



GIGGLESWICK  
SCHOOL

# Educational Visits Policy

**Reviewed by:**

**FDG Ogilvie, EVC  
NA Gemmell, Senior Master**

**Review period:**

**Annual**

**Updated:**

**September 2022**

**Approved by:**

**Governors' Academic and Co-curricular Committee - pending  
April 2023**

**Next review date:**

**September 2023**

Giggleswick School ("the School") believes that educational visits provide invaluable learning and personal development opportunities that support and enrich the curriculum. Day or residential trips can enhance a pupil's understanding, skills, or ideas, and foster positive relationships. These experiences can be some of the most formative, memorable and stimulating that pupils enjoy while at school.

The pupils have the opportunity to participate in a range of residential and non-residential trips during their time at school.

### **Regular day trips**

These include activities such as: fieldwork; visits to museums or galleries; trips to the theatre or concerts; attendance at lectures or academic competitions; sports fixtures; and weekend recreational trips.

Details of departure and return times are circulated to all relevant Senior House Staff. Parents are advised to check with House Staff if they are unsure about the arrangements for the trip.

### **Residential trips**

These generally take place during holidays. There is a regular pattern of sports tours and outdoor pursuits expeditions in the UK and further afield. In recent years, pupils have toured Europe, India and South Africa. Performing Arts tours have visited London and Europe. Cultural, language exchange and historical trips to Europe, for example, are often jointly planned by the Liberal Arts Faculty and the Languages Department.

### **Consent**

Separate consent forms are not sent to parents for each individual trip: Activity Consent contained in the Information Pack and joiners' forms for New Parents covers all such trips. For trips and tours outside the normal curriculum or in the school holidays, specific parental consent is required. An advance plan of residential trips available to pupils can be seen in My School Portal. All trips are paid for through ParentPay through My School Portal.

### **Behaviour**

During a school trip, normal school rules continue to apply. Parents are reminded of this when giving written consent for a residential trip and all members of any tour party are given an explicit verbal briefing by a member of the Senior Leadership Team or EVC prior to departure. Teachers have a duty to maintain good order and discipline at all times and they have a common law duty to act as a 'reasonable parent'.

### **Covid adaptations to trips**

It is accepted that we now have to live with Covid and routines and that trips may be affected by spikes in the virus. Trip routines will change if necessary to reflect any government guidelines at the time and should be noted in Risk Management documentation for the trip.

### **Homestay arrangements**

Following guidance from the DfE, the School will now require DBS checks for all adults residing in the property of families hosting exchange/international students in this country. It is not possible for the School to obtain criminality information from the DBS about adults who provide homestays abroad. We will liaise with partner schools abroad to establish a shared understanding of, and agreement to the arrangements, in place for the visit. The School will use its professional judgement to judge that the arrangements are appropriate and sufficient to effectively safeguard every child who will take part in the exchange.

Sports tours will no longer use billeting with other schools.

## Planning

All school trips and visits require meticulous planning and organisation. Members of staff wishing to propose a trip for approval should read this policy, the detailed planning guides available in the Staff Handbook and the section *School Trips* in part 3 of the school's Health and Safety Policy (available on the School's website). A planning meeting should be organised with the EVC.

A clear set of guidelines and examples are available in the EV&T Teams area and EV&T staff are on hand to advise.

## Risk Assessment

Before undertaking any school trip, a written risk assessment is carried out in conjunction with the specific venue and activity provider. Schools have a duty of care towards pupils and in an activity where there is an element of risk, the School needs to show that it has considered, and as a result, taken 'all reasonable precautions' to identify and take measures to control potential risks.

Post trip reports should include all accidents, incidents and near misses (accident report form in School Staff Teams).

## Educational Visits Co-ordinator (EVC)

In the Senior School, the Headmaster retains overall responsibility for educational visits, but the Senior Master has day-to-day oversight and is the EVC. In the Junior School, the Headmaster has overall responsibility and there is a designated EVC who works in conjunction with the Senior Master.

## Responsibilities

The **EVC** is responsible for:

- Monitoring all Education Trips and Visits
- Keeping abreast of legislation and good practice with regard to Educational Visits
- Attending appropriate training courses
- Maintaining records of Trips and Visits
- Advising the SLT about the feasibility of a trip prior to formal approval
- Informing SHS of all letters and information going to parents
- Guiding Group Leaders through the planning process
- Agreeing staff:pupil ratios and transport arrangements
- Approving all communication with parents regarding trips
- Monitoring the finance and insurance arrangements relating to the trip
- Signing off the Emergency Contact Folder and accommodation arrangements
- Checking the accreditation or verification of providers
- Obtaining technical advice, where necessary
- Evaluating the trip, on return, with the Group Leader, on the trip review form including any incident/accident reports and near misses

The **SLT** is responsible for:

- Considering the aims, objectives and values of a proposed trip
- Approving Trips and Visits (via a meeting and written proposal)
- Assessing the competence of and approving staff accompanying the trip
- Approving inclusion of other adults
- Implementing policy/procedures for Safeguarding on visits, including arranging for enhanced DBS disclosures for volunteers accompanying trips
- Monitoring policies and procedures
- Briefing staff and pupils on expectations about behaviour and health & safety issues
- Sharing the duties as 'Emergency Contact' for residential trips

The **Group Leader (one designated leader only)** is responsible for:

- Planning the trip to ensure it meets its aims and objectives

- Undertaking where possible a planning visit
- Communicating with parents
- Liaising with the EVC and travel company (where appropriate)
- Obtaining written details of the accreditation of any providers used
- Delegating specific responsibilities clearly to other members of staff accompanying a trip eg. first aid, pocket money, particular group of pupils
- Budgeting effectively to meet all associated expenditure
- Risk assessing a trip and specific activities by assessing potential dangers and planning to avoid or minimise them
- Ensuring that all the necessary written parental consents have been obtained
- Gathering information to include in the Emergency Contacts folder
- Liaising with the Medical Centre with regard to individual pupil's needs, first aid, vaccinations, etc
- Pre-journey check that medicines are accounted for – visible check
- Awareness of allergies and food intolerance

### **Location of key documents**

The following documents can be found in the EV&T Team:

- Party information and general instruction sheet
- Venue and activity risk assessments
- Travel and risk assessments
- Educational Trips & Visits: Organising a school trip
- Educational Trips & Visits: Organising a day trip
- Staff set up a Team on Microsoft for each residential trip

### **Additional guidance can be found at:**

National Guidance for the management of outdoor learning (news)

<https://oeapng.info>

Health and Safety: Advice for Schools

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

Action on accidents

<http://www.rospa.com/>

Overseas travel advice

<https://www.gov.uk/foreign-travel-advice>

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[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education)