



OAKLANDS CATHOLIC SCHOOL
AND
SIXTH FORM COLLEGE

With delegated responsibility from the
Edith Stein Catholic Academy Trust

**OFF SITE ACTIVITIES AND EDUCATIONAL VISITS
POLICY**

APPROVED BY ETHOS AND STRATEGY COMMITTEE	JUNE 2024
SCRUTINISED BY SENIOR LEADERSHIP TEAM	JUNE 2024
DATE LAST REVIEWED	JUNE 2024
MEMBER OF STAFF RESPONSIBLE	ASSISTANT HEAD
STATUTORY / NON-STATUTORY	NON-STATUTORY



Community

Unity



Opportunity

Policy Amendments

Version Date	Section / Page	Amendments
June 2024	4.1 / Page 5	Updated Hampshire guidance
	5.4 / Page 7	Same as change in 4.1
	5.4 / Page 7	Added 4 week deadline for LA (although they will take trips after that point)
	6.2 / Page 8	Added Teams and ClassCharts as means of communication
	7.4 / Page 9	Additional paragraph to reinforce the fact that a student can be taken off the trip if they do not show improvements in behaviour
	Appendix 1	HCC insurance is no longer applicable as we are an Academy. Our own school insurance covers us for trips – most international trips would have additional insurance provided as well.
	Appendix 1	More information about insurance added
	Appendix 2 A2.0.5	Added the link back to new addition to point 7.3
June 2021	1.2 / Page 3 2.4 / Page 4 4.1 / Page 5 4.5 / Page 5 10.2 / Page 10 11.2 / Page 10 12.1 / Page 10 13.1 / Page 11 13.3 / Page 11	Outdoor Education, PE and DofE Service updated to Hampshire Outdoors Skills and Participation Service
	2.5 / Page 4	Updated guidance from DfE
	4.1 / Page 5 5.4 / Page 7	Updated Supplementary Employer Guidance 2019
	4.5 / Page 5	Removal of staff names in body of policy; in appendix only
	5.2 / Page 6	Change of title to Director of Business and Finance
	5.4 / Page 7	EVC to approve letters
	6.5 / Page 8	PE Dept use Squad in Touch app
	8.1 / Page 9	Clarification regarding where supplementary guidance can be found on Evolve
	9.1 / Page 9	Updated form details and retention clarification
	9.1 / Page 9	Addition of Parental Responsibility
	10.1 / Page 10	Removal of word 'national' in reference to curriculum
	Appendix 1	Change of EVC to M Bamford Change to Finance Manager

*An inexperienced person knows few things, but he that has travelled acquires much cleverness. I have seen many things in my travels and I understand more than I can express. **Sirach 34:10-12***

1.0 Rationale

Opportunity: Potential for Greatness (Oaklands School Mission Statement)

- 1.1 As part of the broad balance of curriculum and learning arrangements of Oaklands Catholic School and Sixth Form College, the opportunity is frequently taken to enrich and enhance this provision through outdoor learning, outdoor education and educational visits and ventures.
- 1.2 The school's policy and procedures are formulated in conjunction with the **advice, guidance and training** provided by the Hampshire Outdoors Skills and Participation Service and their documentation and guidance.
- 1.3 Safely managed educational visits with a clear purpose are an indispensable part of the broad and balanced curriculum that is offered at Oaklands. They are an opportunity to extend students' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance or a lifetime interest and as such we encourage and support their role in the life of the school. Where possible we aim to enable as many students as possible to participate in the range of visits offered by the school.

Strategic Priority 5 - Students

- 1.4 Oaklands students will grow up as determined, courageous and humble individuals who will embody the gospel values throughout their lives with a deep appreciation of the beauty of God's world around them. **(Oaklands Governors Strategy)**

2.0 Purpose

Overall Aim: To create educational experiences beyond the classroom which enable students to develop skills for life, confront and manage risk and to enjoy and engage in their learning.

- 2.1 To ensure that every student has the opportunity to benefit from educational visits that will:
 - raise achievement
 - boost self-esteem
 - develop key skills
 - develop social education and citizenship
 - promote education for sustainable development
 - promote health and fitness
- 2.2 To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the students taking part.
- 2.3 To enable the school to identify appropriate functions, responsibilities, training support and monitoring for all governors, the Headteacher, teachers, support staff helpers, students, volunteers and providers involved in educational visits.

- 2.4 To comply with Local Authority (LA) guidance contained in the guidelines set by National Guidance (<https://oeapng.info/>) and the *Supplementary Employer Guidance* from the Hampshire Outdoors Skills and Participation Service (on behalf of Hampshire County Council, Portsmouth and Southampton City Councils, and West Berkshire County Council). In addition, the *Safety in adventurous activity* document and other information accessible via Evolve may apply.
- 2.5 To meet DfE guidelines (2018) entitled 'Health and Safety on Educational Visits' and relevant HSE guidance
- 2.6 To ensure that where appropriate, further advice is sought from the LA and other technically competent personnel.
- 2.7 To ensure that educational visits are in line with school policies on special needs, inclusion, equal opportunities, finance, charging and remission, safeguarding and behaviour.

3.0 Types of Visits and Ventures Planned and Used

- 3.1 Teachers and the Senior Leadership Team agree the programme of main visits and activities in advance of each academic year. Where appropriate, extra trips can be added in-year.
- 3.2 Within each Year Group's programme of work the teachers plan educational visits and activities that support the pupils' learning.
- 3.3 Wherever possible we give details of visits and activities to parents at the beginning of the academic year in our school calendar or via the school website.
- 3.4 At Oaklands, we offer a wide range of activities which allow for the aims outlined above to be met.
 - On site, out of classroom activity
 - Local ventures
 - Away from base, day or part day ventures (both regular and occasional)
 - Residential ventures
 - Visits abroad
 - Host family exchanges
 - 'Special Events'
- 3.5 These activities can be categorised as follows:
 - 3.5.1 **Category 1**
Routine visits to other local schools and facilities
 - 3.5.2 **Category 2**
Non-hazardous day visits such as museums, theatres, workshop events, geography field trips or college visits.
 - 3.5.3 **Category 3**
Non-hazardous residential trip in the UK
 - 3.5.4 **Category 4**
Non-hazardous trip abroad, residential and non-residential.

3.5.5 Category 5

Hazardous activity such as:

- Adventure activities using licensed providers
- Adventure activities using non-licensable providers
- School-led adventure activities
- Remote supervision during adventurous activities
- Visits to coastal or mountain areas
- Swimming in the sea or other natural waters

3.5.6 The category of the activity will determine the approval process (see Appendix 1)

4.0 Organisation and Management

- 4.1 Organisation and management follows the guidance set by the Local Authority and in reference to guidelines set by National Guidance (<https://oeapng.info/>) and the *Hampshire Outdoors Off-Site Visits Guidance March 2023* from the Hampshire Outdoors Skills and Participation Service
- 4.2 In addition the *Safety in adventurous activity* document and other information accessible via Evolve may apply.
- 4.3 Evolve is GDPR compliant and further details can be found on their website <http://edufocus.co.uk/pages/evolve/gdpr.asp>
- 4.4 All Evolve guidance documents can be found by clicking on the Resources tab <https://evolve.edufocus.co.uk/evco10/docs.asp>
- 4.5 An Educational Visits Co-ordinator (EVC) is always in post and keeps up to date with the training offered by the Hampshire Outdoors Skills and Participation Service
- 4.6 Off site visits and educational visits are fully integrated into the ethos and culture of the school and all key policies are considered for their relevance with adaptations or agreements made as required, (except *) in particular:
- Curriculum Policy
 - Safeguarding and Child Protection Policies *
 - Behaviour Policy (which applies equally to off-site activities and visits as it does to conduct within school)
 - SEN and Inclusion Policy
 - Charges and Remissions Policy
 - Finance Policy
 - Single Equality Policy
 - Critical Incident
- 4.7 Many visits are managed entirely in accordance with these policies and, apart from simple additional considerations (e.g. to the site, to transportation of students), are managed as they would be in school contexts. We aim to take the ethos, culture and challenge to learning in school into all our outdoor learning and off-site contexts.
- 4.8 Approval systems are in place within the establishment and via Evolve; this process incorporates risk-benefit management; supervision; working with providers and inclusion.
- 4.9 Governors are kept informed of the overall policy and programme, as well as being given feedback on specific events and successful ventures in an annual report given by the EVC.

5.0 Roles and Responsibilities

5.1 Governors

- Approve, monitor and evaluate the Off-Site and Educational Visits Policy
- Ensure it is in accordance with other key policies
- Include as an annual agenda item a report from the EVC

5.2 SLT

- The Headteacher gives consent for any trip or activity requiring LA approval and devolves the responsibility for approval of all other trips and activities to the EVC.
- Support the EVC in their role
- Agree all the off-site and residential trips that are included on the school calendar
- Support trip leaders in their planning and preparation for trips as appropriate.
- Act as emergency contacts for residential trips
- Hold pre-residential meetings with the supervisory team and EVC to run through safety details when needed
- Support all staff involved in trips and residential trips with regard to upholding the highest standard of discipline, health and safety and safeguarding
- EVC will approve financial viability of trips and provide advice and guidance on charges to parents and funding available, including any financial assistance parents/ carers may be entitled to.
- Director of Business and Finance to ensure Finance Department reminds parents of outstanding payments and deadline dates.
- Finance Department to report to Director of Business and Finance if trips/activities are NOT paid for in full at least 2 weeks prior to commencement and appropriate action taken to ensure this payment is met before departure (this time scale will be longer for the more costly trips).

5.3 EVC

- Ensure that all proposed trips are planned using the school documentation (based on the LA documentation) in full and that planning considers all aspects outlined in the procedures as detailed in the Staff Handbook.
- Raise any concerns with SLT immediately
- Support trip leaders in ensuring that all procedures for trips as outlined in the Staff Handbook are followed
- Assist in the induction of new staff to the trips planning procedures
- Keep up-to-date with DfE and LA guidelines for off-site trips and acts as staff advisor of same
- Attend regular training on the area of educational visits and updates EVC training once every three years
- Ensure that an up-to-date record is kept of staff qualifications relating to off-site and educational activities and facilitates the appropriate CPD for staff as required.
- Report to Governors annually

5.4 Trip Leaders

- Follow all procedures detailed in the Staff handbook and comply with Local Authority (LA) guidance contained in the guidelines set by National Guidance (<https://oeapng.info/>) and the *Hampshire Outdoors Off-Site Visits Guidance March 2023* from the Hampshire Outdoors Skills and Participation Service
In addition, the *Safety in adventurous activity* document and other information accessible via Evolve may apply.
- Discuss and submit for consideration every proposed activity / trip with SLT line manager
- Complete the 'Evolve' on-line booking forms in good time adhering to deadlines for those trips requiring LA approval (ideally four weeks for LA approval)
- Ensure that charges for the trip are in accordance with school policy and liaises with the EVC for approval
- Liaise with EVC to ensure letters to parents are consistent and appropriate for trip and submit to EVC for approval prior to sending home, along with school medical form.
- Liaise with finance office regarding dates for payments to allow parents sufficient time to spread the cost of larger trips
- Submit full risk assessments and complete other documentation as required by the EVC
- Work closely with the EVC to ensure all aspects of safety detailed through the school documentation are considered and all areas attended to in full
- Ensure all staff not currently employed by school who are participating in the trip are DBS checked as appropriate to their role
- Attend all meetings called in order to ensure good planning and safety
- Provide guidance to accompanying staff and parents on all safety matters in full
- Put the safeguarding, health, welfare and safety of pupils on trips first at all times
- Maintain high standards of discipline on trips in order to enhance safety
- Communicate fully with parents on all trip matters as detailed in the Staff Handbook
- Where appropriate (e.g. any residential activities and / or overseas trips) organise an information evening for parents in the term preceding the trip where the Code of Conduct is made explicit.
- Be jointly responsible for reminding students of outstanding payments and deadline dates along with Finance staff
- Check with the Finance Office that all trips/activities are paid for in full at least 2 weeks prior to commencement.

5.5 Other Supervisory Staff

- All staff assisting with supervision on any trip will be conversant with the school's policies and procedures
- All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Trip Leader.
- Staff will feedback information to the Trip Leader to enable a full review of the trip to be completed.

6.0 Communication with Parents

- 6.1 Signed parental consent must be obtained for all off site trips, activities and educational visits.
- 6.2 One parental consent and medical form may cover a programme of similar activities over a maximum of one year. e.g. sporting fixtures. The onus is on the parent / carer to update the school in the interim if there have been any changes regarding medical information. ClassCharts and Teams announcements and also the school website will be the main vehicle for communicating these types of activity where providing information too far in advance is not feasible.
- 6.3 Residential, overseas, hazardous or long-distance ventures require visit-specific medical and consent forms to be completed
- 6.4 Parents must be supplied with full information regarding the visit. This must be sufficiently comprehensive for parents not to be in a position to claim after the event that they were misled or uninformed about any of the following:
- Venue(s) and travel arrangements (particular mention must be made if staff cars are to be used as a mode of transport)
 - Dates and times of departure and return where visits exceed beyond the school day
 - The nature of activities planned
 - Kit list
 - Arrangements for supervision
 - Code of conduct or standard of behaviour expected during the visit
 - Financial contribution expected from parents and dates when payments due
 - Insurance arrangements
 - Contact system in case of emergency
 - Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours.
- 6.5 The PE Departments will share details regarding fixtures and sporting events using the Squad in Touch app and will include those elements of the above list relevant to a Category 1 visit.
- 6.6 The school Charging and Remissions Policy is agreed and includes all aspects of off-site activity or educational visits:
- requests for voluntary contributions and their rationale
 - collecting and recording contributions and money
 - how the funding collected represents costs and how the money is to be spent (available on request)
- 6.7 Off-site insurance details will be made available

7.0 Cancellations / Withdrawals

- 7.1 In the event that a student cancels their participation on an Educational Visit, any monies due to be refunded should be returned either by cheque or via online account to the parent/carer who made the payment. **The amount of refund is dependent on how late the student is withdrawn from the activity, whether a replacement student can be found and what costs have already been met by the school which cannot be reclaimed.**
- 7.2 Where the trip has been organised through a tour operator or other external supplier, the cancellation charges which are described in the booking conditions / terms of the insurance will apply.

- 7.3 The school reserves the right to withdraw any student from an Educational Visit if the student repeatedly displays poor standards of behaviour in school and it is considered that this behaviour would pose a serious Health and Safety risk on an Educational Visit. In such a circumstance the school will not refund any payments to parents already made to the tour operators or external suppliers.
- 7.4 No student will be prevented from applying for a trip. However, if the child has exhibited significant negative behaviours and gains a place on the trip, parents/carers will be contacted to outline that their place will be in jeopardy if there is not a significant improvement in their behaviour. The student could be withdrawn at any point if it is clear that they are not making any improvement.
- 7.5 Where a trip is not paid for in full 1 week prior to the date of the activity, the school reserves the right to withdraw any student from an Educational Trip / Visit.

8.0 Supervision

- 8.1 Supervision strategies are taken from the Hampshire Offsite Visits Guidance on Evolve and include agreements on ratios, which are never exceeded and frequently improved. Strategies include:
- Direct
 - Indirect
 - Remote
- 8.2 The strategies to be used are dependent on typical risk factors of the group or individuals concerned, the site or location, the leaders present (including ratios) and other factors such as transport or weather etc. These are agreed as part of the planning process and can be adapted to changing circumstances, for example 'Plan B' where we always plan clear alternatives when it is necessary or prudent to do so.
- 8.3 All staff in a supervisory capacity will have been selected for their experience and skills and will have been subject to a DBS check (see trip leader's responsibilities)

9.0 Transport

- 9.1 A variety of transport is used following LA guidance.
- Teachers' cars (only when covered by business class insurance) and on completion of the Agreement to Drive and Record of Details Form, to be held on file by the HR Department.
 - buses (local, non-motorway travel)
 - coaches (through recognised suppliers)
 - trains (where appropriate or part of the learning in the venture)
 - The school's own minibus: confirm with EVC which vehicle you are entitled to drive. Staff need MIDAS to drive the school minibuses
 - Minibuses hired through HCC (for small group transport, eg choir, PE and sports teams, drama trips) require drivers to hold a current MIDAS and D1 licence.
 - Ferries
 - Airplanes
 - Parental Responsibility

10.0 Inclusion

- 10.1 Oaklands is an inclusive school and all reasonable adjustments will be made to enable students to access educational trips and visits. There is however, a clear distinction between different types of trips and therefore the reasonable adjustments made by the school would depend on whether they were essential to the curriculum.
- 10.1.1 An activity provided as part of the curriculum or a formal course, a statutory requirement. This should be quite rare (and would normally be funded by the school or course fee). Inclusion of all is required.
- 10.1.2 Ventures where comprehensive coverage, for example a whole class or group, is desirable but suitable alternatives are available at school. Curriculum and similar entitlement is not lost as this is an enhancement or enrichment activity. Inclusion of all is desired but not required. Choice or other factors may mean that not all attend.
- 10.1.3 Enhancement or enrichment activity that is a clear choice or extra – optional. Choice and other factors will mean that not all attend.
- 10.2 It is important to distinguish between these curriculum-focused discussions and those of the health and safety of the child or young person concerned and their effect on other children or young people, as well as staff. Any decision on inclusion when such factors are included must, as normal, take 'every reasonable step' to include that young person. However, if those reasonable steps cannot ensure their safety and/or that of others, then that may be the reason they cannot attend that particular venture. Oaklands EVC would seek clarification and advice from the Hampshire Outdoors Skills and Participation Service regarding individual cases.

11.0 Safeguarding

- 11.1 Oaklands Safeguarding Policy and Child Protection Policy includes off-site visits and ventures and residential activity. In particular, trip leaders must note from that policy:
- guidance on acceptable behaviour and avoiding unnecessary contact
 - suitable 'employment' checks are made on volunteers and other responsible adults who support these ventures in line with guidance, (e.g. the degree of monitoring, frequency and intensity of contact) including DBS requirements and appropriate qualifications
- 11.2 External providers or outdoor centres must be drawn from the Hampshire Outdoors Skills and Participation Service checked providers list, which confirms that safety management checks are in place.

Note: Should any other instructor or provider be recommended or found, reference would first be made to the Hampshire Outdoors Skills and Participation Service to ensure that suitable safeguarding steps and checks are taken.

12.0 Risk – Benefit Assessment

- 12.1 As part of planning an off-site activity, the process below must be followed:
- There must be an analysis of the benefits of the activity translated into clear objectives and expectations
 - There must be an assessment of the risk of harm and its likelihood made, followed by putting clear control measures in place so that they can be satisfactorily managed

- A pre-visit by key staff is considered an essential part of reviewing the location and its ability to realise the benefits and be managed. Very well-known and used sites may be checked by contacting key personnel prior to re-visiting and web-based information is increasingly available and useful
- All the County approved off-site locations are managed by a site-specific agreement with the Hampshire Outdoors Skills and Participation Service detailing management procedures.

13.0 Incidents and Emergencies

- 13.1 Guidance from the Hampshire Outdoors Skills and Participation Service is used to prepare leader and base-contact checklists and contact details. The incident management checklist is also available for use
- 13.2 The Children’s Services Incident and Emergency ‘Establishment Plan’ is to be used as the basis for all incident and emergency response
- 13.3 Any concerns or ‘near-misses’ are discussed with the EVC to consider changing strategies and are reported to the Hampshire Outdoors Skills and Participation Service where necessary or if the information is useful.

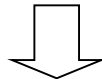
14.0 Monitoring and Review

- 14.1 Outdoor learning/off-site and educational visits are to be monitored by trip leaders and the EVC in the following ways:
- individual staff reviews contribute to the feedback on the quality of ventures and recommendations for the future
 - the Headteacher or EVC reports to governors on an annual basis as to the effectiveness of the overall programme
 - any good practice is celebrated by sharing with other trip leaders through an annual INSET session. Complaints are reviewed through the schools complaints procedures and in conjunction with the LA where appropriate
 - the policy is reviewed every three years or as required if regulations, guidance or circumstances change

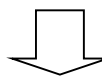
APPENDIX 1

Flow chart for Trip Leaders (Refer also to guidance on Evolve and in Section 10.03 of the Staff Handbook)

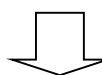
- Discuss proposed visit with SLT line manager and EVC (M Bamford) and gain consent
- Determine which category of visit / activity it is
- Category 1 and 2 activities must be submitted at least 4 weeks prior to start date
- Category 3, 4 and 5 activities must be submitted at least 8 weeks prior to start date as they require LA approval



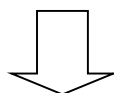
- Complete a finance form (available in new structure, whole school, trips) and submit to the Director of Business and Finance (T Finch) (with the sole exception of local PE fixtures (excludes optional extra activities)
- Charges for each activity must comply with the Charging and Remission Policy
- Complete an application form using the online system EVOLVE at www.hampshireoutdoors.com
- Upload all relevant itinerary and risk assessments to Evolve
- Risk assessments must be approved by the trip leader and the EVC: no trip to depart without an approved risk assessment
- Once approval has been received by the EVC and Director of Business and Finance, proceed with the following



- Book tickets and transport (including booking of minibus if applicable)
- Submit parental letter to Business Support Manager (D Brettell) for approval and completion with clear information as to which students are eligible.
- Confirm arrangements for payments / instalment schedule with Finance Manager (S Besly)
- For students receiving pupil premium funding please refer to S Whyte for clarification regarding the level of financial support which can be offered
- Distribute letters to **all relevant students at same time** – D Brettell to be advised so that parents are immediately informed via text message and copies of the letter posted on the school website
- Check trip insurance. Either covered by school policy or included in package via third party *
- Carry out ballot to confirm students if oversubscribed
- Distribute medical forms / information packs
- Upload student lists to Evolve



- Trip Leaders ensure information packs are given to accompanying staff and briefing meetings arranged where appropriate (for parents and staff)
 - Order any currency required 2 weeks prior to date of trip from Finance
 - Finance Department to run a payment report weekly / after instalment dates and no later than two weeks prior to the trip departure date and give to Trip Leader
 - Trip leaders **must** ensure **all** payments made and income received 2 weeks prior to commencement of trip. For non-curricular trips non-payment could jeopardise place on trip. For curricular trips insufficient funding from voluntary contributions may necessitate the trip being cancelled.
 - The Director of Business and Finance, the Finance Department and the Trip Leader will agree the appropriate action taken to be taken to ensure this payment is met before departure.
 - Request annual medical form from Business Support Manager.
 - Request mobile phone from Business Support Manager.
 - Copies of the information pack (trips and visits only) and contact details must be given to Student Services and EVC plus one other SLT
 - M Bamford and one other SLT must be named contacts on the Evolve form.
 - Trip Leaders must leave at least one mobile contact number as part of this pack.
 - First Aid kit and school mobile phones* collected from the office (currency where applicable).
 - HCC Emergency procedures cards **must** be carried by trip leaders and these procedures followed
 - Key to gate is collected if returning after school hours
- *Refer to Staff Handbook on the use of personal mobile phones for school trips re: safeguarding*
- Clear H&S guidance given by trip leader to staff and students in accordance with school procedures



On return

- Return unused currency, mobile phones, First Aid Kit to appropriate office
- After the trip, injuries or accidents to be reported using the appropriate forms
- Report any near misses to the EVC
- De-brief with EVC where appropriate
- Make any insurance claims if appropriate
- Reclaim any insurance deposits held
- Hand all receipts relating to trip expenses into Finance Department to enable final financial reconciliation of trip to be completed within 2 weeks
- Evaluation and key learning points for future trips identified
- Complete 'evaluation of trip' on Evolve
- Follow up actions as required to any student behaviour issues

Insurance information *

As an Academy, Oaklands School is not covered by the Hampshire/Evolve insurance. Hampshire/Evolve would support us if there was an emergency incident and they do the necessary checks to ensure that our trips have been organised properly. If you are organising a trip which involves an activity which may be considered hazardous please contact the Director of Business and Finance who will confirm cover with the school's insurers. If you are going on a trip where insurance is offered (eg. Ski trip/ Iceland trip), trip leader should use it.

APPENDIX 2

A2.0 Selection of students

A2.0.1 Oaklands operates a procedure whereby a deadline date is clearly published for applications for a school trip / visit.

A2.0.2 It must be clear on all letters regarding trips / visits that replies must be handed into the Finance Office.

A2.0.3 On the closing date for the trip / visit, should it be oversubscribed, an electronic randomised draw will take place. After the trip is 'full' the remaining students' names will continue to be drawn to form a waiting list. These students would then be offered places as they arise.

A2.0.4 The caveats are as follows:

- If the places allocated have had to include a gender balance, then the waiting list will operate on the basis that if a female student cannot go, the next female student on the waiting list is allocated the place; similarly, for male students.
- If twins or siblings in the same year group apply to go on a trip then should one name been drawn, the other will be allocated a place. (**Sibling** refers to brother or sister, half brother or sister, adopted brother or sister, fostered brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling)
- The school does not operate a 'first come, first served' policy. However, places must be reserved in advance for any Child in Care on roll who may wish to attend any curriculum related trip /visit.
- With regard to Residential Retreats it may be deemed that certain students would benefit from attending e.g. students who have been recently bereaved and young carers and in keeping with the ethos of the school we would always seek to allocate places to such students in these circumstances.

A2.0.5 The school does not operate any other criteria such as age, gender (unless it relates specifically to the nature of the activity e.g. sporting fixtures / tournaments), how many other visits the students have been on or the students' behaviour record (unless there needs to be serious consideration given to the current behaviour of the student and the impact this may have on the smooth running of the trip and/or Health and Safety of the other students and staff). See point 7.3 for further information.

A2.1 Selection of staff

A2.1.1 Staff must be allocated to school trips /visits based on the following criteria which relate to risk management:

- competence
- qualifications
- previous experience of the activity
- knowledge of the students, the location or the specific activity being undertaken

A2.1.2 Staff must be allocated with regard to the age and gender balance of the students attending the trip /visit.

A2.1.3 Staffing must meet the required ratios for any school trip /visit

- A2.1.4 Staffing can comprise of teaching staff, LSA's and support staff but this must be managed to ensure the appropriate balance given the nature of the activity and the students attending. It may also comprise of other adult volunteers known to the school e.g. former members of staff, provided they hold current DBS checks and meet the criteria for risk management above.
- A2.1.5 Colleagues must consider the selection of staff on the smooth running of the rest of the school and ensure impact is limited across departments wherever feasible.
- A2.1.6 Staffing for any trip should be as balanced as possible to allow for younger or inexperienced staff to be included and to learn about educational visits / activities from more experienced and / or senior staff. There must, therefore, be equality of opportunity for staff to participate in trips / visits.

APPENDIX 3

Alcohol and school trips; Protocols

A3.1 Around alcohol, the instructions will be group and visit specific. The following guidelines are minimal:

- When on a school trip the laws of the United Kingdom will apply at all times (a condition of attending the trip) no matter which country the trip is visiting.
- Students over the age of 18 may consume one 125ml glass of wine (no more than 13% alcohol) with a meal or the equivalent in alcoholic content on a separate occasion at the discretion of the Group Leader providing parents have been informed that this will be the protocol and have given their prior consent.
- No spirits are to be consumed.
- Alcohol may not be taken into or consumed in private rooms. If staying in a hotel, the management must be asked in advance to remove the contents of any mini-bar that private rooms may have.
- Any students found to have taken with them or purchased alcohol must be dealt with in accordance with the Behaviour Policy
- The trip leader of any residential (in this country or abroad) will determine, within staff / student ratios which members of staff may drink alcohol, up to two 125ml glasses of wine (no more than 13% alcohol) or the equivalent in alcoholic content with a meal in the evenings, ensuring that this is reasonable and proportionate. It must not compromise the duty of care to the students and does not call into question the professionalism of the staff whilst representing the school.

A3.2 If students are visiting e.g. a vineyard and it has been agreed in advance with parents that students may buy 1 bottle of the produce to take home to their families, then the staff must take this from the students directly after purchase and return it immediately prior to cases being packed for the return journey home or distributed as the students leave the coach.

APPENDIX 4

Guidelines for Parents Accompanying School Trips

Dear Parent / Carer

Thank you for giving up your time and volunteering to assist with our school visit. Your contribution is invaluable in ensuring the safety and welfare of our students while they are off the school site.

We have listed some guidelines to help you understand your tasks and responsibilities.

- Listen carefully to any staff briefings and read any documentation provided to you. If you are not sure what to do ask a member of staff.
- You are not expected to enforce discipline, this is a staff responsibility so please report any poor or unsafe behaviour to the teaching staff
- If you have any concerns please report them to a teacher as soon as possible
- Assist in ensuring all students stay as one group unless they have been instructed to do otherwise
- Be observant to ensure no student gets separated from the group
- Do not put yourself in a situation where you are alone with one student and ensure you are behaving and speaking in an appropriate way to the students as this is good way to 'safeguard' yourself
- Monitor the actions and behaviour of the students to ensure they do not put themselves in danger
- Do not put yourself in danger
- Do not attempt any first aid or medical assistance if you are untrained: refer to the trip leader
- The teacher in charge will ask/direct you to tasks throughout the visit. If you are asked to do something about which you feel uncomfortable please relay this to the teachers
- Ensure you have a mobile number for the teacher in charge
- Ensure you have given the teacher in charge a mobile number on which you can be contacted. Your mobile number will be not be shared with anyone but if you do not wish to give your mobile we can supply you with a school mobile for the duration of the visit
- Ensure you have an emergency contact number so you are able to contact the school should there be an incident
- Ensure you have provided the trip leader with a named emergency contact for yourself
- Take part in the activities, if appropriate, should you wish
- Enjoy the visit

Thank you again for your assistance and we hope you enjoyed it enough to help in the future.