Document Control	
Document Title:	**School Educational Trips & Visits Policy**
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Person Responsible:	**Educational Visits Co-Ordinator**

SCHOOL EDUCATIONAL TRIPS & VISITS POLICY

SCHOOL JOURNEYS AND EDUCATIONAL VISITS POLICY

The following procedures policy applies to all approved educational visits, journeys, theatre trips, exchange visits, leisure excursions, field trips, indeed to any accompanied group of pupils which leaves the school premises and travels in the name of the school.

1. **General principles**

- Approval for all school visits must be passed initially through the Educational Visits Co-Ordinator (Stewart Bailey, Phase Leader). Group Leaders should complete the Educational Trips and Visits Risk Assessment (see Appendices).
- It is the prime responsibility of the member of staff organising the trip to ensure the safety of all girls at all times.
- Any charges made must be in accordance with the current school policy and agreed prior to the organisation with the Finance Manager (Martin Wayne).
- Taking girls out of school during the school day will almost always cause a level of disruption; this must be kept to a minimum and adequate cover organised where necessary.
- School uniform will be worn by girls except in exceptional circumstances for day trips. For residential trips, some identifiable item of clothing will be necessary, such as the school sunhat or, in the case of Year 6 residential trip, Leavers' sweatshirts.

2. **Supervision**

- The level of supervision must be in line with school and national guidelines. There should normally be a minimum of two members of staff accompanying any visit.
- There are no set ratios, however they will be reviewed in light of the activities being undertaken and the age/needs of the pupils.
- The group leader must be a member of staff at the school, and is responsible for the planning, organisation and co-ordination of the trip, and for taking day to day decisions once the trip is in progress.
- Should the trip involve any form of hazardous activity, the Headteacher must be satisfied that the organiser is fully qualified to lead such an activity or alternatively to supervise the selection of qualified instructors.
- Please ensure that the school office is given a copy of trip documents. They should also be informed if the group leader expects a late return so that parents can be advised.
- Please ensure that as Group Leader, the Cover Supervisor and the Deputy Head Academic have been informed of any necessary cover resulting from the trip. Lesson plans should be submitted to them at least 48 hours before the trip departs and in the case of residential trips, preferably at least a week before, so that necessary long-term cover can be organised.

Educational Visits Co-ordinator (EVC)

The Year 5 and Year 6 Phase Leader acts as the EVC at Rowan Preparatory School. The role is to:

- Consider and approve proposals for trips
- Ensure that appropriate documentation exists, including risk assessments (liaising with the Transport, Admin and H&S Managers when required)
- Ensure planning and documentation meets with School Policy
- Support trip leaders
- Assess emergency planning including the emergency contact for each visit
- Evaluate and monitor trips
- Review policies and systems annually, especially in the light of any incidents
- Ensure that DBS disclosures are in place as necessary
- Work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis
- EVCs must complete an OEAP EVC training course and have this refreshed every three years.

The EVC reviews all trips planned and working closely with the Group Leader.

Trip Leaders: Competence and Training

The DfE identifies the competence of the leader as a crucial factor, especially in outdoor activities. It is the primary factor ensuring safe practice. The School is responsible for assessing the competence of staff to lead school trips and to provide information, support and training. The School must be satisfied that staff roles and responsibilities are commensurate with their experiences and competence to undertake them. Competence is wider than just holding of qualifications. All adult supervisors should fully understand their roles and responsibilities at all times. Staff will not be allowed to lead a trip until they have accompanied other trips at least once.

Guidelines on Transportation

- The use of private cars is discouraged, under UCST guidelines. If an employee uses their own car they must request permission from the School Business Manager and complete a Driver Declaration form accompanied by a copy of their driving licence.
- There are firm and clear guidelines about the driver of the school minibus within the Department for Education and Skills Good Practice Guide 'Health and Safety of Pupils on Educational Visits. Members of staff who drive the minibus should familiarise themselves with Section 6 of the document. All drivers of the minibus must have D1 classification on their driving licence (or meet the criteria to be able to drive the lite minibus as per Appendix 3 of the Minibus Policy), have completed a Driver Declaration form and have attended the minibus familiarisation training. Copies of the driver's licence and the declaration form should be held in the Bursary (please see the minibus section within the school's Health & Safety policy).
- The Facilities Manager ensures that regular checks and maintenance are carried out on the minibus.

Guidelines on the use of Public Transport

- It is accepted that occasionally public transport may be the preferred method of transportation. In these cases Group Leaders must ensure that they have prepared the appropriate risk assessment which takes into account alternative routes/methods of travel in case of public transport cancellations/failure.
- Tickets for National Rail and London Underground should be organised at least one month in advance.

Guidelines on Parents/Volunteers

- Parents/Volunteers may be used. All volunteers are required to read and sign that they have read the Guidance for Parent Helpers document.

High-risk and Outdoor Education Activities

When a trip includes high risk activities such as rafting, abseiling, canoeing, skiing, cycling or caving, you must have evidence that the host company has their **LOtC Quality Badge.** You will need to identify proof within the risk assessment.

Communication

- The trip/workshop/event should be booked into the school calendar at least one term in advance, ideally a year for residential trips.
- An e-form (permission slip) with trip information should be sent to parents at least three weeks prior to the trip taking place. For all residential trips this will need to be completed at least a term in advance. Liaise with the School Secretaries regarding late responses and trip registers. It is your responsibility to manage parent responses.
- Book the necessary coaches, please liaise with the School Administrator for advice on reputable companies and contact details so this can be done well in advance. Where possible please use the school mini buses, these will also require booking, and arrange drivers.
- Reminders to be placed in Friday Notes with key information for parents ahead of the trip.
- Discuss relevant cover and planning with the Cover Supervisor and Deputy Head Academic.
- Notify Catering Team about the year group absence, and if packed lunches are required.
- Communicate with the Finance Manager regarding all financial matters and purchase orders.
- Create a briefing sheet for all volunteers and staff supporting the trip/residential. The briefing sheet should contain information about the trip and venue. All Health and Safety procedures, and relevant contact information.
- Host a slot in the Morning Briefing to update all staff with information regarding the trip.
- Brief all pupils about the trip, including aims/objectives, travel information, health and safety, expected behaviour and what to do in an emergency e.g. separated from the group.
- (Residential trips only) host an information meeting for parents, which should include all relevant information and allow for Q&A. Company reps should attend the parent briefing where possible.

Extra Requirements for Residential Trips

The Group Leader should discuss these with relevant staff members prior to the trip taking place (Head, EVC, Business Manager)

- Ensure company and/or centre provides risk assessment, that covers all activities to be undertaken. There needs to be a written audit of any equipment to be used, (Is it safe and the correct size?).
- There must be a written chain of responsibility, with relevant contact details.
- Insurance may differ (see Financial Arrangements section)
- For journeys to Europe, the Group Leader must ensure that all girls are in possession of a UK GHIC.
- If passports are required, then the Group Leader must ensure that all girls have their own current passports and required visas (Photocopies of the passports must be taken for emergency use, in case someone other than the designated leader has to accompany an injured girl back to the UK)

Accommodation Guidelines:

- The sleeping arrangements must be organised to be in line with current regulations and best practice - the Group Leader must obtain a floor plan of the rooms reserved for the group's use in advance.
- The immediate accommodation area should be solely for the group's use. There must be separate male/female sleeping/bathroom facilities. The Group Leader will need to ensure the accommodation meets health and safety standards, including, but not limited to, fire safety procedures, secure access and clean and hygienic facilities.
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Financial Arrangements

- The organiser is to record all receipts and payments and these must be handed to the Finance Manager. The Group Leader is personally responsible for all monies received until it has been handed to the School Business Manager.
- Please request a kitty well at least two weeks prior to the trip should this be required.
- All charges will be added to parents' termly account.
- Costing the trip (please consider the following)
    - Admission and workshop chargers
    - Transportation costs
    - Supply cover charges
    - Refreshments for staff and volunteers

- Refreshments for children (not always necessary)

- The school is comprehensively insured for most school visits. However, if the trip involves potentially hazardous sports/activities then the Group Leader should arrange a meeting with the Finance Manager to ensure that there is sufficient insurance in place to cover the proposed visit. In cases such as this, the Group Leader must inform the parents of the level of insurance cover and give them the opportunity to purchase extra insurance should they wish to do so.
- Once the visit has taken place accounts showing receipts and payments must be handed to the School Business Manager.
- The school insurers for trips are as follows:
  Aviva Insurance Limited, Pitheavlis, Perth, PH2 0NH
  Travel claims hotline:- 24 hour emergency helpline +44 1243 621 066

What to do in the event of an emergency

The Group Leader is responsible for ensuring that there are trained first aiders present on site. All trips undertaken by the EYFS must have a qualified Paediatric First Aider in attendance. Girls who are thought to be particularly at risk due to certain health issues must be considered separately. Such girls will be attended on a trip by those members of staff who have had the training in how to address those health issues.
In the event of an accident or injury, please treat the injured persons following the First Aider Policy. If the injury or illness is serious contact the Ambulance on 999. All injuries, accidents and medical emergencies must be reported and recorded (yellow accident form) on your return to school.

(All adults on the trip should have a copy of these guidelines)

- Establish nature and extent of the emergency
- Make sure that all other members of the party are accounted for and safe
- If there are any injuries, establish their extent and administer First Aid
- Establish names of all injured and call relevant emergency services
- Advise all other party staff of the incident and that emergency procedures are in operation
- Ensure that an adult from the party accompanies casualties to hospital
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base, if appropriate
- Arrange for one member of staff to remain at the incident site to liaise with emergency services until the incident is over and all girls are accounted for
- Control access to telephones, make contact with Headteacher and give a full report
- Identify alternative phone numbers in case telephone lines become busy
- The school will arrange to contact parents of those involved. In serious incidents the parents of all party members should be informed
- Any contact with the media will be handled by the Headteacher
- The Group Leader should write down as soon as is possible all relevant details. A record should be kept of any witnesses. Any associated equipment should be kept in its original condition
- Legal liability should not be discussed or admitted
- All accident forms should be completed
- Parents should be informed of any delays which may occur as a result of the incident.

Unsupervised Time (only applicable for Year 6 residential trip)

- This should be kept to a minimum and only be allowed when it is safe and reasonable to do so (traditionally this only applies to the French market shopping experience). At such times, girls must be in groups of no less than three and report to staff at regular intervals.
- Girls will have a note with the details of the address of the venue at which they are staying, any medical details specific to that child as well as the mobile phone number of the Group Leader. This note also includes information on what to do if they get separated from their group and the emergency number to call.

Mobile Devices and Social Media

- Girls are not permitted to take phones
- Tablets disabled of 4G or Wi-Fi are permitted for extended travel and collected by staff on arrival.
- Girls are not permitted to wear tracking devices or smart watches, as per our Tracking Device Policy

Behaviour

- Expectations of behaviour are the same as though the girls were in school, directly in line with the school's Behaviour & Discipline Policy.

After the Trip

- The Group Leader is expected to evaluate the trip and pass a copy of the Trip Evaluation Form to the Educational Visits Co-Ordinator for their records.

Further Reading

All staff who lead or accompany school trips should familiarise themselves with the following guidance:

- Planning and Leading Visits and Adventurous Activities - Guidance for Schools and Colleges - RoSPA - 2012 globaldocument_download.asp
- Outdoor Education Advisers' Panel (OEAP) - National Guidance Documents **https://oeapng.info/guidance-documents/**
- Outdoor Education Advisers' Panel (OEAP) - High Quality Outdoor Learning 2015
- Association for PE (AfPE) Safe Practice: in Physical Education, School Sport and Physical Activity - Association for Physical Education, available for from the PE Dept. should have a copy. Contains detailed guidance regarding adventurous activities such as climbing and water sports
- DfE H&S: Responsibilities and Duties for Schools – April22 https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools
- School Trips and Outdoor Learning Activities -Tackling the HS Myths - HSE School trips - HSE
- The HSE website also has guidance on school trips on its 'Education – Frequently Ask Questions' Frequently asked questions - HSE

This document is reviewed annually by the Educational Visits Co-ordinator or as events or legislation change requires.

The Appendices which should be used are as follows:

APPENDICES

Inspection Visit Form –Appendix A
(Copy to Educational Trips Co-Ordinator)
Parental permission Letter Proforma – Appendix B
(All permission letters to be sent by e-form)
Trip Information Document – Appendix C
Risk Assessment Plan – Appendix D
Trip Evaluation Form – Appendix E
(Copy to Educational Trips Co-Ordinator)

Rowan Educational Trips and Visits Proforma

Before the Trip/Event

- ☐ Speak with SLT about trip and dates.
- ☐ Liaise with Finance Manager regarding trip costings.
- ☐ Send calendar entry to the Headmistress's PA, please include all trip details within the entry including catering, facilities, cover and transportation information.
- ☐ Amend the e-form permission slip with the School Administrator and send to parents.
- ☐ Undertake a pre-site inspection (new Group Leaders or new venues only), plan your ratios according to age, location and nature of the visit.
- ☐ Complete the Educational Trips and Visits Risk Assessment, to be signed off by the EVC, at least two week prior to the trip taking place.
- ☐ Collate and manage parent permission slips.
- ☐ Arrange a parent briefing (residential trips only).
- ☐ Arrange volunteers and staff to attend the trip, please liaise with the Cover Supervisor and Deputy Head Academic.
- ☐ Brief the pupils about the trip include details of the trip and your expectations of behaviour.
- ☐ Brief the staff and volunteers about the trip, H&S and emergency contact details.

On the Day

- ☐ Collect off-site registers (completed copy in the school office), first aid bag and medical requirements of individual children.
- ☐ Introduce staff and volunteers to the children, re-explain safety briefing and what to do in an emergency.
- ☐ As relevant to the trip, all girls to wear emergency wristbands with school contact details.
- ☐ Communicate with the office staff should you not be returning to school at the scheduled time. Please communicate as early as possible so that parents can be informed.
- ☐ Take photos/videos for the school social media and trips phone

After the Trip/Event

- ☐ Complete an evaluation form.
- ☐ If there have been any accidents/incidents, complete a yellow first aid form.
- ☐ Book trip/event for the next year (if appropriate to do so).

Educational Trips and Visits Risk Assessment **Form A:**

Inspection Visit Form/Application for the Approval:

This form should be submitted to the Educational Visits Co-Ordinator and the Headteacher for all day/residential trips before pupils are notified or any firm bookings made.

Group Leader:			
Department:			
Year Group:			
Number of pupils:		Adult/Pupil ratio:	
Total number of accompanying employees including party leader:			
Names of ALL other accompanying persons: CRB evidence required			
Date and time of visit:			
Venue and purpose of visit:			
Details of visit, including travel arrangements, any free time and any potentially hazardous activities:			
Cost per pupil (please incl. cover costs for residential trips): A costing sheet should be submitted for residential trips			
Additional cost to School: (incl. paid cover)			
For residential Visits: • Type of accommodation, describe floor layout and room configuration • Note particularly hazardous (high risk) activities			
Details of site visit/pre inspection, include date undertaken and who attend the visit.			
Approval is given to proceed with arrangements for this visit as outlined above. N.B. Any changes to the above must be communicated to the Head for approval.			

Appendix B: Sample Letter Permission Slip with Indemnity Clauses (E-from)

RESPONSE REQUIRED - Year 2 Visit to St Paul's Cathedral on Wednesday 5 November
Friday, 3 October 2025 at 16:30

Dear Year 2 Parents

As part of our London topic, the girls in Year 2 will be visiting St Paul's Cathedral on Wednesday 5 November 2025.

Your daughter should arrive at school by the earlier time of 8am via the Brae side gate to ensure a prompt departure at 8.15am. We will be departing school at 8.15am and travelling by coach to St Paul's Cathedral. At St Paul's Cathedral, the girls will have the opportunity to participate in a Great Fire of London workshop, tour the galleries and climb up to the Stone Gallery to enjoy the fabulous view. We are due to arrive back for the usual dismissal time.

Girls should wear their smart Rowan school uniform. Please provide a packed lunch (no nuts, fizzy drinks, glass bottles, chocolates or sweets please) in their Rowan backpack, emptied of other items. They will also need a snack and water bottle.

The cost of this trip will be £42 which will be added to your Spring term account.

Please reply below to complete the permission e-form by Friday 17 October 2025.

To help us on our trip, we will be looking for 2 parent volunteers. If you would like to volunteer, please email Mrs Archer directly via Claire.Archer@rowanprepschool.co.uk. We are looking forward to what promises to be an exciting trip.

Kind regards

Mrs Archer and Miss Fletcher

Reply

I give permission for my daughter to go on the educational visit to the St Paul's Cathedral and for the fee of £42 to be added to my Spring term account.

Yes
No

Please write your mobile number to be used on the day of the trip

Indemnity Clauses

I accept the offer made by Rowan Preparatory School to take my daughter as a member of the proposed group making the school trip detailed above. I also accept the offer made by the above named member of staff and accompanying members of staff in agreeing to take my daughter in the party. In exchange:

1. I agree to pay for any damage which may be caused as a result of the misconduct or carelessness of my daughter.

2. I will not hold the Trust, the Head Teacher or any members of staff responsible for any loss of personal effects or money suffered by my daughter during the visit provided that reasonable steps had been taken to safeguard such effects and money.

3. I will indemnify the members of staff in respects of any expenses reasonably incurred as a result of any accident to or illness of my daughter.

4. I hereby authorise the members of staff, named above, to give consent to such medical treatment including inoculations, surgery or blood transfusions, which, in the opinion of a qualified medical practitioner, may be necessary for my daughter in the course of the trip.

5. I give consent to my daughter travelling by coach, or any form of public transport, in the addition to the form of transport specified in the itinerary or information about the trip.

Pupil Withdrawals

Trip costs are calculated and committed based on the number of pupils expected to attend. The School is often required to make payments to trip providers well in advance, sometimes up to a year before the trip takes place. These costs may therefore already have been incurred by the time a pupil withdraws.

Where a pupil subsequently withdraws or is unable to attend due to illness or absence, the full cost of the trip will normally remain payable. This is to ensure that neither the School nor other participating families are financially disadvantaged as a result of an individual withdrawal. Refunds may be considered in exceptional circumstances, such as a medical emergency or family bereavement.

Confirmation

I agree to the above mentioned clauses for the duration of the trip.

Data Controller

The data controller for personal information held by Rowan Preparatory School is United Church Schools Trust (UCST). UCST is registered with the ICO under registration number Z53307X. The Company Secretary, Alison Hussain, is our Data Protection Officer and she is responsible for ensuring that the Group complies with the Data Protection Laws. She can be contacted on company.secretary@unitedlearning.org.uk or 01832 864538. The school's full privacy notice is accessible via the school's website @ www.rowanprepschool.co.uk

Appendix C: Trip Information Sheet

Venue:			
Address & contact details of venue:			
Date:		**Year group:**	
Time of departure & flight/sailing numbers where relevant:		**Time of return to school:**	
Lead teacher/group organiser:			
Teachers in attendance:			
Adults helpers in attendance:			
Main First Aider:			
Total number of pupils:			
Travel details:			
Trip/Event details:			
Group details:			

Group A	**Group B**	**Group C**
Group D	**Group E**	**Group F**

Residential Trips Only – Company Details			
Company Name:	Company Rep	**Address & Email**	Phone Number
Accommodation Details:			
Emergency Contacts Name & Number	1.	**2.**	3.

Appendix D: Risk Assessment Form

As a guide, this must be submitted to the Educational Visits Co-Ordinator for approval six weeks ahead of the departure date for hazardous, residential and foreign trips and two weeks ahead of the departure date for other trips.

Risks and Hazards			
Persons who might be harmed Consider pupils (age, temperament etc.), employees and general public			
Risk identified	Level of Risk (Indicate whether the risk is low, medium, high in terms of likelihood)	Risk controls	Further action necessary to control risk and action plan – name employee responsible, target date and completion date
Consider: journey, method of transport, activities, fire precautions, weather (winds, tides etc.), medical conditions of pupils, special needs of pupils, first aid, biological/chemical hazards, man-made/natural hazards, personal safety of pupils, possible contact with animals and contraction of disease from animals, Plan B.		Include: reference to travel company, risk assessments from field study centres, first aid cover and measures, past experience, supervision arrangements for activities, free time and travel.	

Risk Assessment Approved by the Educational Visits Co-Ordinator & Head

Signed:

Date:

Appendix E: Trip Evaluation Form

Please complete this form as soon as possible after your return by ticking relevant boxes.

Visit to					
Date					
Party leader					
	Excellent	**Good**	**Fair**	**Poor**	**Comment**
Educational value					
Transport arrangements					
Suitability of venue					
Value for money					
Pupil behaviour					
Timing					
Review of Risk Assessment – Any accidents/incidents?					
Other comment					
Worth repeating?					

Appendix F

Parent Helpers For Day Trips at Rowan

Thank you for volunteering to accompany one of our school trips. We feel educational visits are a very important part of school life and we are grateful to you for taking the time to support the girls with offsite activities.

Please could you be mindful of the following guidance on trips:

- The trip leader is your main point of contact for the duration of the trip
- You are required to stay with the group for the duration of the trip (including meeting where the pupils meet and stay with them until they are dismissed)
- Parents are invited to join trips to support and care for children other than their own. From experience, we understand that having your own child in your group can make supporting all children more challenging. For this reason, our policy is that parents supervise a different group to the one their daughter is in.
- To protect yourself and the girls, you must not use personal devices to take photographs or videos of the children at any time.
- In order to ensure your focus and attention is with the children in your group, phone calls/text should not be made/taken unless they are an immediate emergency. If you do need to do so, please make a member of staff aware so that they can supervise the children you have been allocated.

Parents should not buy their own children or those in their group gifts or extra food or drinks.

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers have the responsibility of informing parents of any concerns about a child.

If a child tells you something or you notice something that concerns you in any way, please tell a member of staff rather than trying to deal with the disclosure.

If you have any concerns or questions on the trip regarding your role or what to do, please ask the trip leader.

Safeguarding

What are my responsibilities as a visitor?

Everyone who comes into contact with pupils through their paid or voluntary work is responsible for their own actions and behaviour. We all have a duty to safeguard and promote the welfare of all pupils. Children will sometimes talk to an adult if they are being harmed. You may notice something unusual that leads you to think that a child may be a victim of neglect, physical, social or emotional abuse. This may be a physical sign, something they say, or how they are behaving. Your job is not to investigate this, but your duty is to be vigilant and pass on any relevant concerns to the trip leader, who will in turn speak to a member of our safeguarding team.

Rosie White DSL
Assistant Head - Inclusion & Enrichment

Sarah Raja DDSL
Headmistress

Jane Roberts-Holmes DDSL
Phase Leader

Elaine Gent EY
DDSL
Phase Leader

Nesta Mackenzie LGB
Safeguarding Governor

What is a disclosure?

A disclosure is a process by which someone may make you aware that a child is being harmed or at risk of harm.

What to do if a child makes a disclosure?

If a child says something to you which you think involves a concern about their safety or protection, please take the following steps:

Listen to the child

Reassure them that they have done the right thing

Do not promise confidentiality. Tell them that you will speak to a safeguarding lead who is one of the teachers within school.

Do not ask leading questions, investigate or make judgements. Respect the child if they are not ready to disclose something to you.

Pass on your concerns to the trip leader as soon as possible and follow up with an email. Do not share this information with anyone.

Thank you again for supporting our trips and visits.

Stewart Bailey

Educational Visits Coordinator