

# Educational Visits and other off-site activities Policy

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## 1. Introduction

- 1.1 In keeping with the School's aims to foster intellectual curiosity and provide a stimulating and enjoyable learning experience, an active and wide ranging programme of educational visits is crucial to what we do.
- 1.2 All teaching departments organise educational visits and these are offered to all girls throughout the School. Girls from every year group will participate in a number of educational visits per academic year as either a compulsory part of the teaching and learning programme or as an optional extra. These may include: whole year group visits organised by departments; bonding days organised by pastoral staff; conferences and revision courses; outings to the theatre, concerts, museums and sporting events; sports tours (domestic and overseas); language or cultural visits and exchanges; Duke of Edinburgh and World Challenge expeditions; and required curriculum field trips. Currently the school runs approximately 150 educational visits over the course of an academic year, not including sporting fixtures to other schools (see Appendix 1 to this policy) or pupils undertaking work experience (see Appendix 2 to this policy), which occur in addition.
- 1.3 Educational visits should enhance pupils' understanding of their curricular activities and/or provide opportunities to develop and enhance pupils' skills, including social skills.
- 1.4 Within departments the organisation and leading of visits will be shared and newer teachers are encouraged to take as active a role as they feel comfortable with. Guidance and support is always available from department heads, the EVC and members of the Senior Leadership Team. Educational visits are therefore seen as performing an important role in a staff member's ongoing professional development as well as furthering the learning opportunities available to the girls.
- 1.5 The School also recognises that off-site visits may present additional challenges to the health and safety of pupils and staff. All educational visits must therefore be subject to careful consideration of the associated benefit, risk and cost and must be planned and carried out in accordance with this policy.
- 1.6 The School will make every effort to ensure that educational visits are accessible to all, irrespective of disability or special educational or medical needs. If there is any doubt over the inclusion of a pupil for any of these reasons, the School will consult with the pupil and her parents. If, despite making reasonable adjustments, there remains an unacceptable risk to the health and safety of the pupil concerned, or anyone else on the visit, it may be necessary to exclude the girl from the visit on those grounds.
- 1.7 This policy has been written with regard to current HSE guidance '*School trips and outdoor learning activities*' and DfE guidance '*Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies*'. The Outdoor Education Advisers' Panel National Guidance website (<http://oeapng.info/>) is a comprehensive resource for staff planning visits and others involved with the programme of educational visits at the School.
- 1.8 This policy is reviewed on an annual basis and will be updated as necessary to take into account experience gained from visits that have taken place and changes to guidance on good practice.

## **2. Roles and Responsibilities**

- 2.1 The School's Governing Body has overall responsibility for health and safety within the School, which includes the health and safety of staff and pupils participating in educational visits. The Governors have delegated operational responsibility for educational visits to the Head Mistress.
- 2.2 The Head Mistress has further delegated operational responsibility for educational visits to the Senior Teacher responsible for educational visits (the 'Senior Teacher'). The School has also appointed an Educational Visits Coordinator (the 'EVC') to assist the Senior Teacher and members of staff accompanying visits with the practical aspects of planning and approving visits.
- 2.3 The Senior Teacher is responsible for ensuring that:
  - 2.3.1 each proposed visit has a clear, stated objective and benefit to the pupils participating and any unusual risk factors are considered at the outset;
  - 2.3.2 the date of the proposed visit accords with the School's policy on the timing of visits;
  - 2.3.3 there is a single member of staff responsible for planning and leading each visit (the 'Group Leader'), who is considered by the Senior Teacher and by the relevant Head of Department to be competent to act as Group Leader;
  - 2.3.4 for each visit, the Group Leader has provided the documentation required under this policy and that this has been reviewed and signed by the EVC. The Senior Teacher should counter-sign the documentation to indicate final approval of the visit; and
  - 2.3.5 any non-compliance with this policy is addressed promptly.
- 2.4 The EVC is responsible for:
  - 2.4.1 advising Group Leaders on the School's policy and procedures for educational visits;
  - 2.4.2 checking that the School's insurance is adequate for the activities notified by the Group Leader;
  - 2.4.3 ensuring that all adults accompanying the visit, as notified by the Group Leader, have been properly vetted;
  - 2.4.4 preparing, on request from the Group Leader, a custom group list on iSAMS of girls participating in the visit to enable smooth communication between the School and parents regarding the visit;
  - 2.4.5 providing the Group Leader with a list of medical information and contact details for all girls participating in a visit;
  - 2.4.6 ensuring that risk assessments have been carried out by the Group Leader where necessary;
  - 2.4.7 checking documentation provided by Group Leaders in accordance with this policy and signing to indicate that the documentation meets the School's requirements;

- 2.4.8 placing details of the date, venue and names of girls and the Group Leader involved in a visit on the staff notice board, and providing the same details to Reception, in advance of the visit;
  - 2.4.9 placing a copy of the visit documentation (checklist and contacts list only) in the Visits file in the School Office in advance of the visit;
  - 2.4.10 meeting twice weekly with, and reporting to the Senior Teacher; and
  - 2.4.11 providing INSET training to new staff on the organisational aspects of running educational visits at the School.
- 2.5 The Group Leader for each visit is responsible for:
- 2.5.1 ensuring that he or she is familiar with this policy and the School's procedures regarding educational visits (see section 3 below);
  - 2.5.2 planning the visit, in accordance with the requirements of this policy and in consultation with the Senior Teacher and EVC as necessary;
  - 2.5.3 leading the visit, including management of staff, supervision of girls and on-going risk assessment to ensure the health and safety of the whole group on the visit; and
  - 2.5.4 the conduct of girls on the visit in accordance with the School's Behaviour Policy.
- 2.6 All staff accompanying a visit must:
- 2.6.1 do their best to ensure the health and safety of everyone in the group and, in so far as they are responsible for girls, act as any reasonably prudent parent would do in the same circumstances;
  - 2.6.2 ensure that they read, understand and comply at all times with the terms of this policy;
  - 2.6.3 know who the Group Leader is for the visit and follow the instructions of the Group Leader at all times, regardless of their own seniority within the school.

### **3. Procedures for Group Leaders**

- 3.1 Group Leaders planning an educational visit should follow the procedures set out in this policy and summarised in the Step-by-Step Guides for Day Visits and Residential Visits as applicable. These are available in the Staff Handbook and on the School Network in the folder: Staff Resources/Visits.
- 3.2 The Group Leader must obtain approval from the Senior Teacher before publicising any visit to girls or parents.
- 3.3 For all residential visits, and any day visits of a complex nature, the Finance and Visit Approval Form must be completed and emailed to the Senior Teacher, the Assistant Bursar and the EVC at least 1 week before the planned release to girls or parents of any letter or email publicising the visit. Approval must be received from the Senior Teacher and the Assistant Bursar before the release of any such letter or email.

- 3.4 Visit documentation should be provided to the EVC at least 7 days in advance of a day visit and 3 weeks in advance of a visit involving an overnight stay. The documentation should include information relevant to the planning of the visit and must include as a minimum:
- Checklist
  - Medical/contacts list (signed by the School Nurse and/or Head of Section as required)
  - Risk Assessment
  - Briefing notes (if written notes are available).
- 3.5 In summary, the Group Leader must follow the guidance in this policy and should:
- 3.5.1 discuss the date and format of the proposed visit with the Senior Teacher, including the associated benefits and any unusual risk factors, and obtain approval for the visit in principle;
  - 3.5.2 complete a Finance and Visit Approval Form to obtain approval from the Finance Office for all residential visits and any day trips of a complex nature (as advised by the Senior Teacher);
  - 3.5.3 plan and prepare for the visit including a prior visit to the venue if practicable, checking of likely weather conditions and booking of transport if required (see section 13 below);
  - 3.5.4 ensure that adequate safety standards are met at the venue and on transport to and from the venue;
  - 3.5.5 liaise with the EVC to ensure that adequate insurance is in place, particularly if the visit involves hazardous activities;
  - 3.5.6 when using a 3<sup>rd</sup> party provider or centre, check whether the provider/centre holds a Learning Outside the Classroom (LoTC) Quality Badge, is licensed for the activity concerned and that instructors are suitably qualified and DBS checked (if the provider does not hold an LoTC Quality Badge, the EVC should be consulted before the booking is confirmed);
  - 3.5.7 inform the EVC and Senior Teacher as soon as possible of the names of any adults accompanying the visit who are not members of staff so that there is sufficient time to check that the appropriate vetting checks have been carried out or to carry out the checks (see section 9 below);
  - 3.5.8 provide information to parents or carers about the visit and obtain their consent where necessary (see sections 6 and 7 below);
  - 3.5.9 collect consent forms completed by parents (where required) and ensure these are passed to the School Nurse as soon as possible;
  - 3.5.10 inform the Senior Teacher in charge of cover of any cover requirements well in advance;
  - 3.5.11 provide the EVC with a list of all girls participating in the visit so that a custom group can be set up in isams and a list containing medical and contact details for each pupil can be produced;

- 3.5.12 arrange a meeting with the School Nurse and/or relevant Head of Section to discuss any pupils flagged on the medical and contacts list as requiring such consultation;
- 3.5.13 produce a comprehensive risk assessment for the visit;
- 3.5.14 brief all members of the group, and parents where appropriate, about the nature of the visit, any specific risks to be aware of, all requirements and expectations of behaviour;
- 3.5.15 provide the EVC with completed visit documentation; and
- 3.5.16 obtain and carry emergency telephone numbers and details of emergency contacts and ensure these are provided to all accompanying staff (see section 14 below).

#### **4. Finances**

- 4.1 A budget for all compulsory year group outings must be agreed with the Bursar in the previous academic year in order for the costs to be accounted for. For Years 7, 8 and 9 the cost of such visits will be included in the school fees. For compulsory visits in Years 10 to Upper Sixth, the cost of the visit may be added to the termly bill or charged separately as agreed by the Bursar.
- 4.2 All optional outings should be carefully budgeted. Many visits will involve simple budgeting: for example, visits to the theatre or conferences where parents are asked to pay for the exact cost of the admission. For visits of a more complex nature, and all residential visits, the Finance and Visit Approval Form (see the Visits folder in School Resources) must be submitted and a budget must be agreed with the Assistant Bursar before the visit is marketed to girls and parents.
- 4.3 All school visits must self-fund. Any subsequent adjustments to the approved budget must be submitted to the Assistant Bursar for approval.

#### **5. Insurance**

- 5.1 School visits are covered by the school's existing comprehensive insurance. The EVC should be informed at the preliminary planning stages of any visit involving hazardous activities so that additional cover can be arranged if necessary. Where the visit is a 'package', which includes compulsory insurance cover, this should be notified to the EVC.
- 5.2 For visits abroad, the Group Leader should check girls' passports and, where appropriate, visas and EHICs. N.B. In general, regardless of nationality, all girls whose parents are UK taxpayers are eligible for medical care under the EHIC system. Private travel insurance policies may make the assumption that medical care available free under this scheme is not included in the cover provided. It is a requirement that all those parents eligible for EHIC cover ensure they provide a valid card for their daughter for the duration of the visit.
- 5.3 If a girl were taken ill abroad, she would normally be covered to receive medical care in a general hospital. However, if the Group Leader were of the opinion that private medical care was needed (e.g. more immediate attention was needed/life threatening) then the insurance would generally cover these costs. The insurance would also cover repatriation costs, provided the patient was well enough to travel. Private health care in the UK is not covered by the school insurance.

## 6. Letters to Parents

6.1 Parents must be notified in advance in writing of all educational visits. For details of when consent must also be sought see section 7 below. All letters should be submitted to the School Office and authorised by the Senior Teacher prior to distribution. Letters will be sent out to parents via Schoolpost email.

6.2 Letters to parents should include the following details, where appropriate, and Group Leaders should also refer to the Letter Writing Guide for Residential Visits on the School Network in the folder: Staff Resources/Visits:

### For any visit

- Name of Group Leader and other adults
- Year group or forms
- Date(s)/time(s)/venue(s)
- Subject / curriculum relevance and purpose of visit
- Details of any higher-risk activities
- Detail of any unsupervised time (n.b. should be kept to a minimum)
- Level of supervision, including remote supervision
- Mode(s) of transport
- Meeting and dispersal arrangements
- Clothing, food, money, equipment required, and that which is not permitted
- Cost (including supplementary costs such as spending money)
- Timeframe and instructions for payment
- Reply slip for parental permission, if applicable (this will be converted to an electronic response form in Schoolpost)

### Additional details for residential or overseas visits

(see also section 16 below)

- Electronic Consent Form (including a request for update on special educational, medical or dietary needs and a copy of the Code of Conduct for girls)
- How assessed risks will be managed, including the name of the travel company
- Insurance arrangements / cover
- Information on any parental briefing
- Vaccinations required if appropriate
- Accommodation and security, including details of host families
- Request for copies of girls' EHIC cards/passports
- Cost to include 10% contingency fund for overseas visits

6.3 Supplementary, or amended, information should be provided to parents as necessary.

## 7. Consent

7.1 In signing the school's Acceptance Form on admission, parents consent to the girls taking part in educational visits. Additional consent must be obtained in the circumstances set out below.

7.2 Parental consent must be obtained via a permission slip or email for any visit which:

- is optional and for which a charge is made;
- involves some element of high risk or adventure activity; or
- takes place substantially outside school hours.

7.3 Parental consent must be obtained via the appropriate electronic Consent Form for any visit which:

- requires overseas travel; or



- involves an overnight stay; or
- involves swimming or water based activities.

7.4 When a day visit concludes at a venue after the end of the school day, and accompanying staff wish to allow girls to disperse independently from the visit, the letter to parents must give them the opportunity to request that their daughter be escorted back to school. Ad hoc changes to the arrangements already set out in letters to parents should not be made on the day.

7.5 If a girl needs to leave or join a visit in progress independently, this request must be referred to the Senior Teacher or EVC as soon as possible. It may be possible for written arrangements to be put in place so that it is clear when a girl will join or leave the group and the School's responsibility in loco parentis will begin and end. Any such arrangements must not compromise the group's activities and must only be entered into on the advice of the Senior Teacher or EVC. As a guideline, if leaving a visit early girls under 16 should generally be met by a parent.

7.6 Staff should refer to the Consents Guide for further information on obtaining parental consent to educational visits. This document is available on the noticeboard in the staff room and on the School Network in the folder: Staff Resources/Visits/Consent.

## **8. Supervision and Ratios**

8.1 Group Leaders should select and invite an appropriate number of other members of staff to assist on the visit. The level of supervision by members of staff must realistically reflect the nature and purpose of the visit, the age and maturity of the pupils, the experience of accompanying adults and any special needs.

8.2 There is no 'right' level of supervision and visits should be planned with sufficient numbers of staff to allow for emergencies and the possibility that a member of staff may need to be detached from the main party. As a guide, there should be a minimum of two staff on each visit and the level of supervision should generally never be less than:

- 1 member of staff to 15 pupils for a day visit; and
- 1 member of staff to 10 pupils for a residential or overseas visit.

8.3 Any Group Leader who proposes to lead a visit on their own without any additional members of staff must discuss this at the outset with the Senior Teacher or EVC.

8.4 Staff should be aware that transport providers and/or venues may require more stringent ratios.

8.5 Depending on the circumstances of the visit, an accompanying member of staff who has their own child participating in the visit may not be counted in the ratio for that visit.

8.6 Girls must not leave the party without permission. Where unsupervised time forms part of the visit, girls should be encouraged to be in groups of 3 or 4 so that partners can report if one is missing or in difficulty. Girls should be made aware of any emergency procedures (such as evacuation procedures) in place at the venue.

8.7 The general level of direct supervision throughout the visit, including during the evenings on residential visits, must be appropriate. There must always be at least one adult on duty and the girls must know who to contact at all times.

## **9. Other Accompanying Adults**

- 9.1 If other adults who are not members of the School's staff are to accompany the visit (e.g. staff of 3<sup>rd</sup> party providers or parent volunteers), this should be discussed with the Senior Teacher or the EVC at the earliest opportunity. The Senior Teacher will decide whether such adults may be included in the staff to pupil ratio for the visit and will consult with the EVC as to the vetting checks required.
- 9.2 All teaching and support staff employed by the School have been subject to Barred List and enhanced DBS checks. Depending on the circumstances, the School may need to carry out Barred List or enhanced DBS checks on other accompanying adults. Group Leaders should note that it can take up to 3 months to obtain a DBS check. If a DBS check on an accompanying adult is required, and there is insufficient time for the check to be carried out, then the adult will not be permitted to join the group.
- 9.3 All accompanying adults must be fully briefed with the details of the visit and their general and specific responsibilities.

## **10. Medical and Pastoral Requirements**

- 10.1 The Group Leader must email the Finance mailbox with a list of all girls participating in the visit so that a custom group can be set up in iSAMS. If Consent Forms are required for the visit, these will be sent out via Schoolpost. The responses must be collated and passed to the School Nurse so that relevant medical information can be entered onto iSAMS.
- 10.2 For one-day visits, Finance will then provide the Group Leader with a report from iSAMS containing the medical and contact details for each girl. For residential visits this report will not be generated until the School Nurse has confirmed that information from the Consent Forms has been entered onto iSAMS.
- 10.3 Once the Group Leader has received the medical/contacts list, he or she must arrange meetings with the School Nurse and relevant Head of Section to discuss the medical and pastoral needs of the girls participating. It is crucial that it is the Group Leader who arranges and attends these meetings. Relevant information is not always stored on iSAMS and medical/pastoral issues are evolving all the time. The School Nurse will discuss with the Group Leader the most up to date medical needs of the individuals taking part in the visit in the context of the activities being undertaken. This is essential to ensure the implications of medical conditions are understood, and so that supervising staff can be deployed appropriately. The Head of Section will update the Group Leader on pastoral matters where appropriate. The Group Leader should ensure that groupings and pairings are sympathetic to the medical or pastoral needs of girls participating, especially if concerns are raised by the Head of Section. The meetings should take place before the risk assessment and checklist are finalised and passed to the EVC. Any additional risk factors, identified during the meetings, should be noted on the risk assessment.
- 10.4 The Group Leader must check prior to departure that girls have with them any special medical requirements (e.g. inhalers, epi-pens). Girls must be responsible for their own medication; staff must not dispense any medication to the girls (including ibuprofen or paracetamol) even if they are first aid trained.

- 10.5 A supplementary meeting with a girl's parents may be required in advance of a visit in order to make the best arrangements / care plan to meet the medical or pastoral needs of the girl.
- 10.6 Depending on the nature of the visit, advice regarding recommended vaccinations, the costs and where to obtain them, should be given to parents from the outset. The School strongly recommends that a girl should not participate in school visits abroad unless she is fully vaccinated against tetanus, polio and diphtheria so that minor first aid issues, cuts or grazes, can be treated without the need for medical intervention which may be difficult to obtain in a remote setting. This vaccination, which is given as a combined vaccine, is also a requirement for certain field trips and D of E expeditions within the UK. Where there are strong objections by parents against girls having these vaccinations, careful consideration is required so that the levels of risk can be assessed on an individual basis and guidance from the School's insurers may be needed.
- 10.7 Staff should seek advice from the School Nurse or Doctor for any medical condition that might impact their role during a visit.
- 10.8 The Group Leader should ensure that each accompanying member of staff receives a copy of the medical/contacts list and that host families, centres, hotels etc. are made aware confidentially of any special dietary or medical requirements. Sharing information with organisations outside the school should be done on a case by case basis and would not normally involve passing on the medical list in its entirety. **N.B. It should also be stressed that any list used for registration purposes and likely to be seen by girls should not contain medical information.** All copies of the list must be shredded at the end of the visit.

## 11. First Aid

- 11.1 There is no minimum level of first aid training required legally for educational visits. However, it is good practice that for all educational visits, at least one member of accompanying staff has basic first aid training. For residential or overseas visits, at least one member of staff should have attended the First Aid training offered in school.
- 11.2 At least one First Aid kit should be taken on the visit; these are available from the School Nurse and should be booked at least one week in advance. These kits are basic and the Group Leader must therefore consider the activities to be undertaken, if necessary in consultation with the School Nurse, and request any specific additional items that may be required. First Aid kits are not needed if girls are travelling independently to and from a venue where these will be on hand. However, spare epi-pens must always be taken and are not included within this exception. First Aid kits must be signed back in and a note left detailing what was used from the kit if anything.

## 12. Risk Assessment

- 12.1 The Group Leader must complete a risk assessment for any visit out of school whether day or residential. Generic risk assessments covering both day outings and residential / overseas visits can be obtained from the Visits folder (Staff Resources). It is very important that these generic assessments are appropriately annotated so that the risk assessment is specifically adapted for the visit, taking into account the particular activities and capabilities/special needs/medical conditions of the girls and staff participating.
- 12.2 Where 3<sup>rd</sup> party providers, such as tour operators or activity centres are used, a copy of any relevant risk assessment should be obtained where possible. (NB. Staff are not experts at assessing specialist risk, and are not expected to evaluate external

organisations' procedures themselves, but they can check that this has been done.) Where the 3<sup>rd</sup> party provider holds a LoTC Quality Badge it will generally not be necessary to seek further assurance although a copy of the relevant risk assessment may assist Group Leaders. For all other 3<sup>rd</sup> party providers the EVC must be contacted for advice. The provider may be required to complete the School's Provider Statement and provide evidence of insurance and other certification as appropriate.

- 12.3 Risk assessments are only for the use of staff involved in the visit. Should a parent, or other individual or organisation request a copy of the risk assessment for an educational visit, the request should be passed to the EVC. The EVC will remove references to individuals before passing on any information.

### **13. Transport**

- 13.1 The Group Leader is responsible for organising and booking transport for the visit. Wherever possible, especially for day outings in London, public transport should be used in order to keep costs of the visit as low as possible, and for environmental reasons.

- 13.2 Transport for London offers free travel to school groups between 9:50am and 4:30pm and this can be booked through the EVC. The Group Leader should submit an application form for the free travel tickets to the EVC not later than 3 weeks before the date of the visit. Application forms are available on the School Network in the folder: Staff Resources/Visits/Travel.

- 13.3 Where coaches and mini-buses are used, ones fitted with seatbelts should be booked in the UK and, where possible, overseas. If fitted, the seatbelts must be fastened when travelling. The EVC can advise on suitable coach companies used by the school.

- 13.4 If a member of staff or volunteer is to use their own car to transport pupils, they must first contact the Finance Office to check that they have the correct licence and insurance cover. Written parental consent is also required. They should not be in a position where they are alone in a vehicle with a pupil.

- 13.5 See the School's Transport Policy for more information.

### **14. Emergency Contacts**

- 14.1 School mobile telephones should be taken for visits in the UK and abroad; these are available from the Finance Office, and should be booked at least one week in advance. The school mobile phone number held by the Group Leader should be given to parents so that they have a contact number in an emergency. Staff should always use the school mobile phones for visits, and should never issue to girls or parents personal mobile phone numbers.

- 14.2 In the event of an emergency during the School's working day, the School Receptionist and Office will act as the Group Leader's emergency contact and liaise with parents where necessary.

- 14.3 For every visit that takes place fully or partially outside School hours, the Group Leader must ask an experienced member of staff to be a Primary Emergency Contact (see below).

- 14.4 For residential/overseas visits the EVC will arrange for a member of the Senior Leadership Team to act as a Secondary Emergency Contact.

- 14.5 The Primary and Secondary Emergency Contacts must, for the duration of the visit, have a copy of the visit documentation on their person, be contactable 24 hours a day on the mobile telephone number they have provided to the Group Leader and be able to access iSAMS and/or come into School if necessary.
- 14.6 Each member of staff accompanying the visit (and other accompanying adults as appropriate) should carry the telephone numbers of the Group Leader, School Office, Primary Emergency Contact and Secondary Emergency Contact.
- 14.7 The role of the Primary Emergency Contact is to:
- Give preliminary advice in the event of an accident or emergency which may be of a practical issue, but the Primary Emergency Contact is only able to advise within the limits of their expertise;
  - Coordinate information to parents if there are reasons why the Group Leader is unable to make that contact (eg. they are tied up with supervision of other girls, or in a hospital or clinic where phone use is not possible).
  - Contact parents to invite them to collect their daughter from the venue should her behaviour prove ungovernable, or should illness or accident render the girl incapable of continuing with the visit; and/or
  - Contact the Secondary Emergency Contact in the event of a major issue. Examples may involve the question of abandoning the visit, if situations emerge where it appears unsafe to remain, where it becomes necessary to recruit a replacement member of staff for the visit or if incidents arise which may involve the media.
- 14.8 The role of the Secondary Emergency Contact is to give advice, assist with practical arrangements or communications with parents where the Primary Emergency Contact is not able to fulfil this role and, in the event of a serious incident, to invoke the School's emergency procedures.

## **15. Adventure holidays or Outward Bound Days**

- 15.1 The Group Leader must check with the provider that they have a licence for the type of activities undertaken and should consult with the EVC to ensure that the right licences and levels of insurance are in place.
- 15.2 Where qualified outside instructors are taking a supervisory role, and a teacher will not always be present, liaison with the EVC is essential to check that the school's Safeguarding Policy is followed.
- 15.3 See also paragraph 3.5.6 and section 12 of this policy.

## **16. Additional Considerations for Residential/Overseas Visits**

### **16.1 *Medical and Pastoral***

As soon as the Group Leader has a preliminary list of girls intending to participate in a residential visit, the names should be sent to the School Nurse and the relevant Head of Section for initial comment. This is so that any serious issues affecting an individual's participation can be managed carefully from the outset, and that appropriate attention

can be paid to special educational, pastoral or medical needs, and staff training. The School Doctor may need to be consulted or see pupils.

Group Leaders must provide the School Nurse with all Consent Forms for residential visits as soon as they have all been received so that this information can be loaded into iSAMS before the medical/contacts list is created.

## 16.2 ***Travel***

Names on passports: Staff must be aware that the details of girls' names on iSAMS do not always correspond with the official names on passports. Staff should request from parents a copy of the passport details before booking flights, etc., and make this clear to parents in the initial letters.

***Visa waiver scheme:*** The British Council operates a scheme under which it provides a list of non-EU passport holders travelling as part of a school group, for whom a visa is then not required to enter the EU country being visited. Non-EU passport holders must have the relevant visa documentation for UK residency in their passports. For more information please contact the EVC.

## 16.3 ***Accommodation***

Twin or single rooms should be requested where possible for girls on a residential visit. Any girls sharing a room should be of similar age and maturity. If only double room accommodation is available, and girls will be required to share a bed, parents should be notified from the outset. Where twin accommodation has been booked and double beds have been issued on arrival, the school should not book the same place of accommodation in future.

Accommodation for adults accompanying the visit should be separate from the girls' accommodation but sufficiently close so as to ensure appropriate supervision. Girls must know how to contact staff in an emergency or if they feel uncomfortable with a situation.

See section 17 for visits involving hosting by local families.

## 16.4 ***Cost***

The cost per girl of all overseas visits will include a 10% contingency fund and this should be explained in the initial letter to parents. This contingency fund should only be used to cover unforeseeable and unavoidable extra costs and should, under normal circumstances, be refunded in full to parents at the end of the visit via a credit to their school fee account.

## 16.5 ***Briefing***

Group Leaders should arrange a briefing meeting with parents to explain the arrangements in detail. At this meeting, parents should be given details of the school's insurance policy. Copies are available from the Bursar's office. Briefing documents must be given to the EVC with all other paperwork.

## 16.6 ***Bespoke arrangements***

The School cannot undertake to provide for individual, bespoke, arrangements for girls to join or disperse from visits overseas as, for girls aged under 18, such arrangements

are not supported by the School's insurers. The School Office will automatically insert a sentence to this effect in the draft letter to parents.

If parents request such a bespoke arrangement for their daughter, this request must be referred to the Senior Teacher or EVC as soon as possible. It may be possible for written arrangements to be put in place so that it is clear when a girl will join or leave the group and the School's responsibility in loco parentis will begin and end. Any such arrangements must not compromise the group's activities and must only be entered into on the advice of the Senior Teacher or EVC.

#### 16.7 ***Withdrawal from a visit***

If a pupil withdraws from a visit there will be no entitlement to a refund of any payments already made but, depending on circumstances, the pupil may be covered under the School's travel insurance policy. If a pupil leaves the School after signing up to a visit but before the visit takes place, she will be deemed to have withdrawn from the visit and any monies paid will not be refunded.

Rarely, the School may require a pupil to withdraw from a visit. If this is due to concerns regarding the pupil's behaviour, any amount already paid towards the visit will not be refunded.

### 17. **Homestays and Exchange Visits**

17.1 ***Homestays:*** For some visits, girls stay in host families on a non-reciprocal basis. In these circumstances, the School will use a 3<sup>rd</sup> party provider to arrange the hosting and the host families abroad will generally be paid. The School will only use 3<sup>rd</sup> party providers that hold a Learning Outside the Classroom Quality Badge for such visits. In most cases, the School will also have used the provider before and will be familiar with the safety management system in place.

17.2 ***Exchanges:*** For visits where there is a reciprocal hosting arrangement (e.g. a language exchange), it is essential that the host families on both sides discuss the hosting arrangements directly between themselves. The School will work with the partner school overseas to match and introduce each pupil who has signed up to the exchange with a partner at the other school. This will be based on the information provided in the application form. Once the families have received contact details of their partner family, the parents must make contact to discuss and agree the hosting arrangements between themselves and they will be asked to confirm that this has been done. Where the School makes the hosting arrangements for pupils visiting the UK, DBS checks will be requested as appropriate.

### 18. **Emergency procedures in the event of illness or accident**

18.1 Contingency plans should be made for the care and/or return of a girl (or accompanying adult) in the event of illness or accident or for disciplinary reasons. In the event of illness, accident or a disciplinary problem, parents must be informed as quickly as possible by the Group Leader or one of the emergency contacts as appropriate.

18.2 If a visit involves an accident or hospitalisation this should be reported to the Head Mistress, Deputy Head, the Bursar and the School Nurse (via email or in writing) on return to School.

### 19. **Post Visit**

19.1 Any paperwork containing sensitive information must be shredded after the visit.

- 19.2 Upon request from the EVC, the Group Leader should complete an Evaluation of a Visit Form handing one to the EVC and retaining one in departments. This is to enable smooth handover of arrangements to other colleagues and to facilitate review of the visit, its impact and any issues arising regarding the venue or services used.
- 19.3 Feedback from visits will be given by Group Leaders at the weekly briefing meeting following the visit.



## Appendix 1

### Sports Away fixtures

All procedures for visits should follow this school policy. Any staff wishing to take a visit, or day time fixture must first receive permission from the Senior Teacher (School Organisation) and check that it does not clash with any other visits and arrangements on the calendar. For a visit, staff should then send a letter home with the relevant medical/off site consent forms for parents to fill in and return. The Catering Department may need to be informed if it results in girls missing lunch or needing a packed lunch. Liaison with the School Office is needed to order packed lunches for day time events and teas for home fixtures. A list of girls must be put on the staffroom noticeboard so that colleagues know when girls will be missing lessons.

When away fixtures are being played a list of girls must be left with Reception along with an estimated return time and contact telephone number. If held up due to traffic or any other reason, the member of staff in charge must telephone Reception so that the school can inform parents if required.

The following policy is provided to parents and girls via the school calendar:

*'Sports Fixtures. There is much extra-curricular sport available at Godolphin and Latymer. Fixtures are generally played during the week with some hockey matches and netball tournaments on Saturdays. Teams are posted on the noticeboard a week in advance of the game and girls are asked to acknowledge that they have seen the list and are able to play by ticking in the box next to their name. Should a girl be unable to play, she should see the Team Captain or member of staff in charge of the team so that a replacement may be found. This should not happen on the same day as the match as it is impossible and, indeed, unfair to ask another girl to participate at such short notice. Squads are announced after trials at the start of the Autumn and Summer Terms. All squad members are expected to attend all practices which will either be before school, lunchtime or after school. Frequent absences from training will mean that a girl will be dropped from the squad.'*

*A summary of the relevant PE kit / uniform requirements is given.*

*Girls are representing the school and are, therefore, expected to behave and dress in a way which is a credit to themselves and the school, both on and off the pitch or court. Finally, support from parents, friends and relatives is always welcome. We hope to see you there.*

*A list of all fixtures can be found on the sports website ([www.godolphinandlatymersport.com](http://www.godolphinandlatymersport.com)) along with results and locations. We aim to keep this as accurate as possible but on occasions additional rearranged fixtures may be missed. If you are unsure please ring the PE department for clarification.*

#### *Match cancellations*

*Sometimes matches are cancelled at late notice due to bad weather or transport problems. When playing local schools we normally make a decision at 1:45p.m. if the weather is poor. If this should happen a note is put on the board and the sports website by 2:30 p.m. and the girls are asked to come to the Physical Education office and changing area to ring home either on their mobiles or using the Physical Education office telephone. Reception is also informed, so you can ring to check if the match is being played.'*

## Appendix 2

### Work Experience Policy

(Work Experience/Work Shadowing, including European Work Experience)

#### YEAR 11 WORK EXPERIENCE

The School encourages all pupils to undertake work experience during their time at Godolphin & Latymer and most find that the summer holiday after GCSEs is an excellent time to do so. Work experience can include shadowing, volunteering or paid work and might be concentrated in a one or two-week placement or can sometimes extend over a much longer period, perhaps on a weekly basis. The Higher Education and Careers Team are always available to discuss what sort of experience might be most beneficial for an individual pupil.

Parents must ensure that they are comfortable with the third party providing the work experience as the School cannot take responsibility for vetting chosen providers. As the School will not be involved in arranging the work experience placements it is not legally permitted to carry out enhanced Disclosure and Barring Services checks, or Children's Barred List checks, on those people who might supervise our pupils during such placements. Nor will it carry out any health and safety checks or visits to the work placement.

We recommend that parents check, so far as is reasonably practicable, that the work experience provider is appropriate and meets standard health and safety requirements and that they are happy with the arrangements for the placement before it commences. In the Autumn term of Year 11, parents are given some general guidance regarding questions or confirmations that could be requested from the work experience provider. More information about health and safety law and work experience can be found on the Health and Safety Executive's website at: <http://www.hse.gov.uk/youngpeople/workexperience/> .

#### LOWER SIXTH EUROPEAN WORK EXPERIENCE

A small number of LVI students take part in our European Work Experience scheme. This is an exchange run jointly with Latymer Upper School, our European partner schools are Canisius-Kolleg in Berlin and Lycée Notre Dame du Grandchamp in Versailles. Work placements are organised by the partner school. In Versailles employers complete a standard Convention de Stage used for work placements in France which includes insurance information; this document is also signed by the student and our partner school. A similar process is adopted for placements in Berlin. All students are required to have Personal Accident Insurance. On the advice of the school's insurers we prohibit placements in medical, dental and veterinary areas as these are considered 'high risk'. Students are covered by PAI whilst undertaking placements in all other areas (although we would check with our insurers if we encountered any other placement which might be considered high risk).

### Voluntary Work

The school organises two separate programmes for voluntary work within the local community, one for girls in Year 10/Year 11 and one for the Sixth Form. These placements are approved by the School following a risk assessment. The Voluntary Work booklets detail the nature of the placements on offer to the girls and times when they take place.

## ***Year 10/Year 11***

In Year 10/Year 11 voluntary work runs for three terms beginning in the spring term of Year 10 and ending at the end of the autumn term in Year 11. All voluntary work placements take place at lunchtimes. Girls in Year 10 are invited to apply for a voluntary work placement towards the end of the autumn term. An introductory meeting led by the Community Links Co-ordinator is held at which an information booklet is given out and discussed with all girls in the Year 10. Shortly after this meeting girls are invited to sign up for a placement.

Before the end of the autumn term, the Community Links Co-ordinator informs girls via a letter to parents whether they have been assigned their placement or offering them an alternative. Attached to the letter is a packed lunch order form and a parental permission form which needs to be signed by a parent accepting the conditions of the voluntary work before it can be undertaken.

Parents are informed in this letter that girls are assigned placements in pairs and that they will not be accompanied to their voluntary work placement by a member of staff, other than on their first visit. At the beginning of the summer term, briefing meetings are arranged at the individual placements and the Community Links Co-ordinator escorts the girls to these meetings. After these meetings girls are issued with badges, reminded of the importance of notifying the placement in case of absence, informed of particular health and safety issues specific to their placement and given their start date. Girls are responsible for keeping their own records of attendance and should be in contact with the Community Links Co-ordinator in case of any difficulty or query.

## ***LVI/UVI***

In the Sixth Form voluntary work is offered to the LVI in the Autumn Term, and placements run from the end of September until the start of study leave in the Summer Term. Girls may choose to continue voluntary work in the UVI.

At the beginning of September the Community Links Co-ordinator informs girls of the options available for them for voluntary work at a year meeting. All LVI formers receive a booklet and an application form, which needs to be completed with their choice of placement and signed by a parent. All girls are informed that a DBS check may need to be carried out if they are going to do voluntary work in schools and hospitals.

Towards the middle of September the Community Links Co-ordinator allocates students to particular placements and arranges introductory briefing meetings at the individual placements. The Community Links Co-ordinator accompanies the girls to these meetings at which they are issued with badges, reminded of the importance of notifying the placement in case of absence, informed of particular health and safety issues specific to their placement and given their start date.