

Educational Visits Policy

Summer 2022 - 2025

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Policy written and reviewed by EVC and Headteacher

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General Information

Requesting a school trip

To request a school trip, following a discussion with your line manager add the trip to Evolve. You will be notified if your request has been approved. Trip requests should be made as far in advance as possible. Alternative dates may be suggested if your request clashes with existing school commitments. Use Appendix 3 Trip Check List to help you.

Staffing/teaching cover

The trip approval process automatically notifies the relevant staff for cover, finance, travel, medical and catering. However, staff ratios must comply with the age ranges as shown below.

A minimum of 1 male and 1 female staff member is advised for trips with pupils of both sexes. If you are unsure about ratios, please contact Christina McCullough or Jennie Phillips to discuss further.

The number must **NEVER** fall below the following minimum levels for students aged 11 – 18:

- For day trips involving little foreseeable risk – 1 staff: 15 students
- For all foreign trips and any trips involving some foreseeable risk (e.g. activity fieldtrips and visits) – 1 staff: 10 students

For Prep School, including EYFS, the staff student ratios should be as follows:

- Age 3 – 5 should be 1 staff: 5 children
- Age 5 – 11 (Yr 6) should be 1 staff: 10 children

There should be a minimum of two members of staff for all trips except certain sixth form visits. Trips should include a member of staff who is First Aid trained and if this is not possible please speak to EVC before any final payments are made.

New Staff are not permitted to be a trip leader until they have attended the EVOLVE twilight training with the EVC and may not act as a trip leader until they have assisted with another trip.

Finances

Fees for school trips are added to parents' termly bill(s) with their consent, which is obtained using EVOLVE. Depending on the nature of your trip, deposits also can be requested if necessary. Trip leaders should create a billing spreadsheet for each billing cycle as required and email it to billing@warwickschools.co.uk by the relevant billing deadlines which are communicated via email to all staff each term. The billing spreadsheets can be found in the *School Trips and Visits* folder or attached to the termly email referenced above.

Please discuss how best to structure your payment plan with one of the WSF finance team using trips@warwickschools.co.uk BEFORE contact is made with parents. Ensure you complete an EV3 finance spreadsheet and upload it to your trip form on Evolve. If parents are required to make a deposit by cheque or BACS, they should reference the trip number so their payment can be assigned to the correct account. Where possible, avoid setting payment deadlines during school holidays. BACS information is found in the *School Trips and Visits* folder.

Invoices for a trip can only be paid if there is sufficient money in the trip account. If a deposit for a trip needs to be paid in advance before money from pupils has been received, approval must be obtained from the WSF finance team using trips@warwickschools.co.uk.

Trips must not run over-budget. Care should be taken to ensure that there is only a small surplus once all invoices/payments are made. Where there is a surplus of £5 or more, this will be returned to parents by crediting the amount to their next bill. Small surpluses are retained by the WSF finance team. Please always add 10% contingency to your trip total.

Please ensure your EVOLVE register is kept up to date. Remember to keep details of what the charge/s relate to should there be a query from parents.

Insurance

The Kingsley School insurance policy covers trips both here in the UK and abroad, including cancellation or delay, medical expenses, replacement of passports and money. The policy covers most school visits, including skiing holidays; but does not cover all adventurous activities, such as climbing or scuba diving.

Please read the [Travel Insurance for Trips guide](#) once your trip has been granted outline approval

We advise parents that we will not make claims for items such as laptops, smartphones, cameras and other expensive personal possessions under the travel insurance in order to maintain our claim record. It is recommended that parents ensure that personal possessions are covered through their own insurance. The Kingsley School recommends pupils do not take items of value on any school trip.

Transport

If you require a coach for your trip, you must book with one of the following approved contractors:

Catterall's of Southam

Tel: 01926 813840

Email: info@travelcatteralls.co.uk

Ridley's of Leamington Spa

Tel: 01926 430130

Book online at: www.ridleyscoaches.co.uk/contact

Please note that pupils with certain medical conditions may benefit from a coach equipped with a toilet. Following your trip, the coach company will send an invoice to Bursary, which you will be asked to authorise for payment.

If you require a school minibus for your trip, please email Site Manager to arrange this. Make sure that the cost of the school bus is included in the costings per pupil.

If you are departing from/returning to school outside of school hours (7am – 6pm), please remember that you must inform Site Manager so she can ensure suitable out-of-hours access. Please give as much notice as possible.

We discourage staff from transporting pupils in their private cars and never to allow pupils to be transported in cars belonging to parent helpers unless parents make a private arrangement that does not involve the school. If personal cars are used, it is best practice to transfer multiple pupils at the same time (avoid a situation where you are by yourself with one pupil in the car), and use the back seats where possible.

Where a member of staff transports a pupil in his/her car, insurance cover is automatically provided through the school's "occasional business use" motor policy. This ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer. It is expected, however, that the private car that is being used is roadworthy and safe to drive and that the driver is licensed, fit to drive and has existing insurance on the car; these are the responsibility of the driver.

Using EVOLVE

EVOLVE is the software package The Kingsley School uses to manage school trips. You can access EVOLVE using the shortcut on your desktop. Please see [here](#) for step-by-step instructions on how to use it. If you would like any support with this, please contact the Senior Deputy or Head of Prep School.

Adding and submitting your trip to EVOLVE for approval

To gain approval for your trip proposal you need to set-up your trip on EVOLVE. If you need help to do this please follow the instructions in [this](#) powerpoint video.

Correspondence with parents

Please ensure correspondence is sent either via EVOLVE or uploaded as an attachment so other staff members can access this information. This is particularly helpful if parents call the Office with questions about timings, what to wear, packed lunches etc.

Compose the appropriate letter and always include the following paragraph and then upload to EVOLVE.

The letter must include the following paragraph:

"For the duration of this trip/activity emergency contact details and medical information for your son/daughter will be taken from the school data base. It is absolutely imperative that you inform the school if there have been any changes to these details or if you wish someone else to be the emergency contact for the visit. Please email the school nurse at nurse@kingsleyschool.co.uk if there are changes to medical conditions/needs for your son/ daughter and schooloffice@kingsleyschool.co.uk if your emergency contact details have changed or are different on the day of the trip/activity"

The letter should also include all trip details for example timings, cost, travel, dress and food etc. Send the letter to Jane Bostock, the Heads PA for approval in senior school and Head of Prep for Prep School.

Residential trip only: Book a parents Information evening **4 weeks before departure** (ensure this is on the calendar and Site Manager is aware). Ensure parents sign the Trips Code of Conduct form See Appendix 4 and amend as appropriate) and check pupil medical and contact details at this meeting. Additional letters can be found in the School Trips and Visit folder in staff shared.

Parental consent

Parental consent for trips should always be sought using EVOLVE. This ensures parents can review their contact details and consent to the cost of the trip being added to their bill/s. Please monitor consent for your trip carefully and ensure you resend consent to those parents who haven't responded no less than a week before your trip departs.

Travel

If traveling by coach, train or plane, please upload confirmation of your travel arrangements to EVOLVE and inform SLT or EVC of your safe arrival and return.

External Provider details

If you have booked your activities and/or tickets with external provider such as a museum, gallery or theatre, please ensure that you upload your booking details to EVOLVE. Please upload all qualifications/licences of external providers to the trip on Evolve.

Risk assessments

Blank template available in 'School Trips and Visits' folder in staff

All day trips must have a minimum of two risk assessments; one covering travel to/from your destination, one covering the activity/activities you will be taking part in. These should all include individual pupils safeguarding as required.

If you are visiting a theatre, gallery, museum or similar, they should already have a risk assessment in place for visiting school groups that you can therefore request, rather than write your own. Sometimes you will find this information on their website, otherwise you may need to request this by phone or email.

Risk Assessments must be approved by the EVC (Senior Deputy – Senior School or Head of Prep school - Prep School) before the trip departs. Risk Assessments **must remain as a dynamic 'live'** document that must be updated throughout the trip and document any 'near misses' which should include times and dates. RA should be returned with the Evaluation of Off-Site Activities Form on return to school

When writing the Risk Assessment please consider 'E.R.I.C.P.D'.

Eliminate: as many risks as possible

Reduce: if you can't eliminate the risk then reduce it as much as possible

Isolate: isolate risk where possible

Control: control the risks as best you can through good practice e.g. regular head counts, keeping staff and pupils well informed

Protect: where relevant issue personal protective equipment

Discipline: staff and pupils must do what the RA says they will do.

Please note that some pupils may require an individual risk assessment depending on their medical condition and the activity involved. For advice, please speak to the School Nurse and the SENCO if required.

Final trip approval

Day trips will be approved by Senior school/Prep school EVC subject to the correct paperwork having been completed and uploaded to EVOLVE. Once approved, your trip will appear in green in the EVOLVE calendar. If your trip does not appear in green, you must speak urgently to them before you depart.

What do I need to take on my trip?

School mobile phones

Staff should book a school trip mobile phone from the front office in senior school and must ensure they have access to telephone numbers for Reception, SLT (out of hours) and Site Manager (out of hours).

Please ensure that you update EVOLVE to include the school mobile phone(s) numbers, should we need to contact you in the event of an emergency.

Critical Incident Checklist

While on your trip staff should all have a Critical Incident Checklist – see Appendix 1. This step-by-step guide details precisely what you should do in the event of an emergency. It is essential that all staff read this checklist before the trip departs and carry this checklist on their person at all times. The Trip Leader must add the relevant details to the sections called 'Important contact details' before printing. Staff should also have a copy of the EMERGENCY INCIDENT REPORT PROMPT SHEET to complete as required – See Appendix 2.

Pupil medication

Please check the medical details for those pupils attending your trip on EVOLVE paying particular attention to those pupils who carry medication such as auto injectors and inhalers. Please speak to the school nurse at least 2 weeks before your trip departs, who can ensure spare pupil medication is prepared for the day of departure. They can also provide you with a First Aid Kit.

Safeguarding on the trip

Trip leaders should ensure they have a robust and detail knowledge of the pupils on their trip. They should speak to the DSL and HOY to ensure they have all the information they need.

- Trip leaders should be aware of pupils with SEND Student Profiles.
- Pupils with high profile needs should be named on the Risk Assessment and suitable support be in place for them.
- Students should be registered at regular intervals throughout the trip and especially when returning after a break in travel or activity.
- Students should be issued with the trip mobile number so that they can contact the trip leader.
- Trip leaders should contact the SLT link while away if they have any concerns or queries.
- Pupils are never allowed to be on their own but in groups of three when allowed to shop or have some independent time.
- School rules are the same on a trip as they are at school and for a residential trip pupils should sign a code of conduct to show they understand the expectations of them.
- Staff may continue to report/log concerns using My Concern while away on the trip if required.

Departure

All trips departing during school time must do so from the Office. It is important you provide whomever is on duty with a list of those pupils leaving the premises. If you are departing outside of school hours, please email your list to absence@kingsleyschool.co.uk on the day of departure.

If you are departing from/returning to School outside of school hours, please remember that you must notify Site Manager.

What do I need to do after my trip?

Feedback and pupil conduct

Please email the relevant EVC or use Evolve on your return with any feedback about your trip, reflecting on what went well, what could be improved etc. If you have any concerns about a pupil's conduct on a school trip, please discuss with them at the earliest opportunity to decide if further action is required.

Pupil medication

Please return any medication and First Aid Kit to the School nurse as soon as possible on your return.

School mobile phones

Kindly return all mobile phones to the front office as soon as possible on your return.

Appendix 1



EMERGENCY RESPONSE CHECKLIST



EMERGENCY RESPONSE CHECKLIST

<p style="text-align: center;">CONTACT LIST FOR CRITICAL INCIDENTS ON TRIPS</p>	<p style="text-align: center;">CONTACT LIST FOR CRITICAL INCIDENTS ON TRIPS</p>
<p style="text-align: center;">EMERGENCY PROCEEDURES</p> <p>General Principles</p> <ul style="list-style-type: none"> • Ensure all staff are briefed for a medical or missing person emergency • Ensure the location of pupil medical details and trip insurance details are known to all staff • Manage communication effectively and <u>write everything down</u> <p>Medical Emergency/Accident</p> <ol style="list-style-type: none"> 1. Take steps to prevent injury to others in your charge or in the vicinity. Enlist others to help you and give First Aid 2. Contact the emergency services and tour operator 3. Arrange documentation required – EHIC, Insurance, pupil medical details 4. Arrange transport and staff supervision 5. Contact your school base contact (see checklist) who will inform parents 6. Notify the British Embassy/Consulate if an emergency occurs abroad 7. Manage communication by rest of group; explain why you will not allow pupils to phone home. 8. Record in writing – nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom) 9. No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the school. 	<p style="text-align: center;">EMERGENCY PROCEEDURES</p> <p>General Principles</p> <ul style="list-style-type: none"> • Ensure all staff are briefed for a medical or missing person emergency • Ensure the location of pupil medical details and trip insurance details are known to all staff • Manage communication effectively and <u>write everything down</u> <p>Medical Emergency/Accident</p> <ol style="list-style-type: none"> 1. Take steps to prevent injury to others in your charge or in the vicinity. Enlist others to help you and give First Aid 2. Contact the emergency services and tour operator 3. Arrange documentation required – EHIC, Insurance, pupil medical details 4. Arrange transport and staff supervision 5. Contact your school base contact (see checklist) who will inform parents 6. Notify the British Embassy/Consulate if an emergency occurs abroad 7. Manage communication by rest of group; explain why you will not allow pupils to phone home. 8. Record in writing – nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom) 9. No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the school.
<p>Missing Person:</p> <ol style="list-style-type: none"> 1. Make a plan with all supervising staff – have specific times to meet and review. Do not rely on mobile 'phones 2. Manage and brief the rest of the group 3. Ensure a system for communication between staff and base 4. Contact local emergency services and tour operator; notify the British 5. Embassy/Consulate if an emergency occurs abroad 6. Contact school base contact – who will inform parents 7. Manage communication by rest of group; explain why you will not allow pupils to phone home. Do not name the casualty. 8. Record in writing – nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom) 9. No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from their Governing Body. 	<p>Missing Person:</p> <ol style="list-style-type: none"> 1. Make a plan with all supervising staff – have specific times to meet and review. Do not rely on mobile 'phones 2. Manage and brief the rest of the group 3. Ensure a system for communication between staff and base 4. Contact local emergency services and tour operator; notify the British 5. Embassy/Consulate if an emergency occurs abroad 6. Contact school base contact – who will inform parents 7. Manage communication by rest of group; explain why you will not allow pupils to phone home. Do not name the casualty. 8. Record in writing – nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom) 9. No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from their Governing Body.

<p>Important contact details</p> <ul style="list-style-type: none"> • Supervising staff's mobile numbers • Tour Company • Tour Rep • Coach company/airline • Hotel • Insurance contact details • British Consulate/Embassy – you can find this at: www.fco.gov.uk/en/travel-and-living-abroad/find-an-embassy/ <p>School Travel Insurance – CHUBB Assistance Insurance Policy Number: UKBCHC39228</p> <p>All Emergency Overseas +44 (0) 20 32820107</p> <p>Medical Claims Service Email Medical Claims: medicalassistance@chubb.com</p> <p>Theft Claims – report to Police and obtain a crime reference number</p> <p>When calling Chubb have the following information available:</p> <ul style="list-style-type: none"> • Name if insured • Policy number • Contact telephone number • Location of the insured abroad • Nature of the emergency or assistance required • The name of the employer of the insured 	<p>Important contact details</p> <ul style="list-style-type: none"> • Supervising staff's mobile numbers • Tour Company • Tour Rep • Coach company/airline • Hotel • Insurance contact details • British Consulate/Embassy – you can find this at: www.fco.gov.uk/en/travel-and-living-abroad/find-an-embassy/ <p>School Travel Insurance – CHUBB Assistance Insurance Policy Number: UKBCHC39228</p> <p>All Emergency Overseas +44 (0) 20 32820107</p> <p>Medical Claims Service Email Medical Claims: medicalassistance@chubb.com</p> <p>Theft Claims – report to Police and obtain a crime reference number</p> <p>When calling Chubb have the following information available:</p> <ul style="list-style-type: none"> • Name if insured • Policy number • Contact telephone number • Location of the insured abroad • Nature of the emergency or assistance required • The name of the employer of the insured
<p>When informing your SLT link, they will require the following information (remember to agree a time and means of further contact):</p> <ul style="list-style-type: none"> • Time and date • Time at incident site if overseas • Contact name • Contact number • Contact mobile number • Contact e-mail • Contact location • Nature of incident • Time and date of incident • Brief description of incident • Location of incident • Names of individuals involved – confirm that the details you have as base-contact are correct • Current situation • Survivors • Fatalities • Hospitalised • Missing • Authorities involved: Police, Embassy if overseas • Agree time and means of further contact <p>Consult a copy of the School Emergency Response Policy for further guidance</p>	<p>When informing your SLT link, they will require the following information (remember to agree a time and means of further contact):</p> <ul style="list-style-type: none"> • Time and date • Time at incident site if overseas • Contact name • Contact number • Contact mobile number • Contact e-mail • Contact location • Nature of incident • Time and date of incident • Brief description of incident • Location of incident • Names of individuals involved – confirm that the details you have as base-contact are correct • Current situation • Survivors • Fatalities • Hospitalised • Missing • Authorities involved: Police, Embassy if overseas • Agree time and means of further contact <p>Consult a copy of the School Emergency Response Policy for further guidance</p>

Appendix 2



**THE
KINGSLEY
SCHOOL**

CRITICAL INCIDENT REPORT PROMPT SHEET

**01926 425127 – ask for Jane Bostock or 07827998921 ask for
Senior Deputy**

INCIDENT

What has happened?	
When? (Date and time)	Where?
Name of responsible adult at incident site	Contact no:
Have Emergency Services been called?	Who

INJURED PERSONS

Names/Numbers	Location	Extent of Injury
Name of responsible adult with injured		Contact number

PRESENT SITUATION

Is help required from the school? Yes/No	
Who has been informed?	
What has been said?	
Information given by:	Date:

Appendix 3 Trips check list

If the trip is being paid in instalments, the planning must start at least one term more than the number of instalments needed.

Minimum Timescale	Stage	Actions	Staff
2 terms to go	Planning	<input type="checkbox"/> Complete the Outline Assessment (OA) after checking iSAMS and Evolve calendars for clashes with proposed dates for trip	Trip organiser
		<input type="checkbox"/> Check staffing adheres to Staff: Pupil ratios as per EVC policy	
		<input type="checkbox"/> OA approved (trip is orange on Evolve calendar and added as TBC on iSams by school office)	Senior Deputy/ Head of Prep
		<input type="checkbox"/> Coach quotes or minibuses provisionally booked	SL/JP
		<input type="checkbox"/> Create trip consent letter and e-mail for checking	Trip organiser to Senior Deputy/ Head of Prep
		<input type="checkbox"/> Trip form completed with full risk assessments and finances (EV3 form)	Trip organiser
		<input type="checkbox"/> Look out for email from Foundation Trips trips@warwickschools.co.uk . Make note of your trip finance code here: _____ Use Code on all correspondence.	
		<input type="checkbox"/> Trip granted full approval (trip is green on Evolve calendar and 'TBC' is removed on iSams calendar)	Senior Deputy/ Head of Prep
		<input type="checkbox"/> Confirm travel arrangements with SL or JP by email	Trip organiser
	Informing	<input type="checkbox"/> Send out consent letters to parents via Evolve (only needed if there is a trip cost or the trip is out of school hours (7am -6pm))	Senior Deputy/ Head of Prep
		<input type="checkbox"/> Book date for Trip Information Evening for parents (if residential) via iSams calendar. This should be 2 or 4 weeks before departure	Trip organiser
		<input type="checkbox"/> Liaise with Jo Prosser with details of venue, room set up and locking up times for Trip Information Evening for Parents	Trip organiser
		<input type="checkbox"/> Complete an Events form for Trip Information Evening	Trip organiser
		<input type="checkbox"/> Issue parents by email with 'Insurance Product Information Document' and 'Pupil Data Protection Notice'. Both found in School Trips and Visit folder	Trip organiser
	Billing	<input type="checkbox"/> Invoices paid using trip finance code noted above	Finance

		<input type="checkbox"/> Monitor consent responses and inform Senior Deputy/ Head of Prep once all parents have responded	JP/CJM
		<input type="checkbox"/> Prepare billing spreadsheet using TKS template from <i>School Trips and Visits</i> folder in staff shared and email to Senior Deputy/ Head of Prep for final approval. BACS can be used as well or instead of termly bills. BACS details found in the <i>School Trips and Visits</i> folder.	Trip organiser
		<input type="checkbox"/> Once approved by Senior Deputy/ Head of Prep billing spreadsheet is sent to billing@warwickschools.co.uk . Make sure you include the trip finance code.	Trip organiser
2 weeks to go	Preparations	<input type="checkbox"/> Let staff know in advance about the trip at a briefing or via e-mail	Trip organiser
		<input type="checkbox"/> Confirm SLT link for while away with the trip	Trip organiser
2 days to go	Final preparations	<input type="checkbox"/> Collect trip phone	Trip organiser from school office
		<input type="checkbox"/> Collect first aid kit	Trip organiser from school Nurse
		Download data from Evolve including: <input type="checkbox"/> Medical information <input type="checkbox"/> Student contact information	Trip organiser
		<input type="checkbox"/> Prepare and issue emergency contact cards for all pupils to keep with them <input type="checkbox"/> Prepare and issue critical incident forms for staff. See EVC policy for template	Trip organiser
0 days to go	Carrying out	<input type="checkbox"/> Go on trip	Trip organiser
Upon return		<input type="checkbox"/> Carry out trip evaluation form on Evolve <input type="checkbox"/> Return first aid kit <input type="checkbox"/> Return trip mobile phone	Trip organiser

Additional check list for residential trips:

- ☐ Prepare pupil Code of Conduct forms. See EVC Policy for template Appendix 4 and amend as per your trip requirements
- ☐ Ensure pupil Code of Conduct forms are signed at Trip Information Evening by parents and pupils

- ☐ Ask parents to check and return medical forms and contact details at Trip Information Evening. Ask the school office/school nurse to make any amendments as required.
- ☐ Print medicines and emergency medical care forms and issue for completion at the parents information evening (See School and Trips folder on staff shared for templates)

Appendix 4**Trips Code of Conduct Form****STUDENT/PARENT AGREEMENT****Trip:** _____

Name of pupil _____

Please tick the following:☐ I agree to behave in accordance with the school rules and code of conduct whilst on this school trip.☐ I am aware that if my child is sent home, I will pay for all expenses incurred.

Signed (parent/guardian) _____

Signed (student) _____

Please tick the following options: ✓

While travelling, in the city or excursions all students will be supervised.

☐ I will allow my child to leave the group leader for short periods of time within a confined area (e.g. a shopping complex or café area).☐ My child is / is not a confident swimmer (please delete as appropriate)