Safety & Supervision on Educational Visits Policy

Dover College

Owner:	Assistant Head, Co-Curricular and Operations	Date: August 2026
Approved By:	Chair of Council	Date: August 2026
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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 has been developed with reference to the Education (Independent School Standards) Regulations 2014 (as amended), the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Health and Safety (First-Aid) Regulations 1981, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Equality Act 2010, the Adventure Activities Licensing Regulations 2004 (where applicable), data protection law (the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025), the Department for Education's Health and Safety: Responsibilities and Duties for Schools and its advice on Health and Safety on Educational Visits, Keeping Children Safe in Education 2026, Supporting Pupils at School with Medical Conditions, the Special Educational Needs and Disability Code of Practice: 0 to 25 years, the National Minimum Standards for Boarding Schools, the Health and Safety Executive's guidance on School Trips and Outdoor Learning Activities, and Kent County

Council's Regulations and Guidance for the Safe Practice of Off-Site Visits. Educational visits will be planned and managed in accordance with this legislation and guidance, applying a proportionate approach to risk management that enables pupils to benefit from learning outside the classroom whilst ensuring, so far as is reasonably practicable, their health, safety and welfare.

Policy

An educational visit is defined as any activity, holiday, day trip or other event that involves pupils being supervised by staff whilst away from the College for the purposes of education, sport or recreation. Educational visits are an integral part of the educational experience, providing opportunities for pupils to develop academically, personally and socially through learning beyond the classroom. The purpose of this policy is to ensure that all educational visits are planned, approved and managed effectively, using a proportionate approach to risk management that enables pupils to benefit from these experiences whilst ensuring, so far as is reasonably practicable, their health, safety and welfare.

This policy sits beneath the Safeguarding and Child Protection Policy, which is the authoritative source for any safeguarding procedure referred to here. Where this policy and the Safeguarding and Child Protection Policy differ, the Safeguarding and Child Protection Policy applies.

At all times, members of staff must be fully aware of their responsibilities and recognise that their primary duty is the health, safety and welfare of the pupils in their care. Dover College expects all staff to exercise a high standard of professional care, acting reasonably and in accordance with their duty of care towards pupils at all times.

Before organising or leading an educational visit, staff must familiarise themselves with the College's Health and Safety Policy and the procedures contained within this policy. The Educational Visits Coordinator (EVC) will provide advice, guidance and appropriate training to staff involved in the planning and delivery of educational visits.

The Visit Leader is responsible for ensuring that suitable and sufficient planning has been undertaken, appropriate risk assessments completed where required, and that all reasonably foreseeable risks have been identified and managed. All participants must receive an appropriate pre-visit briefing covering behaviour expectations, health and safety arrangements, emergency procedures and any visit-specific information.

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

Pupils will not normally be permitted to participate in extra-curricular school trips where school fees remain outstanding. All trips should be financially self-supporting, with appropriate contingency built into the budget.

High Risk Activities

The following activities may present a higher level of risk and therefore require enhanced planning, appropriate risk assessment and suitable supervision arrangements. Where appropriate, these activities should be delivered by a competent external provider holding the necessary licences, qualifications or recognised accreditations. The Visit Leader must ensure that suitable risk assessments and appropriate insurance arrangements are in place. The College's duty of care to its pupils is non-delegable. Engaging an external provider, however competent or well accredited, does not transfer that duty. Accompanying College staff retain responsibility for the pupils in their care throughout, including where an activity is being instructed by provider staff.

- 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 a suitably experienced member of staff appointed by the Headmaster to fulfil the role. The EVC must hold appropriate Educational Visits Coordinator training and maintain their competence through refresher training and continuing professional development in accordance with current guidance.

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.
● Have regard to Kent County Council's Regulations and Guidance for the Safe Practice of Off-Site Visits, and to national guidance on educational visits.
● 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 alongside the Headmaster.

● Read and authorise risk assessments.
● 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 Visit Leader 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 Visit Leader must be approved by the Educational Visits Coordinator (EVC) and, where required, the Headmaster before the visit proceeds.

- Obtain the Headmaster's or Educational Visits Co-ordinator's permission / agreement before any off-site visit takes place
- Complete the educational visits process used at Dover College.
- Follow the School regulations, guidelines and Policies
- Appoint a deputy trip leader where appropriate.
- 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 familiar with their safeguarding responsibilities, including Part one of Keeping Children Safe in Education and the Safeguarding and Child Protection Policy, and know how to contact the Designated Safeguarding Lead (DSL) and the Deputy DSLs during the visit

- Carry the contact details of the DSL, the Deputy DSLs and the Emergency Contact, and ensure every accompanying adult has them
- 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 and have thoroughly read all associated paperwork.
- 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 Visit 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 Visit 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. .
- Organise details in conjunction with the office staff, for the trip such as arranging transport, entry fees, letters to parents etc.
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- Ensure parental permission has been obtained for the children attending the trip. Complete all paperwork at least one week before the trip is due to take place.
- 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 should be available in the Trip Folder in the Co-Curricular shared drive.
- Ensure accessibility for ALL children to educational visits.
- Keep a record of risk assessments in the Trip Folder on the Co-Curricular shared drive for all to access.
- Organise the necessary medical information for all children attending the trip.
- 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.
- Check that parents have confirmed their child will take their regular medication during the visit, and remind pupils at the pre-visit briefing to take it as they would on a normal school day.

- 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 Visit 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 Visit Leader is competent to monitor the risks throughout the Visit or Activity
- Adequate safeguarding arrangements are in place, including vetting of all accompanying adults, supervision and sleeping arrangements, arrangements for contacting the DSL during the visit, and arrangements for reporting concerns
- 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 Visit Leader has experience in supervising the age groups going on the Visit and will organise the group effectively
- The Visit Leader or another teacher is competent to instruct the Activity and is familiar with the location / centre where the Activity will take place
- Visit 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 Visit Leader has details
- The Visit Leader, Visit 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

All adults accompanying an educational visit must have the checks required by the Safeguarding and Child Protection Policy in place before the visit. Since 1 September 2026, when the Crime and Policing Act 2026 removed the supervision exemption, a volunteer who teaches, trains, instructs, cares for or supervises pupils overnight, or on more than three days in any 30-day period, is in regulated activity whether or not a member of staff supervises them. Supervision by staff does not remove the need for checks. Any volunteer accompanying a residential or other overnight visit is therefore in regulated activity and must have an enhanced

DBS check with children's barred list information, seen and recorded by the College, before the visit departs. The same applies to a volunteer who helps with visits, fixtures or clubs often enough to meet the more-than-three-days condition. Where there is any doubt about whether a volunteer's role is regulated activity, the EVC will seek advice from the DSL and the HR Manager before the visit is approved.

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

Appropriate levels of supervision and staffing must be determined through the visit planning process, taking account of the age, needs and abilities of the pupils, the nature of the activities, the environment, the competence of staff and any other relevant factors.

Pupil-staff ratios

The College does not apply a single fixed ratio to every visit. The ratio for each visit is set by the Visit Leader through the STAGED risk assessment, taking account of the factors listed above, and is approved by the EVC as part of the visit approval. For Early Years outings, ratios are never lower than those required by the EYFS statutory framework, and the risk assessment may require a higher ratio. Ratios must allow for the Visit Leader, any adult accompanying a pupil to hospital, and any remote supervision, so that the rest of the group remains adequately supervised.

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.
Reasonable adjustments should be considered, where appropriate, to enable pupils with SEND or medical needs to participate safely and fully in educational visits.

The level of first aid provision must be appropriate to the visit and determined through the risk assessment. 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.

On larger or more complex visits, consideration should be given to enabling the Visit Leader to remain free from direct responsibility for a pupil group so that they can effectively oversee the visit.

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 Visit Leader must always be a regular Dover College employee with the relevant experience and qualifications to lead the Visit.
● If both the prep and senior school are involved an overall Visit Leader should be identified, usually the most experienced in leading such Visits
● Parents or volunteers may supplement the supervision ratio, provided they are appropriately selected, briefed and supervised. They must be suitable for the role they are undertaking and vetted in accordance with the College's Safeguarding and Child Protection Policy, including the requirement above for an enhanced DBS check with children's barred list information for any volunteer on an overnight visit. Volunteers must not be left in sole charge of pupils unless this has been specifically assessed, approved and is consistent with safeguarding procedures.

Staff Qualifications

Staff and in particular, the Visit 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 Visit Leader and other supervisors must be competent to lead and instruct in, for example, canoeing, if the School is leading such an activity. Competence may be demonstrated through appropriate qualifications, training, experience or other recognised evidence of capability relevant to the activity being undertaken. Staff should either hold First Aid qualifications or ensure that appropriate First Aid cover is in place.

Transport

Transport arrangements form part of the planning and risk assessment for every visit, under the Travel element of the STAGED framework. The Visit Leader is responsible for ensuring that the mode of transport is appropriate to the group, the journey and the activity.

College minibuses

- Staff driving a College minibus must hold the appropriate category entitlement on their driving licence and must be authorised to drive College vehicles by the Director of Finance and Operations.
- Driving licences are checked before authorisation and rechecked annually. Staff must notify the College immediately of any change to their licence, including endorsements.
- Before driving pupils, staff must complete a familiarisation with the vehicle covering handling, dimensions, loading, and emergency equipment. Completed familiarisations are recorded by the Director of Finance and Operations.
- Seatbelts must be worn by all occupants. The driver is responsible for ensuring this before the vehicle moves.
- Vehicles are checked before departure and any defect reported before the journey begins.

Driver fatigue

- Journey planning must take account of driver fatigue. On longer journeys, rest breaks must be scheduled and a second authorised driver identified where appropriate. Where a member of staff has taught a full day before a long drive, this must be considered in the risk assessment.

Coach operators

- Coaches are booked through operators approved by the College. Current operator details, licences and insurance documentation are held by the Director of Finance and Operations and reviewed annually.
- Where an operator outside the approved list is proposed, the Visit Leader must obtain confirmation of the operator's PSV licence and insurance, and the operator must be approved before booking.
- Coach drivers are not left unsupervised with pupils. Supervision on board remains the responsibility of accompanying College staff at all times.

Staff vehicles

- Staff may transport pupils in their own vehicle where this has been agreed in advance by the Educational Visits Coordinator. Such use is covered by the College's insurance arrangements, and staff should confirm that their own policy does not exclude it.
- The vehicle must be roadworthy, taxed and hold a valid MOT where applicable, and the number of passengers must not exceed the number of available seatbelts.
- A member of staff should not transport a single pupil alone other than in an emergency. Where this is unavoidable, it must be reported to the Designated Safeguarding Lead as soon as practicable.

On the journey

- Headcounts are taken before departure, before each return leg, and on arrival back at the College.

- The Visit Leader must inform the emergency contact of any significant delay to the return journey, and ensure Houseparents are notified where boarding pupils are affected.
- Pupils must be briefed on expectations of behaviour during travel and on what to do in the event of a breakdown or evacuation.

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.
● Where the College arranges a homestay in the UK, it will also consider whether checks are needed on other adults aged 16 or over living in the household, and will obtain them where appropriate.
● For children staying with a host family overseas, a DBS check will not be possible. The School will seek written assurance from the partner school or organisation that appropriate safeguarding and host family suitability checks have been completed in accordance with the legal requirements of the host country prior to the 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.
● The Designated Safeguarding Lead is informed of the host family arrangements before departure, and the arrangements are considered in line with the guidance on homestays and exchange visits in Part three of Keeping Children Safe in Education and section 8.1 of the Safeguarding and Child Protection Policy.

Safeguarding on visits

All staff, volunteers and other adults on an educational visit remain bound by the Safeguarding and Child Protection Policy, the Staff Code of Conduct and the College's acceptable use arrangements throughout the visit, including outside the teaching day and overseas.

Reporting a concern during a visit

Any concern that a child may be at risk of harm is reported to the Designated Safeguarding Lead (DSL) or a Deputy DSL without delay, by telephone where the group is off site, and recorded on My Concern on return, following the procedure in section 3 of the Safeguarding and Child Protection Policy. Staff do not investigate and do not wait until the visit ends. Where a child is at immediate risk of harm, the emergency services are called on 999.

Any concern about the conduct of an adult on the visit, including a provider's staff, is reported to the Headmaster, or to the Chair of Council where the concern relates to the Headmaster, and is handled under section 8.2 of the Safeguarding and Child Protection Policy, which also covers low-level concerns.

Before a residential or overseas visit, the Visit Leader confirms with the DSL who will be contactable for safeguarding matters during the visit and how, including out of hours and across time zones. This is recorded in the visit documentation alongside the Emergency Contact arrangements.

Supervision, one-to-one situations and personal care

Supervision arrangements are set out in the risk assessment and are appropriate to the age, needs and abilities of the group. Expectations for professional conduct off site, including one-to-one working, physical contact and any intimate or personal care, are those set out in the Staff Code of Conduct and section 7.2 of the Safeguarding and Child Protection Policy.

Where pupils are permitted to be away from direct supervision, including remote supervision and free time on residential visits, the arrangements are risk assessed, agreed by the EVC, explained to parents and briefed to pupils, including group sizes, boundaries, timings, rendezvous points and how to contact staff.

Residential and overnight arrangements

Where a visit involves overnight stays, sleeping and accommodation arrangements are risk assessed and recorded before departure in line with section 10.2 of the Safeguarding and Child Protection Policy, which sets out the factors to be considered. Staff and pupils do not share a bedroom. Pupils are told before lights out how to contact a member of staff during the night.

Child-on-child abuse is responded to in the same way off site as on site, under the Safeguarding and Child Protection Policy. Pupils are briefed before the visit on how to raise a concern about themselves or another pupil while away.

If a pupil goes missing

If a pupil cannot be accounted for, the Visit Leader takes an immediate headcount, begins a search of the immediate area using the agreed rendezvous point, and allocates staff so that the rest of the group stays supervised. Where the pupil is not found quickly, the police are contacted, followed by the Emergency Contact, who informs the Headmaster, the DSL and the

pupil's parents. The College's Missing Child and Critical Incident procedures then apply, and the incident is recorded and reviewed on return.

Information taken on a visit

Information taken on a visit is limited to what staff need in order to keep pupils safe, is kept secure, is not shared with providers or host organisations beyond what is necessary, and is returned or destroyed after the visit in line with the Data Protection Policy.

Mobile phones, images and social media on visits

Arrangements for pupils' mobile phones on a visit are decided for each visit by the Visit Leader, in line with section 5.7 of the Mobile Phone Policy, and are recorded in the risk assessment and set out in the letter to parents. Where phones are permitted, pupils are briefed on when and where they may be used. Nothing in these arrangements prevents a pupil from using a phone to report a concern about their own safety or that of another pupil.

Staff use of personal devices, photography of pupils and use of social media on a visit follow section 3 of the Mobile Phone Policy and the Social Media Policy. In short: images are taken on College-authorised equipment only, and are published only by the Admissions and Marketing team in line with recorded consent.

Contact with the College, with parents and between staff during a visit is through the College trip phone or other College-provided means. Pupils are briefed that they should not post the group's location in real time, or images of other pupils, on social media while away.

School Visit Approval

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

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 and any other activity outside normal lessons and school hours, 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. The medical consent form must include the parental confirmation of regular medication set out under Parental Consent.

PROCEDURES

Staff must ensure that the following procedures outlined in the Trip Guidance document are followed and adhered to at all times.

- All documents for every trip should be saved to an appropriately named folder in the Trips folder on the Co-Curricular drive.
- 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 EVC 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 educational visits will be planned using the STAGED planning framework to ensure that all relevant aspects of the visit have been considered:

- S – Staffing
- T – Travel
- A – Activities
- G – Group
- E – Environment
- D – Distance

Stage One: An "Initial Outline" form is submitted to the EVC.
Stage Two: Once the initial outline has been authorised, the Visit Leader will then contact the relevant companies to check that the trip is possible and within the established budget.
Stage Three: Letter and consent forms are sent to parents confirming established times, dates, and costs.
Stage Four: Once the number of pupils has been confirmed, the Visit Leader will book the trip.

- When planning a visit, the Visit Leader must ensure that each element of the STAGED framework has been appropriately considered before seeking approval.
    - The Visit Leader must complete suitable and sufficient risk assessments, identifying foreseeable hazards, appropriate control measures and any

additional arrangements required for the visit. Risk assessments should reflect the STAGED planning framework and be reviewed if circumstances change.
    - Where a visit involves a venue open to the public, the Visit Leader should establish the venue's arrangements for emergency evacuation and for reuniting the group if it becomes separated, and should identify a rendezvous point before the group arrives. Pupils must be briefed on the rendezvous point and on what to do if they are separated from the group or if they are instructed to evacuate.

- 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 should be added to the relevant trip folder on the Co-Curricular shared drive, and must be signed off by the EVC and Headmaster/SLT before departure. The Visit Leader must submit the following to the EVC for final checking at least 5 working days 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, such as a copy of Google Form response, will be uploaded to the relevant trip folder in the Co-Curricular folder.
- Further to this submission, forms will be approved, and any further information required by the Headmaster or EVC will be requested via email.
- Prior to leaving school, the organiser must consult the student medical information to check for any potential medical problems that may be encountered and plan appropriately for these. This includes checking that parents have confirmed regular medication for every pupil who takes it.
- The Visit Leader must ensure all steps contained in the Trips Guidance document have been followed accurately.
- The Visit Leader must ensure they have full access to all completed paperwork/s and paper copy for the duration of the visit.

Immediately before leaving

- The Trip must be signed off by the EVC and Headmaster before leaving site via the risk assessment contained in the relevant trip folder on the Co-Curricular shared drive.
- 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.
- Any serious incident, illness or injury occurring during a visit must be reported to the Headmaster (or the nominated Emergency Contact) as soon as reasonably practicable and managed in accordance with the College's Critical Incident procedures. Any safeguarding concern about a child is reported to the DSL without delay, and any concern about the conduct of an adult to the Headmaster, as set out in the Safeguarding on visits section above. Emergency services must be contacted immediately where required.

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:

See 'Trips Guidance' document for planning trips.

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) Consider Target Students (or categories of target student)
5) Produce a Pre-Trip Budget
6) Check there are no pre-existing events on this date which could stop the trip successfully taking place.

Booking, Confirmation and Parental Consent

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

1) Confirm the list of participating pupils
2) Confirm accompanying staff, ensuring appropriate supervision arrangements are in place and that any staff absence has been authorised.
3) Send Letters of Information to Parents or Guardians.
4) In some cases, it is also necessary to send Parental Consent Forms.

Final Planning

The Visit Leader should complete all final planning and documentation within the timescales set out in the College's Educational Visits Procedures:

This will include 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.

In the Senior School, written consent is required for any off-site activity outside normal lessons and school hours. Activities within normal lessons and school hours, including school team fixtures, do not require written consent. In addition, specific written consent is always required in the following circumstances:
· Any off-site activity involving Early Years. Outings in the Early Years Foundation Stage are planned, staffed, risk assessed and recorded in line with the EYFS statutory framework, and the use of phones and cameras on those outings follows Appendix 3 of the Safeguarding and Child Protection Policy.
· 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, Sports Day, or whole school sporting events).
· 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. The completed consent form will include details of how to contact a parent in the event of an emergency. Consent must be received within the timescales set out by the College and before the visit takes place.

Regular medication

On the consent form, parents must confirm that their child will continue to take any medication they normally take during the school day for the whole of the visit, including where the visit is outside normal school hours, at a weekend or in the holidays. This applies to all regular medication, for example for ADHD, asthma, epilepsy or diabetes. Parents must tell the Visit Leader before the visit of any change to their child's medication or its timing.

For boarders whose medication is managed by the Medical Centre, the Medical Centre confirms these arrangements with the Visit Leader.

Where a pupil will not be taking their usual medication, the Visit Leader must discuss this with the parents, the Medical Centre and, where relevant, the SENDCo before the visit, and review the risk assessment so that any additional support or supervision is in place.

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. Where a pupil's behaviour presents an unacceptable risk to themselves or others, the Visit Leader may require them to be collected or sent home early, following consultation with the Headmaster where practicable.

Risk assessment

A risk assessment must be completed for all school visits. This will be uploaded to the relevant trip folder on the Co-Curricular drive. 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 Behaviour and Discipline Policy, which applies off site as well as on site. Parents will be made aware of this and it will form part of the conditions of booking for extra-curricular trips. Guidance will be given to parents to explain that a pupil may be withdrawn before or during a visit where their conduct would have led to a suspension from school. Where behaviour on a visit raises a safeguarding concern, it is reported to the DSL as well as being managed under the Behaviour and Discipline Policy.

Emergency procedures

For every off-site visit, a suitable member of staff must be designated as the Emergency Contact. The Emergency Contact must be identified within the visit documentation and have access to the list of pupils and adults on the trip, contact details for parents and guardians, relevant medical information, the risk assessment and the visit itinerary.

· 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 Visit 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 Visit Leader or another member of staff will accompany the pupil to the local hospital or clinic. If the trip is outside the UK, the Visit Leader will notify the school's insurers on their helpline and follow guidance from the insurers.

The Visit Leader or member of SLT 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 Visit Leader is responsible for ensuring that accidents, incidents and near misses are recorded and reported in accordance with the College's reporting procedures.

In the event of a serious incident resulting in the death or serious injury of one or more of the pupils or staff, the Visit 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 Headmaster should always be contacted in these circumstances. Staff must not communicate with the media. All media enquiries must be referred to the Headmaster or their nominated representative.

All incidents and accidents occurring on a visit will be reported to the EVC, Headmaster and any other relevant members of staff.

Evaluation

Where appropriate, visits will be evaluated by the Visit Leader with the EVC. A short evaluation report will be submitted.

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:

- Safeguarding and Child Protection Policy
- Behaviour and Discipline Policy – Senior School, and the Prep School behaviour policy
- Kent Regulations and Guidance for the Safe Practice of Off-Site Visits/Educational Visits
- Health and Safety Policy, First Aid Policy and Supporting Pupils with Medical Conditions Policy
- Critical Incident Plan and Missing Child procedures
- Mobile Phone Policy, Online Safety Policy and Social Media Policy
- Anti-Bullying Policy, Low-level Concerns Policy and Staff Code of Conduct
- Data Protection Policy
- Trips Guidance document and the College's Educational Visits Procedures