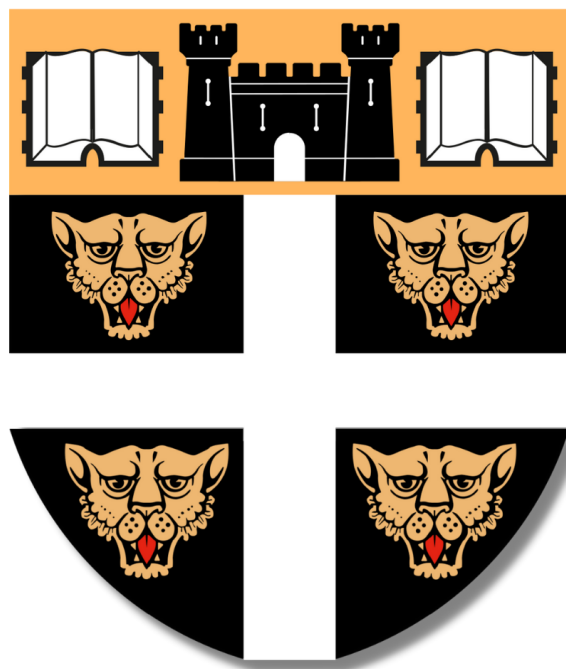


Safety & Supervision on Educational Visits Policy

Dover College



Owner:	Head of Co-Curricular	Date: August 2025
Approved By:	CSM	Date: August 2025
Review Frequency	Annual	
Last reviewed on:	July 2025	
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Aims and purposes of educational visits.

An educational visit is any outing where pupils are leaving the school site. This may be for a day trip, a local visit, sports events or residential visits. Dover College have a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises. Each year a number of educational visits and activities will take place off the school site and/or out of school hours. Such visits will afford students with real life and memorable experiences that will lead to improved academic, personal and social outcomes.

Dover College has given its approval to the following types of activities being arranged in support of the educational aims of each school:

- Out of hours clubs (music, drama, art, science, sport, prep, etc)
- School teams / fixtures
- Regular nearby visits (including village halls, libraries, shops, parks and woodlands, places of worship, farms)
- Day visits for particular year groups (including to theatres, cinemas, museums, art galleries, exhibitions, places of worship, zoos, theme parks)
- Residential visits
- Adventurous activities, which might be classed as higher risk, such as sailing, skiing, ice-skating, climbing, abseiling, trekking, caving etc.
- Trips abroad which can have extra risks and need a higher level of risk assessment. Trip organisers must make sure any organisation that is providing activities holds the LOTC (Learning Outside the Classroom) Quality Badge or similar local accreditation.

The Governors and the Headmaster also recognise and accept that such visits may present challenges to the health and welfare of pupils. Educational Visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands his or her responsibility and can participate fully in learning outside of the classroom.

This policy complies with section 3(2)(c) of the Education (Independent School Standards) Regulations 2003 and the Health and Safety at Work Act 1974 and subsequent updates, regulations and guidance including the Management of Health and Safety at Work Regulations 1999, as amended, the Health and Safety (First-Aid) Regulations 1981, as amended and Approved Code of Practice and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

In relation to Licensable Activities it complies with the Activity Centres (Young Persons' Safety) Act 1995 and subsequent Adventure Activities Licensing Regulations 2004 and Approved Code of Practice.

Further, it complies with the DfE Departmental Advice on Health and Safety for Schools

(<https://www.education.gov.uk/schools/adminandfinance/healthandsafety/f00191759/depart-mental-health-and-safety-advice-on-legal-duties-and-powers-for-local-authorities-headteachers-staff-and-governing-bodies>) and the Health and Safety Executive's School Trips and Outdoor Learning Activities (<http://www.hse.gov.uk/services/education/school-trips.pdf>) and has been drafted with these in mind.

Policy

An educational visit is defined as any activity, holiday, day trip, or other activity, which involves pupils being supervised by staff whilst away from the College for the purposes of education, sport or recreation. Educational visits are an important part of the education process, and the purpose of these procedures is to make certain that each outing is sufficiently planned, supervised and organised to ensure that the safety of students and staff is paramount. The procedures are not designed to place further administrative burden on teaching staff; they do, however, seek to minimise any risks to staff and students whilst they are away from school premises.

At all times members of staff should be fully aware of their responsibilities and of the fact that their prime concern is for the health, safety and welfare of all pupils in their charge. It is important that all supervisory duties are carried out with the greatest vigour. Dover College expects teachers to exercise a greater degree of care than would be expected of a careful parent.

Before organising or taking a school outing, staff should fully acquaint themselves with the Dover College Health & Safety regulations and must understand their responsibility to adhere to the directives contained therein. The Educational Visits Coordinator (EVC) will undertake training in all aspects of organising and running an educational visit with all staff.

The central tenets of school rules apply to all those participating in official educational visits, trips, exchange etc. The staff in charge must be able to demonstrate that they have carried out an adequate risk assessment on the proposed activity/activities and have taken all reasonable steps to avoid or mitigate foreseeable dangers. They should also conduct a formal briefing prior to departure to include behaviour and Health & Safety matters.

Payment for all school trips will typically be added to pupil's bills, with parental permission and prior notification.

Pupils will not be permitted to go away on any extra-curricular school trips where school fees remain outstanding. All trips are to be self-funding and contingency is to be built into the budget.

High Risk Activities

Note that the following are considered to be high risk activities and special care must be taken with risk assessments and staff/pupil supervision ratios. Where possible, these activities should be provided by an activity centre or an appropriate professional provider, where their risk assessments and insurances are adopted.

- Swimming
- Water based activities
- Aerial based activities
- Mountain walking
- Rock climbing
- Camping
- Caving
- Potholing
- Skiing
- Horse riding

Roles and Responsibilities

Educational Visits Coordinator (EVC)

Dover College must appoint an Educational Visits Coordinator (EVC) to oversee trips undertaken by school groups. The EVC must be an experienced teacher, who will either be a member of the leadership team or on the upper pay scale. The EVC must have completed the EVC training, updated every three years, and keep updated with any changes to policy and guidance related to the organisation of educational visits. Dover College encourages staff to use the training also provided by their Local Authority.

Schools must ensure that any online training is of suitable quality and provides the necessary accreditations for the EVC to carry out all aspects of the role. The responsibilities of the EVC are to:

- Be appropriately trained with evidence of accreditation.
- Adhere to and implement the ESCC Policy or KCC Regulations and Guidance in their school.
- Ensure adequate appropriate insurance is in place and be familiar with the conditions and exclusions of the school's transport policy.
- Ensure that systems and procedures in relation to school trips are reviewed regularly.
- Authorise the school visit form on EVOLVE alongside the Headteacher.
- Read and authorise entries entered on the EVOLVE system. At this point, any amendments/queries will be noted through EVOLVE.
- Read and authorise risk assessments through the EVOLVE system.
- Provide advice and support to the Visit Leader and other accompanying adults as needed.

Group/Visit Leader

A designated member of staff will have the role of Visit Leader. Visit Leaders can be any member of staff involved in the trip but should not be an ECT. The Visit Leader must be approved to carry out the visit by the EVC and/or appointed signatory. The Group will have overall responsibility for the supervision and conduct of the Visit and should have regard to the Health and Safety of the group. The Group Leader should be appointed or approved by the Headmaster or Educational Visits Co-ordinator. The Group Leader should:

- Obtain the Headmaster's or Educational Visits Co-ordinator's and Director of Finance and Operations permission / agreement before any off-site visit takes place
- Complete the educational visits process used at Dover College, to be approved by the EVC and Executive Headteacher through the EVOLVE system.
- Follow the School regulations, guidelines and Policies
- Appoint a deputy trip leader
- Clearly define each group supervisor's role and ensure that all tasks have been assigned
- Be able to control and lead pupils of the relevant age
- Be suitably competent to instruct pupils in an activity and be familiar with the location / centre where the activity will take place
- Be aware of child protection issues
- Ensure that adequate First Aid provision will be available
- Undertake and complete the planning and preparation of the Visit including the briefing of group members and parents
- Undertake and complete a comprehensive Risk Assessment
- Review regularly undertaken Visits / Activities and advise the Headmaster where adjustments may be necessary
- Ensure that teachers and other supervisors are fully aware of what the proposed Visit involves
- Have enough information on the pupils proposed for the Visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- Ensure that the ratio of supervisors to pupils is appropriate to the needs and age of the group
- Consider stopping the Visit if the risk to the health or safety of the pupils is unacceptable, and have in place procedures for such an eventuality
- Ensure that the Group Supervisors have details of the School contact, have a copy of the agreed emergency procedures, and the names of all adults and pupils travelling with the group, contact details of parents and the teachers' and other supervisors' next of kin
- Ensure that during the Visit regular and frequent head counts of pupils take place, rendezvous points are established, and pupils are briefed on what to do if they become separated from the group
- Establish whether pupils are competent in remote supervision and ensure that parents have agreed to this if part of the aim of the trip is to encourage independence

and investigative skills etc...; and ensure that pupils are briefed in the stages of establishing and managing remote supervision on part of the Visit.

- Where a licensed provider is used to provide an adventurous activity, the Group Leader must check that the provider holds a licence (for example for activities such as caving, climbing, trekking, and watersports), or with an unlicensed provider, should obtain in writing that risks have been assessed, the provider's staff are competent and qualified, equipment is appropriate and in safe condition, operating procedures conform to guidelines of the National Governing Body for the activity, there is clear management of safety systems in place, there is appropriate provision for First Aid, and that there are emergency procedures and the provider's staff are competent in these procedures. This must be uploaded to EVOLVE
- The EVC / Visit Leader must not make any bookings or send any communications to parents until the Initial proposal on EVOLVE has been authorised by the Director of Finance.
- Organise details in conjunction with the office staff, for the trip such as arranging transport, entry fees, letters to parents etc.
- The EVC / Visit Leader must not make any bookings or send any communications to parents until the school visit form has been authorised by the Director of Finance and Operations.
- Ensure parental permission has been obtained for the children attending the trip. Complete a record of the trip on the EVOLVE system, forwarding it to the EVC and appointed signatory for approval.
- Work with the EVC/assigned signatory to ensure all possible precautions are taken to ensure pupil and staff safety.
- Ensure all adults present on the trip are aware of possible risks/hazards.
- Brief all adults involved, regarding the nature and the organisation of the trip.
- Debrief adults after the trip to report/address any issues and identify future actions.
- Hold details of adults accompanying the trip and the procedure to be carried out in the event of an emergency.
- Ensure a hard copy of the risk assessment and emergency plan are taken on the trip. Copies of this documentation must be left with the school office and senior leaders before departing or be accessible on the EVOLVE system.
- Ensure accessibility for ALL children to educational visits.
- Keep a record of risk assessments in the EVOLVE system for all to access.
- Organise the necessary medical information for all children attending through the checking of the requirement for this on the EVOLVE system (which is connected to Isams and will filter through into EVOLVE)
- Ensure all required medicines are brought and that there is a named person responsible for administering any medications, including appropriate recording of these. This is usually the responsibility of the trip leader.
- Arrange for a First Aid trained member of staff to be present.
- Be responsible for pupil groupings, and ensure adequate ratios are in place.

Governors

The Governors can delegate responsibility and decisions about visits to the Headmaster. The Governors are responsible for ensuring that

- risks of activities are assessed.
- measures are taken to control those risks
- reasonable care is taken of all staff and pupils on the activity at all times.
- appropriate training needs are addressed by the Headmaster
- There is a written procedure for the approval of certain types of visits.
- The Visit or Activity has a specific and stated objective.
- The Headmaster, Educational Visits Co-ordinator or Group Leader shows how their plans comply with regulations and guidelines, including the School's Health and Safety procedures.

Headmaster

The Headmaster's agreement (generally delegated to the Educational Visits Co-ordinator) must be obtained before a Visit takes place. The Headmaster must ensure that the following apply (in practice, most of these points are ensured through staff following the School Educational Visits Procedures):

- Visits and Activities comply with regulations and guidelines and the School's Health and Safety procedures
- The Group/Visit Leader is competent to monitor the risks throughout the Visit or Activity
- Adequate child protection procedures are in place
- All necessary actions have been completed before the Visit begins
- Risk Assessments have been completed and appropriate safety measures are in place
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered
- The Group Leader has experience in supervising the age groups going on the Visit and will organise the group effectively
- The Group Leader or another teacher is competent to instruct the Activity and is familiar with the location / centre where the Activity will take place
- Group Leaders are allowed sufficient time to organise the Visit properly
- Non-teacher supervisors on the Visit are appropriate people to supervise children
- The ratio of supervisors to pupils is appropriate
- Parents have signed consent forms where this is deemed necessary
- Arrangements have been made that are appropriate for the Medical Needs and Special Educational Needs of all pupils
- Adequate First Aid provision will be available
- Travel arrangements are appropriate, pick up and drop off points and times are known
- There is adequate and relevant insurance cover
- A school contact has been nominated and the Group Leader has details

- The Group Leader, group supervisors and nominated school contact have a copy of the agreed emergency procedures, and the names of all adults and pupils travelling with the group, contact details of parents and the teachers' and other supervisors' next of kin
- There is a contingency plan for any delays including a late return home

Staffing

Dover College recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning and behaviour in a variety of environments. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

It is important to have a high enough ratio of adult supervisors to pupils for any visit.

The factors when selecting appropriate staff members that need to be taken into consideration include:

- Sex, age and ability of group
- Pupils with Special Educational Needs or Medical Needs
- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of the journey
- Type of any accommodation
- Competence of staff, both general and on specific activities
- Requirements of the organisation / location to be visited
- Competence and behaviour of pupils
- First Aid cover

Any volunteer adults assisting on educational activities and visits must be DBS checked.

On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils where practically possible.

Adequate levels of supervision and staffing must be established for the journey/visit based on such factors as the sex, age and ability of the children, the presence of pupils with special educational needs, the nature/length of the journey, the nature of activities to be undertaken and the experience and competence of the staff involved.

Guidance for pupil-staff ratios:

Adult:Pupil Ratios

Early Years	1:3
Years 1 – 3	1:6
Years 4 – 6	1:10
Years 7 – 11	1:18
Residential – UK	1:10
Day - abroad	1:10
Residential– abroad	1:8

Where swimming activities are involved, there must be provision for supervision by qualified lifesavers, unless this activity is staffed by an external provider that holds this qualification. SEND pupils should have, where necessary, additional adult support assigned to them to ensure their needs are met.

At least one accompanying adult must be first aid trained (one day certificate). Where a pupil is known to carry an 'epi-pen', for example due to a nut allergy, at least one first aider must be trained in its safe application. For higher risk activities, such as adventure, residential, overseas or whole-school activities, the minimum number of first aiders and their level of qualification should be separately risk-assessed.

It is recognised as best practice that the Visit Leader should not be assigned a group, where possible on larger trips. If adult numbers dictate that a group leader must have their own group, adults and groupings should be arranged so that an additional adult is with them.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Staff Status

- The Group Leader must always be a regular Dover College employee (normally a teacher) with the relevant experience and qualifications to lead the Visit.
- If both the prep and senior school are involved an overall Group Leader should be identified, usually the most experienced in leading such Visits
- Parents / volunteers may be used to supplement the supervision ratio, so long as they have been carefully selected and are well known to the School and the group, vetted by the Group Leader, Headmaster or Educational Visits Co-ordinator as appropriate, not left alone with a pupil, and DBS checked unless the risk assessment for the trip makes this unnecessary.

Staff Qualifications

Staff and in particular, the Group Leader should be appropriately qualified and experienced for the type of Visit, including relevant Leadership, Mountain Leadership, Life-Saving, or other adventurous pursuits qualifications, as required by the nature and type of the Visit. The Group Leader and other supervisors must be competent to lead and instruct in, for example, canoeing, if the School is leading such an activity. Competency is usually demonstrated by holding the relevant National Governing Body Award where it exists. Staff should either hold First Aid qualifications or ensure that appropriate First Aid cover is in place.

Host families

In the event that any pupils will be staying with a host family at any time during a trip, the following procedures will be followed:

DBS/overseas checks

- Where the arrangement with a host family has been made by the School, this will be regulated activity and a DBS enhanced check (including the barred list information) will be carried out
- Where a host school has arranged the host family, confirmation will be required from the host school that they have carried out the appropriate DBS enhanced check (including the barred list information).
- Where parents have made arrangements themselves and the School does not have the power to terminate the agreement, then this will be a private matter between the child's parents and the host parents and there is no requirement for a DBS check to be carried out by the School.
- For children staying with a host family overseas, a DBS check will not be possible. The School will work with partner schools abroad to ensure that similar assurances are undertaken prior to a visit.

In addition to DBS or equivalent overseas checks, the following arrangements must also be in place:

- Information is provided to parents and pupils about the arrangements.
- Sufficient support and procedures are in place if pupils have a concern about their safety at any time.

School Visit Approval

Before a visit is advertised to parents, the EVC and Headteacher must approve the initial plan by viewing the initial interest questions submitted.

EVOLVE Usernames and Passwords will be managed by the EVC.

Day visits that do not include adventurous activities but involve groups travelling both inside and outside Kent or East Sussex will be registered on EVOLVE.

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a letter of consent for participation in these activities. Parents will be given the timetable for the activities that pupils are involved in and will be informed as soon as is practicably possible if an activity has to be cancelled.

For any visit lasting a day or more, parents will also be asked to sign a letter, which consents to their child taking part. This will include a separate medical consent form. Staff are to use a standard model letter, found on the shared area under 'Medical consent form' which should be used for this purpose.

PROCEDURES

Staff must ensure that the following procedures are followed and are entered for approval into the EVOLVE system. These notes apply to all outings, including fixtures.

- All trips must appear on EVOLVE or cannot go ahead. All trips, with the exception of sports fixtures, must be approved by the EVC, however, these must still be entered onto the EVOLVE system.
- The member of Common Room organising the outing is responsible for the proper dress, conduct and safety of the party from the time it assembles to board transport until it returns and disperses to Houses or homes.
- It is essential that the Director of Finance and Operations is consulted before any chargeable trip is organised, so that the safety and financial aspects are correctly administered.
- If packed lunches or late meals are required the Catering Department must be notified in good time.
- Staff are to keep HsMs, the Deputy Head and the Headmaster's Office fully informed of the movement of pupils. This includes reporting any delays to the journey home.

Detailed procedures

Planning

All stages below will be undertaken on the EVOLVE system.

Stage One: Initial Approval and Budgeting – (with EVC and Director of Finance and Operations)

Stage Two: Signing Up and Obtaining Consents – (with EVC)

Stage Three: Final Planning and approval – (with EVC and Headmaster)

Stage Four: Evaluation – (with EVC)

- Staff contemplating a school trip must submit all proposed questions to the EVC and Headmaster, via the EVOLVE system:
 - A risk assessment will also be required (see sample risk assessment on the EVOLVE system). The member of staff must complete a risk assessment. This must detail all risk avoidance and mitigation strategies during the visit.
- Full details of the visit must be sent to parents in advance. As a minimum this must include:
 - the name/purpose of the visit
 - the name of the member of staff organising and responsible for the visit
 - the cost and method of payment
 - the date and time of departure/return
 - any administrative details (clothing, food etc.)
 - an emergency contact number (if not the school office)
 - a parental consent form

Prior to Departure

- All completed registrations on EVOLVE must be signed off by the EVC and Headmaster/SLT before departure. The group leader must submit the following to the EVC for final checking at least 5 working days through the EVOLVE system before the activity is due to take place:
- Initial interest to be submitted (outline for approval). This requires staff to submit staffing, the number of students, an itinerary, financial information associated with the trip, booking forms, providers insurance information and draft copies of the letter to parents and consent forms.
- Parental forms will be able to be returned and stored within the EVOLVE system.
- Further to this submission, forms will be approved, and any further information required by the headteacher or EVC will be requested within the EVOLVE system. The group leader will receive a notification of this request and is advised to check this regularly.
- Prior to leaving school, the organiser must consult the EVOLVE system to check for any potential medical problems that may be encountered and plan appropriately for these.
- The group leader must ensure all steps required within the EVOLVE system have been completed and fully approved.
- The group leader must ensure they have full access to all completed paperwork/s on the EVOLVE app and paper copy for the duration of the visit.

Immediately before leaving

- The Trip must be signed off by the EVC and Head before leaving site via the EVOLVE system.
- The Critical Incident Form must be taken on the trip as a paper copy.
- Staff must take the school trip phone and ensure they are fully contactable where practically possible.
- While away from school any major incidents, illness or injury of a serious nature must be reported to the headmaster's office as soon as is practicable. Local police are also to be informed immediately if appropriate.

Return

- On return from the outing the organiser must report to the Headmaster's Office details of any injuries or illnesses sustained by staff or pupils during the visit, or any other disciplinary incident or accident.

Regular visits such as weekly sports fixtures with other schools may minimise these procedures providing the fixture or event is published in advance in the school calendar, however, it is a requirement for the fixtures to be logged with appropriate risk assessments for each fixture.

Detailed stages of planning on EVOLVE system:

See '[how to guide](#)' for planning trips on EVOLVE in the school shared area.

Initial Approval and Budgeting (Before Initial Approval can be granted)

The Trip Leader should:

- 1) Assess that the 'net educational value' of the trip outweighs any disruption
- 2) Consider whether the trip contains any medium or high risk elements.
- 3) Check with the Director of Finance and Operations that insurance cover is in place.
- 4) Complete a draft itinerary (on the EVOLVE system)
- 5) Consider Target Students (or categories of target student)
- 6) Produce a Pre-Trip Budget and obtain Director of Finance and Operations approval
- 7) Ask the Calendar Coordinator's permission to place the trip in the Official Calendar
- 8) As soon as practical, complete Outline approval on the EVOLVE system. Once any barriers to initial approval are removed, the Trip Leader should move to Stage Two. To ensure net educational gain, Initial Approval may not be granted until the term in question's calendar deadline has passed.

Signing Up and Obtaining Consents

Once Initial Approval has been granted, the Trip Leader should:

- 1) Sign Up students
- 2) Sign Up staff, bearing in mind the correct staffing ratios and the need to authorise staff absence before treating staff arrangements as confirmed.
- 3) Send Letters of Information to Parents or Guardians.
- 4) In some cases, it is also necessary to send Parental Consent Forms (This can be done through the EVOLVE systems) Templates for Letters of Information and Parental Consent Forms are embedded within EVOLVE under 'Resources' and should be customised as necessary for the individual trip, before being submitted alongside your electronic application.

Once all members of the trip party are confirmed, their details should be recorded in EVOLVE through the register button. You will need to submit your and final planning can begin.

Final Planning

As soon as possible, but certainly by no later than one week before the trip, the Trip Leader should:

Confirm Logistical Details and ensure that these are fully accurate in all stages of the EVOLVE process

This will involve finalising:

- Staffing
- Budget and any currency requirements
- Transport Arrangements
- Accommodation
- Itinerary
- Insurance Arrangements

Parental Consent

Parents must always be informed in advance of any off-site activity involving their children, including the location, timing, associated costs and any extra safety measures required.

Specific written consent is required in the following circumstances:

- Any off-site activity involving Early Years.
- Activities outside the 'normal school day'. This should be interpreted as any activity where pupils are unable to arrive at or leave school using the bus network (including the 'late bus') or, for pupils who are too young to catch the bus, where parents will need to make additional transport arrangements. This also includes any 'non-compulsory' weekend activities

(therefore does NOT include: boarding activities, Saturday morning sports fixtures, Open Morning or Sports Day).

- Any visit that requires collection from a different venue
- Any adventure activity (defined as caving, climbing, trekking, skiing or water sports).
- Any residential activity.
- Any overseas trip.
- Any activity incurring a cost of £50 or more.
- Any trip where pupils are unaccompanied by staff (sixth form only)

Written consent includes consent given from a parent's or guardian's registered email address or via an EVOLVE online permission form. The completed consent form will include details of how to contact a parent in the event of an emergency. Consent must be received at least three days before the start of the trip and cannot be obtained on the day of the visit.

In all circumstances parents must be given the opportunity to withdraw their child from the trip and, where a trip occurs during the teaching day, alternative on-site arrangements of similar academic value must be available. The school reserves the right to charge parents for trips should they withdraw their child after a published deadline date.

Where attendance on a trip is not mandatory, the school reserves the right to refuse a place to any pupil where there are fees in arrears.

Parents are expected to support the School in ensuring that pupils follow instructions given by those in charge of the trip. Those in charge of the trip may send home early any pupil who declines to follow reasonable instructions. Any issues of poor behaviour will be documented and dealt with in accordance with the Behaviour Policy.

Risk assessment

A risk assessment must be completed for all school visits. This will be downloaded onto the EVOLVE system as part of the visit record. For regular visits, i.e to swimming lessons, a standard risk assessment may be used but will be reviewed regularly as necessary. Pupils must learn to recognise and manage risks and understand their responsibilities. Supervising adults will ensure that pupils are aware of the risks outlined in the risk assessment.

Pupils are expected to conduct themselves in a manner which is in line with the school's [Behaviour and Discipline policy](#). Parents will be made aware of this and this will be part of the conditions of booking of extra curricular trips by the parents. Guidance will be given to parents to explain that there is the potential of withdrawal prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

Emergency procedures

For every off-site visit, an SLT member must be designated as the Emergency Contact. The Emergency Contact must be specifically named on the risk assessment and will normally be:

- For activities which occur during the school day – the school receptionist
- For sporting activities – the Director of Sport
- For boarding activities – the Head of Boarding
- For all other activities – a member of the Executive Team.

The Emergency Contact must have access to the list of pupils and adults on the trip, the contact details of parents and guardians, the contact details of any adults on the trip, any relevant medical information, the risk assessment and the trip itinerary. The Group Leader should ensure that this information is provided to the Emergency Contact in advance of the trip.

The Emergency Contact will liaise with the trip leader and relevant parents in the case of any unexpected incident or significant delay to the trip. Parents must know how to reach the Emergency Contact.

In the event of an illness or minor accident to a pupil whilst on the trip, the Group Leader or another member of staff will accompany the pupil to the local hospital or clinic. If the trip is outside the UK, the Group Leader will notify the school's insurers on their helpline and follow guidance from the insurers.

The Group Leader will telephone the pupil's parents if their child has suffered an accident, injury or illness that is serious enough to require medical treatment.

The Group Leader is responsible for ensuring that contemporaneous accident reports and near misses are completed and that these are shared with the school nurse and the emergency contact.

In the event of a serious incident resulting in the death or serious injury of one or more of the pupils or staff, the Group Leader's first priority is to summon emergency services. Thereafter, the Emergency Contact will be telephoned and the school's emergency plan procedures followed. The Head should always be contacted in these circumstances. Staff should not engage with the Media, and any communications should be handled by the Head in the first instance or alternatively the Deputy headteacher.

All incidents and accidents occurring on a visit will be reported back through the school system EVOLVE

Evaluation

All visits will be evaluated by the Visit Leader with the EVC. A short evaluation report will be submitted on the EVOLVE system.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit. This guidance should be read in conjunction with the following policies and guidance:

- Child Protection and Safeguarding Policy 2022-23
- School Behaviour Policy
- Kent Regulations and Guidance for the Safe Practice of Off-Site Visits/Educational Visits

Accounts

- A simple account of income and expenditure supported, as appropriate, by receipts & invoices etc. is to be completed for each outing.
- Final accounts with any residual billing or refund for parents are to be deposited with the Director of Finance and Operations.
- The College holds insurance cover for school trips. Most activities are covered but organisers must check the details with the Director of Finance and Operations.