

	Policy Name: Educational Visits Policy
	Owner: Senior Deputy Head
	Review Date: October 2024
	Next Review date: October 2025
This policy will be revised as regulations or review demands	

Principles and values of Educational Visits

Girls will derive significant benefits from the wide range of educational and other off-site activities offered by Mayfield School. The range of curricular, extra-curricular and social activities which are organised and run by the School are important adjuncts to our holistic view of education and the ethos of our founder, Cornelia Connelly, who wanted girls to 'grow strong in faith and lead fully human lives'.

Aims of the Policy

This Policy sets out Mayfield School's commitment to running these valuable activities in a way that promotes safety and careful management of risk, as well as learning and personal development.

It is written with regard to the document 'Health and Safety – Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies' June 2014 and April 2022 Updates, and the companion HSE document 'School Trips and Outdoor Learning Activities' June 2011. The Policy is also in accordance with the requirements of Standards 9 and 18 of the National Minimum Standards for Boarding Schools 2022.

Responsibilities

The Governors of Mayfield School have responsibility for the proper and effective oversight of health and safety with regard to educational visits.

'Health and Safety – Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies' outlines these as:

Under the Health and Safety at Work etc Act 1974 employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes participants in off-site visits.

The Governors are the employers at Mayfield School.

Under the Health and Safety at Work etc Act 1974, the employer in a School must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off School premises.

Regulations made under the Health and Safety at Work etc Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks;
- tell members of staff about the risks and measures to be taken to manage the risks;
- ensure that adequate training is given to employees on health and safety matters.

Also under the Health and Safety legislation Mayfield School staff undertake to:

- take reasonable care of their own and others' health and safety and that of others who may be affected by what they do at work;
- co-operate with their employers over safety matters;
- carry out activities in accordance with training and instructions;
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils.

The Headmistress, Senior Leadership Team ["SLT"] and all staff involved in the management and running of trips work under these legal obligations:

- The School will provide adequate and appropriate insurance (or will approve specific insurance for high risk activities as part of the cost of an individual trip). The School will put in place on normal market term insurance for both staff and girls which will cover any treatment while overseas for injuries received. This does not automatically cover any subsequent private health treatment received in the United Kingdom, without prior written consent from the travel insurance provider. The trip leader should hold a copy of the terms of the insurance and contact details on the trip; and
- The School undertakes to provide the support of senior staff as emergency contacts for all trips.

Procedures

The School uses Evolve as the platform for all educational visits. The Evolve process is designed to assist staff in the careful and timely planning and preparation for any trip and incorporate appropriate risk assessment and management, as well as advice for the management of critical incidents. What follows in this policy are guiding principles and should be read in conjunction with the procedures for day trips and for residential and overseas trips and for boarders weekend trips. More information about educational visits can be found in the Curriculum folder on the Staff Hub.

Planning

Each trip must be planned in accordance with the outings procedure. Outline Approval must be granted for any trip from the Calendar Committee by the required deadline for each term.

Once the outline trip has been approved the additional sections on Evolve need to be planned and completed. Where practical, exploratory visits and research should be undertaken by the Visit Leader.

All costing should be planned at this preliminary stage, including transport and ticket costs and any cost of catering for the trip (additional to meals normally provided for the girls by the School). If an in-person briefing event is to be held for parents/ girls any associated catering costs must also be included.

Parental Consent for day trips and short visits off site is not required where there is no cost to them. However, they must be informed where their child will be at all times and of any extra safety measures required.

Written consent is required:

- when parents are to be charged;
- for activities that need a higher level of risk management;
- residential visits; and
- for day girls, for trips outside normal School hours.

Risk Assessments:

Risk Assessment is overseen by the EVC and incorporates guidelines for risk management, making these practical and useful tools for the trip organiser and other staff.

- For short, local and regular trips Generic Visit Notes (GVN) are listed under Risk Assessments on Evolve for Visit Leaders to attach to their trip. They are updated at least annually by the EVC and stored under Educational Visits in the folder on the Staff Hub. These Generic Visit Notes must be read by visit leaders and all visit staff to ensure that they cover all possible risks on their specific trip. The EVC oversees this process prior to Final Approval by SLT.
- Should additional Risk Assessments be required, the GVN can be adapted by visit leaders to suit the specific needs of their trip, with guidance from the EVC, and reattached under Other Risk Assessments on Evolve.
- For higher risk activities, residential trips and trips abroad, and any other more unusual trips, a more detailed set of Visit Specific Notes and/or Risk Assessments must be produced by the Visit Leader under the guidance of the EVC.
- In some cases it may be possible to request Centre Risk Assessments and these should also be read by visit staff and attached on Evolve under Other Risk Assessments.
- For trips abroad, the leader should always check with the Foreign Office to see if travel to the country is safe, and whether visas are required. The leader will also need to ensure that they have the name and number of the British Embassy, Consulate or High Commission in the country and also the local telephone number of the Emergency Services.
- All Risk Assessments are checked by both the EVC and Senior Leadership Team before departure.

The Generic/Specific Visit Notes and / or Risk Assessments contain guidance for what staff should do in the event of a student becoming injured or unwell in terms of first aid, and also expectations of when parents should be informed in these circumstances. Copies of the GVN can be found in the educational visits folder on the Staff Hub and should be uploaded onto Evolve for each trip.

It is the responsibility of the visit leader to ensure all staff accompanying the trip have read and understood the (generic) visit specific notes and all other associated risk assessments during their pre-trip briefing. Visit Leaders will then confirm this is done, under the Validate Risk Assessments section on Evolve.

Medical:

First Aid requirements must always be taken into consideration and the outings procedures includes the requesting of relevant kits, equipment and information. Residential trips and high-risk activities should always have a member of staff trained in First Aid among the staff group. It is the responsibility of the visit leader to collect the first aid kits and a medication bag from St Raphael's before departure and discuss any medical conditions of pupils attending the trip. The visit leader must then give an appropriate briefing to all staff on the trip to ensure appropriate information is disseminated. Staff must ensure that they cannot be overheard by other pupils when discussing this type of information.

Staff will be informed if there are any girls on the trip whose parents have not given permission to receive over-the-counter medication.

All first aid kits contain a medical logbook. Any medication - paracetamol, travel sickness or antihistamine given out (including to staff) must be written in the medical logbook by the member of staff administering the medication. This allows staff to keep a track of medication given. It is the responsibility of any member of staff on the trip administering medication to read the packet instructions and only administer the recommended dose to the pupil, this includes referring to the medical logbook to check the time of any previous dose. In order to ensure continuity of care, where a trip has more than one medication bag, students should be assigned to a particular person to administer medication to them, to avoid over-medicating. If this is not possible, it is important that the staff check with other staff prior to giving anything. Students should not be given any medicines to take away with them. If medication is provided by another establishment (i.e. another school or centre), this must be noted on the medical

logbook to ensure a complete picture is known of medication given to the student. N.b. it must be made clear in the logbook that this was from another source to ensure the St Raphael's stock control records are correct.

Pupils who are present on the 'vulnerable list' will be marked with a V on the information shown on Evolve. It is the responsibility of the visit leader to speak to the appropriate pastoral leader, Head of Pastoral or the Wellness Centre Coordinator in advance of the trip departing, to make sure any necessary adjustments to the risk assessments have been made for vulnerable list pupils.

Supervision:

Staffing is agreed in line with the School's recommended staff to pupil ratios:

Overseas/residential trips	All Years	1:8 (minimum of two members of staff)
Day trips	Years 7-10	1:10
	Years 11-13	1:15

These ratios are designed to allow appropriate staffing to deal with emergency situations where a member of staff may need to remain with an individual pupil to ensure her safety, whilst other staff oversee the group. (For more routine and lower risk activities this may be extended to a maximum of 1:20 with the approval of SLT in conjunction with the EVC).

n.b. Any member of staff travelling with an educational visit in which their own child is participating should not be counted in the staff: pupil supervision ratio.

One teacher, the visit leader, should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. (The trip organiser should normally be the nominated visit leader). The visit leader is approved by EVC and / or SLT and should have a level of experience relevant to the requirements of the trip. When relevant, the Visit Leader should also appoint a Nominated Deputy Visit Leader, to be noted on Evolve. However, it should be noted that all staff supervising a trip are there in their professional capacity and as necessary are expected to act accordingly.

Preparing Pupils and Communicating with Parents

It is important that girls and parents are fully briefed regarding any trip. Letters, or any other written communication, regarding the trip should be processed through the School Office in order that it can be approved by the Senior Deputy Head or another member of SLT.

With residential and overseas trips, it is appropriate to hold a meeting with girls and parents, and this should be factored into initial planning and communication. Information from such meetings will be provided (by email) to parents who are unable to attend. Where possible meetings will be recorded for remote viewing or held online. At this meeting or a subsequent one, expectations of student behaviour should be covered. (An exemplar of a pupil code of conduct for educational visits is contained in Annex A).

For higher risk and residential activities, it is important to check that the School has up-to-date medical information on the girls, and that consent forms are held for emergency medical treatment.

Where there are girls on the trip who require medication, consent should be obtained from parents, and this should be included in the Risk Assessment.

Due consideration and support should be given to girls with special educational and medical needs.

Arrangements for the return of trips, contingency plans for problems or changes, and emergency contact information should all be shared with parents.

Should it become necessary to change the arrangements for a trip once it has been approved, or, in extreme circumstances, to cancel it, then any decision about this must be discussed with a member of SLT and any communication about this should have prior approval.

Transport

Coach, minibus and school car transport should be requested via Evolve in good time so they can be booked by the School's Travel Secretary. The suitability of different transport options can be discussed as part of the planning process. The Travel Secretary will also ensure that only suitable and properly regulated and managed companies and vehicles are used. School minibuses have dashcams and coaches used by the school have CCTV cameras on board, as well as outside the vehicle.

Group leaders should have regard to the risk management guidelines in the School's generic risk assessments for different forms of transport.

Staff travelling on coaches should be distributed throughout the vehicle to avoid all of them being incapacitated in the event of an accident.

The driver is responsible for making sure that pupils have a seat belt and use it at all times. Vehicles without seat belts should not be used.

All those who may drive the School minibus receive annual training in minibus driving, pre-vehicle checks and the management of passengers.

The Headmistress should ensure that teachers driving School minibuses have a rest period before driving. Minibus drivers must always adhere to transport regulations. All travel on School visits must be in line with the School's Transport Policy. School minibuses (and the school car) comply with all the relevant safety regulations.

Incident Reporting

Each Evolve trip will have uploaded the Emergency Action Form, which outlines emergency procedures in the event of an accident or incident. It is the responsibility of all staff on the trip to have read this information.

It is the responsibility of the visit leader to collect the Accident Book and Near Miss Book from St Raphael's before departure (this should be done at the same time as collecting the First Aid Kits and Medication Bags).

In the event of an incident, staff should ensure the safety of all pupils/ staff and if necessary call the emergency services. SLT on duty should be informed as soon as possible.

As soon as possible after the incident the visit leader should complete an accident form or near miss form, giving information as accurately and fully as possible. The visit leader should also update this information on EvolveGo incidents tab. Depending on the nature of the incident, a member of staff should contact parents using the EvolveGo app.

On the return to school the completed accident/ near miss form must be given to the Facilities and Compliance Manager, who will report to RIDDOR if required.

Overseas Trips

When planning an overseas trip the visit leader needs to ensure there is sufficient time between advertising the trip and the trip taking place for students to get any necessary visas or travel permits. All overseas residential trips should have been approved by December of the year before the academic year in which the trip will take place.

From mid-2025 30 EU Countries require visa-exempt travellers to have an ETIAS (European Travel Information and Authorisation System) in order to enter the country. Nationals of countries requiring a visa need to apply for a Schengen visa to travel to Europe.

The school does not accept any responsibility for the cost of emergency onward travel and or alternative accommodation in situations where a child is refused entry at Border Control. However, to assist parents in their planning ahead of overseas trips to the EU, the school has produced an Information Sheet (see Annex B).

Annex A: Exemplar Pupil code of conduct for Educational Visits**Mayfield School: Pupil Code of Conduct for Educational Visits**

Your health, safety and welfare on this trip are of paramount importance to the School. Your agreement to this Code of Conduct will ensure that our visit is successful, trouble-free and enjoyable for all. The School's Code of Conduct applies on School trips and excellent behaviour is expected of all students at all times.

YOU MUST

- Follow staff instructions promptly and co-operate, showing respect
- Behave sensibly and responsibly, dressing appropriately
- Be punctual
- Wear a seat belt when travelling in a car, minibus or coach
- Carry your passport with you
- Carry the mobile numbers of staff
- Carry your tickets, itinerary and map
- Show courtesy, respecting the laws and culture of the country you are in
- Behave respectfully towards members of the public, hotel and museum/venue staff, avoiding excess noise, for example at the airport or at night in the hotel
- Keep your hotel accommodation clean and tidy
- Maintain your personal security and that of the hotel accommodation
- Look out for the safety and wellbeing of other members of the group, informing staff of any concerns or problems
- Take care walking along and across busy streets
- Be alert for anything which might hurt or threaten you or anyone in the group and tell a member of staff as soon as possible
- Stay within the designated area and with your group as agreed when you have free time and are not directly supervised
- Use your personal safety skills should you be approached by a stranger
- Act responsibly to keep valuable items concealed or safe when in a public place – keep bags closed and held in front of you, avoid holding phones in case they are snatched

YOU MUST NOT

- be on your own (always at least in a group of three)
- leave a location (museum, venue, airport, hotel etc) without staff permission
- take unnecessary risks
- consume, purchase or acquire alcohol, cigarettes or drugs
- bring through customs any alcohol, tobacco, drugs, knives or fireworks, for yourself or anyone else
- make jokes/comments about bombs or terrorists on the plane or at the airport
- upload photographs of other students onto social media sites

Strict sanctions will be imposed on any pupil who transgresses the code of conduct. Students who do not observe these rules will be required to stay with a member of staff and may be sent home with parents/guardians responsible for additional travel costs incurred. Students may be excluded from any further trips organised by the School.

Pupil Signature:

Date:

Annex B:

Travel to the EU: ETIAS and Schengen Visa Information Sheet

ETIAS (European Travel Information and Authorisation System)

From mid- 2025 the following 30 EU countries will require visa-exempt travellers* to have an ETIAS travel authorisation in order to enter the country.

 Austria	 Denmark	 Hungary	 Luxembourg	 Romania
 Belgium	 Estonia	 Iceland	 Malta	 Slovakia
 Bulgaria	 Finland	 Italy	 Netherlands	 Slovenia
 Croatia	 France	 Latvia	 Norway	 Spain
 Cyprus	 Germany	 Liechtenstein	 Poland	 Sweden
 Czech Republic	 Greece	 Lithuania	 Portugal	 Switzerland

***Visa exempt travellers** include **UK nationals**, as well as **students from the following countries**:

 Albania	 Georgia	 Moldova	 Seychelles
 Antigua and Barbuda	 Grenada	 Montenegro	 Singapore
 Argentina	 Guatemala	 New Zealand	 Solomon Islands
 Australia	 Honduras	 Nicaragua	 South Korea
 Bahamas	 Hong Kong	 North Macedonia	 Taiwan
 Barbados	 Israel	 Palau	 Timor-Leste
 Bosnia and Herzegovina	 Japan	 Panama	 Tonga
 Brazil	 Kiribati	 Paraguay	 Trinidad and Tobago
 Brunei	 Kosovo	 Peru	 Tuvalu
 Canada	 Macao	 Saint Kitts and Nevis	 Ukraine
 Chile	 Malaysia	 Saint Lucia	 United Arab Emirates
 Colombia	 Marshall Islands	 Saint Vincent and the Grenadines	 United Kingdom
 Costa Rica	 Mauritius	 Samoa	 United States of America
 Dominica	 Mexico	 Serbia	 Uruguay
 El Salvador	 Micronesia		 Venezuela

The ETIAS travel authorisation is an entry requirement linked to a traveller's passport. It is valid for up to 3 years or until the passport expires, whichever comes first.

If you get a new passport, you need to get a new ETIAS travel authorisation.

With a valid ETIAS travel authorisation, **Visa Exempt Travellers** can enter the 30 EU countries listed above as often as they want for short-term stays (=up to 90 days in any 180-day period).

Applying for an ETIAS:

There is only one official ETIAS website: [ETIAS - European Union \(europa.eu\)](https://europa.eu)

The application form will be made available on the official website (above) once the system is launched (expected to be mid-2025).

Most applications will be processed within a few days. However, the processing period could be extended if they require additional information or documentation.

Therefore, an application for an ETIAS travel authorisation should be done in advance of your planned journey (once the process is launched in mid 2025).

Please be aware that the school does not accept responsibility for the cost of emergency onward travel and/or alternative accommodation in situations where your daughter is refused entry at Border Control.

Schengen Visa

Schengen refers to the EU passport free zone covering most European countries.

A Schengen visa is a travel permit issued by Schengen Area members to third country nationals listed in [Annex I of Regulation \(EU\) 2018/1806](#) for short-term purposes, such as tourism. The list of nationalities includes China, Egypt, Nigeria, Russia, Thailand, Vietnam and many more.

Please click on the link below to find out if your daughter requires a Schengen Visa to visit an EU country. If this is the case, the application should be made in plenty of time as the processing times for this visa can be long. <https://www.schengenvisainfo.com>

Note: Please be aware that in some cases, nationals of visa-required countries may not need to apply for a visa and can travel with an ETIAS travel authorisation instead, if they are travelling in the context of a school trip (see *Article 6(2) of Regulation (EU) 2018/1806*). However, Mayfield School has had unfortunate firsthand experience, of Border Control officials of some European countries, including Italy, refusing to allow entry to third country national students travelling to EU Member States that have confirmed a visa exemption for school trip pupils. This misinterpretation of the rules at Border Control is deeply distressing for all concerned, but unfortunately the school, despite having all the correct paperwork in place, has no control over Border Entry decisions. We therefore highly recommend that parents of overseas nationals in this position, organise a short trip Schengen Visa to be certain of their daughter's entry into the EU.

Please be aware that the school does not accept responsibility for the cost of emergency onward travel and/or alternative accommodation in situations where your daughter is refused entry at Border Control.

Passports Information All passports must not expire for at least six months after the date of departure from the country where this trip is taking place, and must be issued less than 10 years before the date of departure.

Insurance and Healthcare Cover (GHIC) All pupils are covered under the School's travel insurance policy, but all UK pupils are also required to hold a UK Global Health Insurance Card (GHIC). Parents of UK residents can apply for a GHIC for free online: [Applying for healthcare cover abroad \(GHIC and EHIC\) - NHS \(www.nhs.uk\)](https://www.nhs.uk).