



Educational Visits/Trips Policy

Visits, trips and expeditions are an important part of the co-curricular life of the school, and it is hoped that the policy outlined in this document will not constrain them. The aim of the policy is to ensure that the duty of care for its students placed upon the school is fulfilled, that parents are aware of the school's regulations and procedures, and that the position of members of staff and the Foundation is safeguarded. The policy aims to reflect The Department for Education (DfE) advice detailed in [Health and Safety: Responsibilities and Duties for Schools](#) (April 2022) as well as [Health and Safety on Educational Visits](#) (November 2018).

We regularly offer in excess of 130 educational visits over the course of an academic year (excluding sports fixtures and musical performances). We encourage all academic departments to organise educational visits and these are offered to students throughout the school. We offer each year group a number of educational visits per academic year as either a compulsory part of the curriculum or as an optional extra.

The Director of Co-Curricular Activities (DOCCA) is also the Educational Visits Co-ordinator (EVC) and is responsible for ensuring that educational visits represent good value for money, that they are of significant academic or cultural interest and that matters of health and safety, or other regulations are addressed.

For all school visits, whether residential or not, in the UK or abroad, we ensure that all reasonable steps have been taken to establish safe conditions for the students and adults concerned and that levels of risk are both manageable and acceptable. Any educational visit will involve an element of risk and in many cases this will form a key part of the educational value of the visit. It is not the school's aim to eliminate all risk, but to assess and manage risk appropriately.

The EVC does not approve any visit without having established that risks have been fully assessed, bearing in mind the age, gender and experience of the students. The EVC will also ensure that we are provided with transparent costings, an itinerary and details of the staffing at the earliest opportunity. Where appropriate the school's medical team, safeguarding lead and pastoral leaders are consulted during the planning process to ensure that special medical or welfare needs of participants are considered.

Outline of Procedures

All group visits require the specific approval of the Headmaster and EVC prior to any publicising or arrangements being made, except:

- Away fixtures listed in the school online calendar.*
- Music performances/rehearsals for external engagements within the UK.*
- Sixth form students attending an interview or Open Day who do, however, require their Tutor's permission.

*Risk Assessments are not written in full for each individual fixture or music event. One template is reviewed every year which covers all of these with specific information being added where necessary.

Full procedural information is available in the Trips Guidance area of LUDUS or from EVC for staff organising a visit. The key stages are:

- **Planning** (initial) Form A (Approval); Itinerary and associated risk assessment; Staffing; Budget. Check insurance requirements.
- **Publicising** Email to parents; Advertise to students; School diary.
- **Payments** Create trip account; Set up Wisepay; Monitor payments.
- **Detailed Planning** Confirm itinerary and students (including medical conditions or SEND); risk assessments; GDPR; Practical details; Student documents (if required), Form B (Indemnity/Code of Conduct); Form C1 (Swimming Indemnity).
- **Preparation** Parent meeting (residential trips); Form C (Final details); Finalise Risk assessment; Final details to parents/staff/students; Staff information packs.
- **Participation** Responsibilities during the trip – see below.
- **Pack-up** Accident/behaviour reporting; Form D (trip completion); reconcile budget; Newsletter article; Disposal of documentation.

For visits abroad, a pre-trip meeting will be offered to parents and students to explain procedures and rules and to answer questions. This can be virtual or in person.

Parents are required to provide a signed Educational Visits Consent Form on joining the school which applies to all UK day visits for the duration of their time at Trinity. The Form includes a student code of conduct and is completed via My School Portal. A separate Indemnity and Consent Form will be required for all residential visits or those involving overseas travel this includes a specific code of conduct to be signed by all students and parents. Without these signed indemnities students will not be allowed to travel.

Normal school rules apply on visits, and any serious misbehaviour may result in a student being sent home at the parents' expense.

Duty of Care and Supervision

The level of supervision will realistically reflect the purpose, location and nature of the visit, the age and maturity of the students and any special needs. Visits are therefore planned in accordance with the principles of effective supervision. When deciding staff to student supervision ratios, the EVC will also take into account factors such as staff experience, the potential risks and making adequate provision to allow for emergencies. Some activities may be unaccompanied or involve a sole teacher in charge, for example senior school study days which are low risk and involve students aged over 16.

Where students on visits are not directly supervised, they are told where staff may be found and how to contact them by mobile phone should they be given free time, for example for shopping. The itinerary is approved by the EVC in advance of the visit.

The group leader must take a school mobile telephone on all school visits and include the contact number on the Final Details form. A phone may always be drawn from the school office but must be booked in advance. When students are to be given unsupervised time, they should be given the group leader's school mobile number, and student mobile numbers recorded by staff. Student mobile numbers must be deleted from all school mobiles at the end of the educational visit.

In the event of an accident or injury, a teacher must be judged to have acted in line with their "Duty of Care". Older students may reasonably be exposed to greater risk than younger students, but the duty of care is not extinguished because a student is 18. The degree of care required will depend on the age of the student, his/her known behaviour record, and any health problems which ought to have been known by the teacher.

- The school will not hesitate to exclude a student from a visit if we feel we are unable to exercise adequate care and control over them in the light of previous behaviour.
- The school may insist that a student does not travel where it is felt that the particular health needs of that student at the time of travel cannot be adequately met or guaranteed in a particular location.
- In both cases the school will take all reasonable steps to reimburse parents where the decision not to travel has been made by the school.

Participation and Staff Responsibilities

- A. In all cases, the trip leader must be clearly nominated: The trip leader is responsible for ensuring that all supervisors know the extent of their responsibilities, and that they are clearly briefed on emergency procedures. The trip leader is responsible for carrying out and signing the risk management documents.
- B. Staff accompanying visits are responsible for students in the group according to a supervision ratio and risk assessment approved by the EVC. Therefore, a supervising member of staff may only separate from the main party in special circumstances such as injury, illness, a lost student or with prior agreement from EVC where ratios are maintained.
- C. The recommended minimum number of adults to accompany each party is:

- *Visits to establishments such as lectures, theatres and art galleries in the London area and travelling by coach/minibus: at least one adult per 20 students.*
 - *Other day-long visits including field study courses: at least one adult per 16 students.*
 - *Visits involving an overnight stay: at least one teacher per 15 students, with a minimum of two adults.*
 - *Visits abroad: at least one teacher per 10 Students, with a minimum of two adults.*
 - *For visits comprising exclusively students aged over 17, the above numbers of adults may be reduced in appropriate circumstances, with the Headmaster's permission.*
 - *Expeditions involving mountain walking or scrambling should be accompanied by an adult with a Mountain Leadership Certificate, or Winter MLC, as appropriate.*
 - *Certain activities, for example, Duke of Edinburgh Award expeditions, may require different supervision arrangements; these need to be agreed in advance with the EVC and Headmaster.*
- D. In staffing trips, consideration should be given first to how Trinity staff (teaching or support) can be deployed. Where it is necessary to involve a responsible adult volunteer who is not a member of Trinity's staff, this must be approved by the Headmaster and the EVC first and should be indicated as early as is possible during the planning stages for the trip or visit. Any such volunteer should have valid enhanced DBS checks.
- E. In the case of a visit involving an overnight stay, the staffing is approved by the EVC. Staff are responsible for the students 24 hours a day and the responsibility is not lessened because the duty is undertaken voluntarily.
- F. Trip risk assessments refer to the "Run, Hide, tell" procedure and staff should ensure students are briefed accordingly. Specific concerns should be discussed in advanced with the EVC.
- G. Visits may only include periods of unsupervised time if such times have a specific purpose and if the participants are fully briefed in advance as to this purpose and the rules which apply. These will vary within the discretion of the leader, according to the age of the students, the activities undertaken, and the area concerned.
- H. A roll call/head count should be taken each time a party is to move off, at mealtimes, and each night before "lights out".
- I. School rules apply to school visits and outings unless explicitly stated otherwise.
- J. Students should be instructed to wear clothing which is suitable for the proposed visit/expedition.
- K. Students and staff should normally travel to and from a destination together, including day visits to places such as a London art gallery. If any other arrangement is envisaged (such as students making their own way to the venue, or students leaving the group early) then **specific written permission must be obtained from parents and agreement given by the DOCCA.**
- L. Where possible residential/overnight visits involving female students will be accompanied by at least one female adult supervisor. Where the number of girls taking part in the visit is more than 15, consideration should be given to a second female adult supervisor being involved.

- M. Except for exceptional circumstances male staff must not enter girls' bedrooms without a female colleague being present and vice versa. The need for and purpose in entering the room must be clearly established with the other staff present and explained to students. Doors to bedrooms should be kept open when such visits are necessary.
- N. For one-day, non-residential visits, e.g. theatre trips or gallery visits, there is no requirement in respect of the gender of the staff supervising the students.
- O. Colleagues overseeing the organisation of residential visits involving male and female students and staff should make sure they (and the colleagues involved) know clearly what arrangements exist for separate male/female accommodation and bathroom/washroom facilities, where possible.
- P. Colleagues overseeing the organisation of residential visits must ensure that bathroom facilities for staff use and student use are clearly differentiated, where possible.
- Q. Staff in charge of trips must inform the EVC as well as the appropriate Head of Year and Section if there has been any misbehaviour or breach of the school rules which might lead to disciplinary action. The same applies for serious illness/injury. Serious breach of school rules on a trip may result in students being barred from future visits. The EVC keeps a record of these students and staff should consult before finalising participants.
- R. Staff should refer to the Alcohol Policy for School Trips which applies to both students and staff.

Safeguarding Measures

The school will undertake the necessary safeguarding checks in accordance with guidance given in the DfE's *Keeping Children Safe in Education (2023)*. Any accompanying adult on a residential visit must have an enhanced DBS check. This includes any person who is not a member of staff, such as a volunteer. An enhanced DBS check may not be required if a volunteer (such as a parent helping as a one off) accompanies a **non-residential** visit and will be supervised by another member of staff and not left in sole charge of students. In any event, the EVC will confirm the requirements.

The DBS is not able to conduct the same checks overseas as in the UK, and therefore the school will follow DfE guidance and obtain appropriate assurances from partner schools or language schools/agencies when arranging accommodation with host families overseas. For exchange trips or other visits abroad where students are domiciled with local hosts, it will be made clear to parents, in writing and during the parental meeting, the limits on the school's ability to undertake safeguarding checks and arrangements for ensuring students can raise concerns about their hosts at any point during the visit.

Managing Risk

Trip leaders ensure that all accompanying staff have copies of Risk Management documents, know the itinerary and understand their responsibilities. Staff will complete detailed Risk Management documents for each trip using the templates provided on LUDUS. In all cases staff must consider all the specific activities taking place during the visit. As part of the Risk Assessment process, residential trip leaders will meet with the EVC to preview

all aspects of the trip prior to departure. A separate pre-trip briefing will be held for all accompanying members of staff led by the trip leader. The purpose of these meetings is not necessarily to produce a written document but to ensure that all risks which may reasonably be anticipated have been considered and staff briefed accordingly.

Where external organisations are providing hazardous activities, up-to-date risk management documents should be obtained from the organisation. Trip leaders using outside providers will also be asked to provide evidence of their licensing to provide these activities, where possible.

Tour operators should be asked to provide details of their Risk Management system.

Medical

On any school trip all staff should carry details of students' medical conditions and emergency contact information for parents. Medical information and any other sensitive details must always be kept such that they cannot be seen by students. Registers should contain essential information only, such as name and form. Where appropriate staff should carry spare EpiPens and other medication as held by the school.

First aid kits must be taken on all residential and overseas trips and should be considered for other short trips. They may be borrowed from the Medical Room.

On any trip, at least one member of staff should be responsible for welfare matters, including First Aid, the storage of pills or medication, etc. They may administer First Aid when appropriate and oversee students administering their own prescribed drugs. Such prescribed drugs should be in their original container or packaging, along with written instructions from a parent/guardian, doctor or pharmacist. Teachers should not administer any drugs, including paracetamol, as they are then deemed to be prescribing medication. Teachers who accept First Aid responsibilities should be careful to avoid administering medical treatment beyond their training, skill and knowledge.

Parental consent for overseas, residential, and higher-risk activities should include information regarding medical conditions, allergies, and other matters. The signed Form B for each Student should be taken on all trips, and staff must check this before agreeing to any treatment. Your attention is drawn to the Staff Handbook which refers to medical conditions (HIV, Asthma etc).

Accompanying members of staff will be confident in managing the needs of those students on the visit with special medical requirements e.g. those at risk of anaphylactic shock, epileptics, diabetics and so forth. They are briefed and, where necessary trained, by the school nurse. It may be necessary to hold a supplementary meeting with parents of a specific student in order to make the most appropriate arrangements to meet the medical or pastoral needs of the student. The party leader also ensures that host families, centres, hotels etc are aware of any special dietary or medical requirements. The school nurse manages the issuing and maintenance of first-aid kits which are taken on all visits and parents are

reminded that students need to have with them any special medical requirements (e.g. inhalers, EpiPens).

Tetanus injections. If a student receives a cut whilst on a school outing, a doctor may advise that a tetanus injection is required. Students up to the age of 14 should be covered already, provided the regular injections have been maintained. For students over 14, there is a danger of a reaction if an extra injection is given. Staff are advised *not* to allow any students to be given a tetanus injection without contacting parents first.

Finance and Insurance

We carefully cost all visits and clarify this to parents before they commit to their child's participation. The EVC and School Bursar advise colleagues about how to manage this, taking care to factor in all possible variables such as party size, exchange rates and so on.

The school has a comprehensive travel insurance policy covering medical, cancellation and curtailment for all staff and student participants. However, the cover for personal items is generally low and students are advised not to take items such as expensive cameras or jewellery with them, or to arrange their own individual cover.

All payments for School trips are made via Wisepay, the School's online payment system. Parents are provided with individual secure login details.

Residential Trips:

- An administration charge will be incurred for any withdrawal after booking is received from the parent as a payment made on Wisepay. This charge will be the equivalent of 10% of the total trip cost, limited to a maximum of £100.
- Payments on Wisepay are deemed to be non-refundable unless:
 - the visit does not proceed and no bookings have been made on students' behalf.
 - another student is found to take the place. The payments will then be refundable, less the administration charge once the new student has made payment.
- If a student should withdraw from the visit and cannot be replaced, all non-recoverable monies will be due in addition to the administration charge, this may exceed payments already received.
- If the trip cannot take place for reasons beyond our control parents will be refunded in accordance with our insurance claim and only once the insurance payment has been received.

Day trips:

Refunds may not be possible for a late withdrawal, even for illness, unless an alternative student is found and payment received.

Contact for residential visits

The EVC or another member of the Senior Management Team acts as the school contact for all visits which take place during weekends and school holidays. They have access to

details of the visit including contact telephone numbers for parents, appropriate medical details for students, and the risk management documents for the trip. As a minimum, the trip leader must text the school contact on arrival and return.

Emergency on an educational visit

In the event of an accident or emergency, the priority of the visit leader and accompanying staff is to ensure the safety of students. The trip leader will liaise with local emergency services and staff will accompany any injured students to hospital and ensure that any other students are supervised. Students will be asked not to make any mobile or social media contact until authorised to do so. The visit leader is also responsible for arranging that the EVC and/or Senior Deputy Head is notified as soon as possible, who will in turn arrange for the parents to be notified. Staff accompanying visits are advised not to speak to the media and any press enquiries are referred to the headmaster's office.

All staff are issued with a Yellow and a White Emergency procedures card (see appendix) which details the procedure to follow in the event of an emergency during a school trip.

GDPR

Parents are advised that trip leaders may need to share personal details with providers, and that signing up for a trip via Wisepay will constitute consent for the school to do so. They are directed to the School's Privacy Notice which sets out the basis on which the school holds data. Specific consent will be sought from students over 16 years of age to share information.

Parental responsibilities

The school relies on the support of parents to ensure that visits run smoothly and safely. The school therefore expects parents to:

- Provide accurate information regarding SEND and medical conditions, and associated treatment.
- Ensure students requiring EpiPens; inhalers and prescribed medication are carrying sufficient for the visit. A student may not be allowed to travel if medication is not present.
- Complete and return documentation provided by the school by the published deadlines.
- Ensure that passports are valid at the time of travel including validity as required by destination country.
- Obtain visa(s) if required – unless organised as a group via school.
- Make payments for the visit as and when requested and by published deadlines. The school reserves the right to withdraw a student from a visit if payment in full is not received by the final payment deadline.
- Drop off and collect their child at the publicised times. It may not be possible to delay a departure in order to accommodate late arrival. Any significant delays to return journeys will be communicated to parents.

Student Responsibilities

- Attention is drawn to the Code of Conduct which is found on the Educational Visits Consent Form for UK based one-day trips, and the Residential Indemnity and Consent Form (Form B) for residential and overseas trips.

Author / Reviewer:	Mr M D Richbell Assistant Head - Co-Curricular
Date of last review:	September 2026
Policy approved by:	Senior Management Team
Date of next review:	September 2027
Governor committee oversight:	Welfare Committee

APPENDIX

Code of Conduct for School Trips

Versions of the following appear with the annual consent form and all form B's for overseas / residential trips

- Usual expectations of behaviour, as would apply at School, will apply on all school trips.
- Students are expected to be respectful and considerate to each other and, especially, towards staff who give up their time to run trips.
- Students must ensure they listen carefully to, and fully adhere to, all staff instructions, including information regarding meeting points, and arrangements for time where supervision is not direct.
- At all times students must all carry a mobile phone or watch in order to know the time.
- For overseas/residential trips they should always carry with them the contact details for the designated member of staff.
- All hotel or private accommodation must be treated with the utmost respect, including care with property, and consideration for other guests. Students may not enter any bedrooms other than their own.
- The following items are **forbidden** alcohol, tobacco, any illegal drug, substances categorised as 'legal highs', firearms, imitation firearms, ammunition, knives, fireworks, laser pens, lighters, matches or any offensive weapon (unless permitted for specific purposes and authorised for that trip e.g. Duke of Edinburgh expedition).
- For some Sixth Form students, subject to parental consent, special permission may be explicitly granted for the consumption of alcohol in specific circumstances, as per the terms of the School's Alcohol Policy.
- The taking of still or video images of other students or staff without their explicit permission is not permitted as per the school rules. Students are also reminded of the restrictions on posting any such images online.
- Acts of serious misconduct, or repeated poor behaviour, which jeopardises the safety of that student, or of any other member of the group, or which significantly undermines the enjoyment of the trip for the rest of the group, may result in that student being sent home at their parents' expense.

Signed(Student) Date.....

Printed.....(Student)

Signed.....(Parent) Date.....

Yellow and White Emergency Cards

These cards must be carried by all staff on all school trips.

6.5.1 IMMEDIATE ACTION (YELLOW CARD) AFTER A SERIOUS ACCIDENT/ INCIDENT

1. Check Students/staff are in a safe place; contact emergency services; follow their advice.
2. Establish nature/extent of emergency. Advise other trip staff of incident and that emergency procedures are now in operation.
3. **NO ONE** to use phones without approval from school.
4. Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all group members are accounted for.
5. Contact Director of Co-Curricular Activities:
Mobile: 07540 691100
School: +44(0)208 656 9541

If not available, contact the Senior Deputy Head 07834 078224 or the Headmaster 07876 356722

Be ready to give the following information:

- Telephone number you are calling from (and alternative)
- What happened including details of injuries and to whom?
- Where and when? What has happened since?;
- If a fatality is involved, has this been confirmed? And by whom?

AIG Lifeline Plus 24-hour emergency: +44(0)1273 552922

Policy Number 0010584340

6.5.2 NEXT STEPS AND GENERAL ADVICE (WHITE CARD) FOLLOWING AN EMERGENCY INCIDENT

- Keep group together: a staff member should go to hospital with student(s) & stay until a relative arrives.
- Do **NOT** speak to the press/media. Refer enquiries to emergency services handling incident; “an official statement will be made through the school as soon as possible”. Under **NO** circumstances should casualty names be divulged.
- Do **NOT** admit liability of any sort to anyone.
- Do **NOT** allow anyone, except medical services, to see any party member without independent witness present.
- As soon as possible keep a **WRITTEN** record of all that happens; witness details; and other relevant details. Retain related equipment.
- Keep in close contact with the school to decide jointly on next steps. Advise any change in location and/or contact number.