the School's Designated Safeguarding Lead and / or to the Head in accordance with the safeguarding and child protection policy and procedures. The member of staff will then follow the instructions of the Designated Safeguarding Lead and / or Head.
- 14.3 If a child is in immediate danger or risk of harm anyone can make a referral to the relevant agency. Where an emergency referral is made, the Designated Safeguarding Lead must be informed as soon as possible.

### 15 External Providers and Adventure Activities

- 15.1 The School will ensure that any External Provider has in place the appropriate safety standards and liability insurance.
- 15.2 **Adventure Activities:** the School will check that any External Provider providing Adventure Activities has the adequate standards of safety, competence and experience in the activities undertaken.
- 15.2.1 **LOtC:** Where possible, the School will use External Providers who hold a LOtC Badge (see <https://www.lotc.org.uk/lotc-accreditations/lotc-quality-badge/>).
- 15.2.2 **AALS:** Where External Providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) the School will check that they either have a LOtC badge, or if not, ensure that they hold a current AALS licence at [www.aals.org.uk](http://www.aals.org.uk).
- 15.2.3 Where the External Provider does not hold a LOtC badge and / or AALS licence, the School will seek to check with the appropriate national governing bodies or association for the sport or activity concerned or other relevant federations or associations. This is done by the Provider completing a provider statement in advance of any booking being placed.
- 15.2.4 Where no such body can be identified, the School will take other reasonable steps to ensure that any External Provider is the appropriate organisation to use. The steps required will depend on the nature of the activity and the level of risk involved, but will include checking: (This is usually done by completing a provider form.)
- (a) their insurance;
  - (b) they meet legal requirements;
  - (c) their health and safety and emergency policies and / or risk assessments;
  - (d) staff competence;
  - (e) safeguarding arrangements; and

- (f) any sub-contracting arrangements they may have in place.

- 15.3 Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.
- 15.4 Group Leaders will retain a record of their due diligence investigations, and if in doubt, should consult with the EVEC.
- 15.5 Prior to commencement of any Adventure Activity the Group Leader should be fully satisfied with arrangements for health and safety.
- 15.6 In the event that he / she is not satisfied he / she will consider whether it is appropriate to abort the activity altogether or whether it is safe and / or appropriate to undertake a Contingency Plan.
- 15.7 There should be a clear agreement in place with External Providers about respective roles and responsibilities. In any event, the School retains responsibility for the well-being of pupils and during the activity at all times.

### **16 Transport**

- 16.1 Pupils will be properly supervised at all times whilst on school-arranged transport.
- 16.2 The Group Leader, as part of the planning and risk assessment of an Educational Visit in consultation with shall consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements, safety and supervision arrangements, including those arising from the COVID-19 pandemic.
- 16.3 The Group Leader will ensure that the mode of transport is appropriate for the Educational Visit and that there is adequate insurance in place. Where required, the School will also ensure that the mode of transport is accessible for all participants e.g. wheelchair users.

### **17 Trips abroad and off-site accommodation**

- 17.1 The School understands that trips abroad and those which involve pupils being accommodated off-site can have extra risks and may need a higher level of risk assessment.
- 17.2 **Package tours:** Where the School is purchasing packages from travel agents, tour operators or other providers the School will ensure that they are ABTA or ATOL bonded, as appropriate.
- 17.3 If the School is self-organising a 'package'<sup>6</sup> which includes a combination of services including transport, accommodation or tourist services, the EVP will ensure that the School complies with the relevant provisions of the Package Travel and Linked Travel Arrangements Regulations 2018.

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<sup>6</sup> As defined by the Package Travel and Linked Travel Arrangements Regulations 2018

- 17.4 **Off-site accommodation:** The School will ensure that all off-site accommodation provided for use by pupils on Educational Visits is satisfactory and, where possible, has been assessed by the School before use
- 17.5 Where this is not possible, for example on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, for example by seeking references from other schools.
- 17.6 The School will keep records of all assessments of lodgings arranged by the School or off-site accommodation used by the School.<sup>7</sup>
- 17.7 **BS8848: 2014:** If the trip involves significant risks such as challenging terrain, going to remote places or extreme climates, the School will use the British Standard BS8848: 2014 for adventurous activities outside the UK<sup>8</sup> as the basis for planning the visit and to inform its risk assessments and, where possible, ensure that any External Provider also follows this standard.
- 17.8 **Response to COVID-19 and/or other outbreaks or pandemics:** The School understands that the current COVID-19 pandemic and/or any further outbreaks or pandemics are likely to affect its Educational Visits programme. The School will consult up to date guidance in relation to educational visits when planning and, where necessary, before commencing an educational visit, particularly where it involves an overnight stay or visit abroad.
- 17.9 **Foreign and Commonwealth Office:** The Group Leader will consult the FCO guidance in advance of any trip abroad to ensure that s/he is aware of any up to date safety and security issues, entry requirements, travel warnings and health requirements.

## 18 Exchange visits

### School-arranged Homestays – Currently we are not arranging any trips with a home-stay element.

- 18.1.1 Where College arranges a Homestay, College will ensure that appropriate intelligence is gathered, and that appropriate checks are carried out, in relation to the suitability of the relevant adults in the host family.
- (a) For Homestays in the UK, this will include obtaining a DBS enhanced certificate with barred list information in relation to each adult living in the home of the host family and recording the check in College's single central register. This may include obtaining a DBS enhanced certificate in respect of anyone aged 16 or over in the household where the child will be staying.
- (b) Where the Homestay is abroad, it is not possible for Colleges to carry out DBS checks, in which case College will liaise with partner schools abroad to establish a shared understanding of and agreements for the arrangements in place to assure

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<sup>7</sup> See Appendix 2 to NMS for Boarding.

<sup>8</sup> Recommended

themselves of the suitability of the arrangements. This may include contacting the relevant foreign embassy or High Commission of the country in question. The School will keep a record of all intelligence gathered as a result.

18.1.2 Pupils and parents should be made aware of the emergency contact arrangements in advance of the Homestay and of the arrangements for who pupils should contact if a situation arises which makes pupils feel uncomfortable, during the visit.

18.1.3 Where the trip involves an extended stay for 28 days or more, for a child aged under 16 years of age (or under 18 years of age if the child has disabilities), the School will ensure that it has notified the local authority as this may amount to private fostering.

### **Private arrangements**

18.1.4 In relation to care and accommodation not arranged by the School, or where the School does not have the power to terminate, the School will make it clear to parents that any arrangements made by them will be an private arrangement with the host family and that the parents will be entirely responsible for ensuring that they are satisfied with the arrangements.

## **19 First aid and medical arrangements**

19.1 The Group Leader will have regard to the School's first aid and administration of medicine policies and procedures and will ensure that there is adequate first aid provision on each Educational Visit.

19.2 The minimum requirements for Educational Visits are:

19.2.1 a suitably stocked first aid container;

19.2.2 at least one appointed person to take charge of first aid arrangements / First Aider;

19.2.3 in Early Years settings at least one person who has a current paediatric first aid certificate must attend the Educational Visit.

19.3 the Group Leader will:

19.3.1 check that parental consent has been obtained for the treatment and / or administration of medicines for pupils with health / medical needs attending the Educational Visit; and

19.3.2 ensure Parents of pupils with health / medical needs attending the Educational Visit have provided the appropriate medicines for administration and that these are held appropriately during the Educational Visit.

## **20 Emergencies**

20.1 The Group Leader should be fully conversant with the School's communications and emergency response plans for incidents which take place away from school and on Educational Visits.

- 20.2 S/he is responsible for ensuring that all members of the Educational Visit are aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.
- 20.3 In the event of an emergency all members of the group should:
- 20.3.1 remain calm;
  - 20.3.2 assess the nature and extent of the emergency; and
  - 20.3.3 take immediate action to safeguard themselves and other members of the group.
- 20.4 Please see Appendix 11 for the emergency procedure to be followed by the Group Leader or Supervisor (in the event that the Group Leader is unable to carry out this role).
- 20.5 The Group Leader should ensure that the incident is properly recorded on return and an accident report form completed and handed to the Health Centre and that the EVEC is contacted as soon as reasonably practicable.
- 20.6 The Group Leader will liaise with the emergency contact and EVEC and make arrangements to inform parents of any accidents or injuries and first aid treatment affecting their child as soon as practicable.
- 20.7 Consider with the EVEC and Ben Pridmore whether the accident should be reported to any external agencies, including the police or the HSE pursuant to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) (**RIDDOR**).
- 20.8 Under no circumstances should anyone make a statement to the press or any admission.
- 20.9 Where a claim might be brought following theft or other loss, the local police must be informed.

### **21 Incidents involving the police**

- 21.1 In the event of an incident occurring during an Educational Visits in which the pupil(s) become involved with the police the Group Leader should:
- 21.1.1 inform the EVEC immediately, or as soon as practicable and ask that the School's lawyers be notified so advice regarding the handling of the matter can be sought;
  - 21.1.2 inform the parent(s) of the pupil(s) involved immediately, or as soon as practicable unless prevented from doing so by local police for legal reasons;
  - 21.1.3 if local police have asked that the parents of the pupil(s) involved are not made aware of their child's involvement with the police the Group Leader should do all that is reasonably required to satisfy himself / herself that the reason given is for legitimate legal reasons;
  - 21.1.4 if considered necessary, the School may make arrangements for legal representation for the Pupil to be funded at the Parents' expense.

- 21.1.5 instruct a senior member of staff of the Educational Visit to act as appropriate adult where necessary unless the parents request otherwise.

## **22 Training**

- 22.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 22.2 The level and frequency of training depends on the role of the individual member of staff.
- 22.3 The School maintains written records of all staff training.

## **23 Record keeping and data protection**

- 23.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 23.2 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how School will use personal data about pupils and parents. The privacy notices are published on The School's website. In addition, staff must ensure that they follow The School's data protection policies and procedures when handling personal data created in connection with this policy. This includes The School's data protection policy and information security policy.

## **24 Version control**

Date of adoption of this policy	July 2019
Date of last review of this policy	July 2024
Date for next review of this policy	July 2025
Policy owner (SMT)	Peter Massey
Policy owner (Board of Governors)	Giles Bowring

## Appendix 1 Sample Key Information and Risk assessment forms. (KIRA)

The Risk Assessment pro-forma is regularly updated and an up to date version is saved in the Trips File on Sharepoint. [KIRA Form.docx](#)

Here is the version for September 2023.

### Educational Visit Information and Risk Assessment Form

Name of Trip		
Date		
Destination and Address/Addresses. May be included in attached itinerary.		
Itinerary of Trip. Please give timings, or attach a fuller itinerary.		
Pupils Attending – Give number of pupils from each year group.	Please attach a completed medical information form to give details of a list of all pupils attending. In the event of late changes (e.g., pupil poorly on day of trip), please inform school office.	
Staff Attending Trip	Group Leader  Contact number for trip –	Supervisors
Ratio - Absolute minimum ratios are 1:3 in Pre-School and Reception, 1:6 in prep 1-3, 1:15 in years 4-6, and 1:20 in College.		
Number of Staff	Number of Pupils	Staff:Pupil Ratio
Emergency Contact Numbers at School	School Office: 01423 504543 Health Centre: 01423 537003 Peter Massey: 07891 209183	James Savile: 07827 338387 Joanna Fox 07592 370244 Duty Caretaker:07833 445344
Which Parental Trip Consent is to be used?	General : Can only be used if cost of trip is less than £20 per pupil, the trip takes place within school hours, and there is no element of increased risk	Specific : Parents have signed up for the trip on Parent Portal.

## Educational Visits Policy

Providers – A “provider” means any person or organisation external to HLC, contracted to organise and/or lead all or part of an activity. Fill this section in if the visit includes provision from a provider. If providers do not have a Learning outside the classroom quality badge, then they will need to complete a provider form. [Link to Provider Form.](#)

Provider Name	Provider Address	Provider Contact Telephone Number
LotC Quality Badge Number	ALAA Licence Number if appropriate	

If the provider does not have an LotC Quality Badge, please confirm that the provider form has been approved by Ben Pridmore and a completed copy of the form is submitted with your trip documents.

Planned Activities:-

Please give details of the activities planned for the trip:-

Transport arrangements:					
Leg	Mode of transport:	From:	To:	Provider:	License Plate (if known):
1					
2					
3					
4					
5					

First Aid Arrangements	
Which staff member is in charge of First Aid Arrangements?	
Does this staff member have an in-date First Aid Certificate? If not, please see relevant section of risk assessment.	
Please list all pupils carrying epi-pens (found on medical information)	
Please list all pupils carrying inhalers.	
Please give details of any other pupils requiring medication on the trip.	
If applicable, which staff member is in charge of administration of medication?	
Has this staff member attended Wellness Centre Administration of Medication Training?	
Please tick or write “y” to confirm the following:-	
The staff member in charge of first aid will bring a first aid kit.	



## Educational Visits Policy

All pupils requiring epi-pens or inhalers will be checked that they are carrying them before departure.	
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## Risk Assessment

### A – Sites to be visited

Potential Hazards	Planned control Measures	Overall Risk Acceptable (Yes/No/ N/A)
Hazards and destination including fire.	Trip Leader has researched trip location, and is familiar with relevant hazards. Trip Leader has briefed pupils and staff on trip about hazards, and make sure all health and safety protocols at venue are followed, and to ensure emergency evacuation procedures are known.	
Risk of infection disease spread.	Good hygiene to be observed on trips. Staff to factor in time to allow pupils to wash their hands regularly during education visits. This can be done during transition from one activity to another. For example, after leaving transport before starting first trip activity, and before and after meal times and toilet visits.	
	Trip Leader to give specific details about how to keep pupils safe at site, and any further planned control to ensure a safe trip.	

### B – Group Constitution

Potential Hazards	Planned control Measures	Overall Risk Acceptable (Yes/No/ N/A)
Lack of Supervision	Appropriate staff:pupil ratio planned for the trip. If the group leader does not know the pupils going on the trip well, they should consult staff who do them in planning this.	
Accidents involving slips/trip or traffic.	Pupils to wear sensible footwear. Pedestrian footpaths to be used whenever possible. Pedestrian crossings to be used. Staff to supervise road crossings. Staff to monitor pupil behaviour and brief pupils where necessary.	
Separation from rest of group.	Staff to carry out regular registers and/or headcounts. Particularly before departures from all locations. Pupils to know the itinerary of the trip and to have staff emergency contact number, which should not be a personal number. Trip phones can be provided where necessary. Pupils to never left on their own. Either they must be with HLC staff or in a group as outlined under the remote supervision arrangements below. If a pupil is missing, staff should immediately search for the pupil. They can try asking the pupil's peer group if they know where they are, phoning the pupil's mobile number from a school phone, and looking in the last known location of the pupil. Trip staff should contact the emergency school contact.	

*This policy applies to all members of our school community, including boarders and those in our EYFS setting.*

## Educational Visits Policy

Remote Supervision	<p>In College, Remote supervision can be used in areas which are safe. Pupils to be given clear instructions on meeting times and places. The group leader needs to have the mobile phone numbers of all pupils. The group leader should check that all pupils have the emergency contact number in their phones. In Lower School and Middle School, groups must have at least 4 pupils and in Sixth Form at least 3. At least one member of each group must have their phone switched on. Pupils should know a location where they can find a staff member. If remote supervision is to last for more than 3 hours, arrangements should be made for girls to “check-in” during the period. This should be done in person in Lower School and Middle School, but could be done on the phone in sixth form. At the end of a remote supervision period, a register should be taken.</p> <p>Remote supervision is not allowed for Highfield pupils. They should stay under staff supervision at all times.</p>	
Staff Accident or Illness	<p>Staff to make sure the group leader is aware of any special medical requirements. First Aid Kit carried.</p> <p>Contact HLC to organise support as soon as possible. It is likely that planned activities will need to be cancelled in order to make sure pupils are kept safe.</p>	
Weather	<p>Advice on appropriate clothing and the appropriateness of sun-cream should be provided to pupils and parents in advance of the trip. The Group Leader should check the weather forecast 2 or 3 days before the trip, and adjust advice or offer further advice as appropriate.</p>	
	<b>Trip Leader to give specific details of planned for specific pupils</b>	

### C – Transport (By coach or minibus)

Potential Hazards	Planned control Measures	Overall Risk Acceptable (Yes/No/ N/A)
Slip/Trip boarding or departing	Staff supervision. Ensure vehicles are stationary before embarking or disembarking.	
Falling object during journey	Hand luggage stored securely in overhead rack or under seats.	
Road Traffic accident	<p>Staff to make sure pupils remain seated and seat-belts are used by all.</p> <p>Staff to monitor pupil behaviour</p> <p>First Aid Kit and Fire Extinguisher Carried.</p> <p>Only authorised drivers of HLC transport. Adequate rest-breaks for drivers planned for.</p>	
Travel Sickness	<p>Advise pupils who suffer to take medication before journey.</p> <p>Sick-bags, wet wipes and tissues to be available.</p>	
Vehicle Breakdown	<p>HLC Vehicles are regularly serviced. Only Reputable coach companies to be used.</p> <p>Where HLC Vehicles are used, number for break-down cover is known.</p>	

*This policy applies to all members of our school community, including boarders and those in our EYFS setting.*

## Educational Visits Policy

	In the event of a breakdown on a motorway, get off motorway if possible. If it is possible to get onto hard-shoulder and it is safe to get everyone out of vehicle using the left doors and over the barrier, and as far away from motorway as possible.	
Pupil Left Behind	Register called before each departure.	

### D – Planned Activities and Contingency Plan

Potential Hazards	Planned control Measures	Overall Risk Acceptable (Yes/No/ N/A)
	Trip Leader to give specific details about how to keep pupils safe during planned activities.	
	Trip Lead to give a contingency plan for if the trip runs into unforeseen difficulties. Most simply, it can be cancel the trip/ return to school / contact school for support as necessary.	
	Adapted Planning	

### Sign – Off

I believe this risk assessment to be suitable and sufficient. Should the risk be acceptable and the Educational Visit approved, I agree to adopt the control measures / precautions above, but will implement additional measures if required.

Signed ..... Group Leader  
Date .....

Signed ..... EVEC  
Date .....

### **POST TRIP RISK ASSESSMENT REVIEW**

To assist with assessing the risks for future trips and enable us to take away any lessons learnt from this trip, consider any hazards that arose during the trip that had not been foreseen during its planning. If there were none, please insert 'None' below question A. If there was more than one unforeseen hazard, please number them and use the corresponding number under each question.

A. **What unforeseen hazards arose during the trip?**

B. **What was your solution to control the hazard?**

C. **What do you feel would have been the ideal solution to control the hazard if it had been foreseen during planning?**

### Appendix 2 Guidance notes on completing an Education Visits risk assessment form

1. **What is the KIRA form for?** The KIRA form has been developed as an efficient way to safely plan trips and meet statutory requirements. These templates should be made trip specific. For most one day school trips, this should be a straight forward process. For more complicated trips, there is additional guidance and risks and control measures which can be found in the trip folder.
2. **How is the risk assessment made trip specific?** The template risk assessment categorises the risk according to A Place/Site to be visited and equipment/substances use, B Group Constitution, C Transport, and D Planned activities and contingencies. The non-highlighted text gives many common risks and controls. On the right hand column, you should tick or label y, if the identified risk is acceptable. If the risk is not acceptable, you need to put in further controls before the trip goes ahead and if you need help about how to do this you should speak to the EVEC. The highlighted sections need to be adapted to make the risk assessment trip specific.

Section A –For a theatre trip, it could be “The theatre is a safe site, and pupils will remain under staff supervision.” However, for more complex trips with more risks (e.g. to a town centre), significantly more detail will be required.

A named member of staff should be appointed to be in charge of first aid, which is given in the Key Information part of the form. For residential trips, or adventurous trips, this should be a staff member with a current first aid certificate. Also, pupils who require epi-pens or inhalers should be listed. This information can be found on the medical information form. There are other standard risk control measures that you should tick and follow.

In section C, you should tick and follow the standard risk control methods, and add others if necessary.

Section D – This must include a contingency plan in the case that the planned activities are not possible. In the most simple trips, this could be to return to school. Greater thought needs to be put into this for more complex trips.

3. **What if an unforeseen hazard arises during the Educational Visit?** You will need to decide at the time how someone could be harmed, what is the best thing to do to reduce the likelihood of that happening and act on it. After the event you should fill out the post trip risk assessment review so that the event can be incorporated into the template risk assessment for future use.

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### Appendix 3 HLC General Educational Visit Consent

This form is to give your consent to your child attending the variety of school trips and activities throughout the year. In order to do this, we require consent for your child to receive appropriate medical care during the Educational Visits listed below. The Off Site Visits Policy can be accessed via the School Policies section of our web site : [link](#)

Please note the following information before completing the form:

Questions 2,3,4 and 5 apply to all Educational Visits.

Question 1 applies to the following Educational Visits:-

- All visits which take place between 8am and 6pm and cost less than £20;
- Off-site activities and sporting fixtures that extend beyond the normal start and finish of the school day; and
- Weekend trips organised for boarders costing less than £20.

The school will send information about each trip or activity before it takes place. You can if you wish, inform the school that you do not want your child to take part in the Educational Visits listed above.

The school will request separate consent for Educational Visits which:

- cost more than £20;
- involve nursery age children;
- involve adventurous activities;
- involve activities for which the School's risk assessment has shown a high level of risk management is required;
- require overseas travel; or
- are residential or overnight (which take place during the holidays or a weekend) or do not take place between 8am and 6pm.

## Educational Visits Policy

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### Medical consent

1 - I/We give consent for my/our child to take part in the Educational Visits listed above:-

Yes                      No

2 - I/we have completed the school medical form, informing the school of any relevant medical issues. If my/our child's medical condition changes, I/we will keep the school up to date by contacting the Wellness Centre.

Yes                      No

3 - I/we give consent for my child to be given first aid during any Educational Visit.

Yes                      No

4 - I/we give consent for appropriately qualified members of school staff to administer prescription medicines and treatment previously notified by me/us on Educational Visits.

Yes                      No

5 - Unless I/we have informed the school otherwise in the medical information form or by contacting the health centre, I/we give consent for my/our child to receive Paracetamol, antihistamine tablets, travel sickness tablets and throat lozenges under school protocols. If my / our child is in the Early Years setting I /we understand that the School will seek our prior consent to the administration of a non-prescription medication.

Yes                      No

6 - I/we give consent for School staff to act on my/our behalf to authorise emergency medical treatment as necessary for my/our child's welfare in the event I / We or a second emergency contact cannot be contacted in time.

6 - I acknowledge that the associated cost of the Educational Visit will be added to the Fees invoice.

Where Trip Specific consent is required this is usually collected via the parent portal.

<b>Parent(s) / Guardian(s) declaration</b>	
<b>Name of Parent / Guardian</b>	.....
<b>Signed</b>	.....
<b>Relationship to pupil</b>	.....
<b>Date</b>	.....
<b>Name of Parent / Guardian</b>	.....

### Appendix 4 Trip Leader Guidance on the Trip Process.

This section is regularly updated. The most up to date guidance is available on on share point.

### Appendix 5 Procedures for Boarding Trips

#### 1 General

Boarding Trips tend not take place to give boarders leisure, social, commercial and relaxation opportunities. Boarders should have opportunities to access local facilities and amenities in a similar way to day pupils, with boarding staff having appropriate oversight rather than parents.

#### 2 Remote Supervision Trips

To allow girls to visit shops, cafes, the cinema and access other leisure activities, boarders are allowed to go into Harrogate at evenings and at weekends, at their discretion of their house staff. The following conditions must be met:-

- Parents have given consent for this type of trip
- Girls in U3, L4, U4 and L5 must be in groups of at least 3.
- Girls should have their phones with enough charge for the time they will be out of school. They must have numbers for their boarding house stored in their phone in case they have problems.
- House staff should have the contact numbers of girls.
- Times for girls to return to house are agreed before the trip and are stuck to.

Girls in U5 and sixth form additionally may plan trips to York or Leeds, under the same conditions as above. If a return train or bus is missed, and there is not an alternative, the girls should contact school, and a blue-line taxi should be ordered for the return journey.

Risk Assessment – Risk Assessments are in place for these trips, and they are reviewed termly by the boarding team.

#### 3 Staff-Led Boarding Trips

Boarding staff also organise a variety of trips through the year for boarders, ranging from trip to IKEA at the beginning of the year to buy furniture to trips to Alton Towers and other destinations for leisure.

**Approval** - Planning boarding trips does require more flexibility than educational visits as the interest and enthusiasm of boarders does change. Consequently, boarding trips are agreed ahead of time by the boarding staff, and then the head of boarding presents these to the EVEC for approval before the trips go ahead.

**Consent** - If the cost of these trips is below £20 and the trip is not residential, and does not involve adventurous or hazardous activities, parental consent for the trip can be covered by the general consent form. In other cases specific consent for the trip will be required.

**Planning** – The “3 forms” (Medical/Contact, Key Information and Risk Assessment) should be completed and given to the EVEC 48 hours before the trip. See Appendix 1, 7 and 8.

### Appendix 6 [Group Leader Checklist](#)

### Appendix 7 : External Trip Attendee Contact & Medical Details Form



## Educational Visits Policy

Please email the office team with a list of pupils attending the trip and they will generate the following information for you. The medical information report is generated through ISAMS and contains the following information.

<b>Trip / Destination:</b>		<b>Departure Date:</b> <b>Return Date:</b>		<b>Group Leader:</b>	
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NAME	FORM	DOB	BOARDING HOUSE CONTACT	EMERGENCY CONTACT 1	EMERGENCY CONTACT 2	MEDICAL/DIETRY INFORMATION				
STAFF										
PUPILS						Condition Type	Condition/Allergen	Trigger	Treatment	Further Info

**Appendix 8    Pupil Codes of Conduct**

[College Code of Conduct for Residential Trips](#)

[Highfield Code of Conduct for Residential Trips](#)

**Appendix 9    [Group Leader Emergency Action Card](#)**