



TRIPS AND EDUCATIONAL VISITS POLICY

Procedures for offsite excursions

This policy refers to Wellington Senior and Prep School

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This Policy has been written to incorporate the following areas:

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PART 1 – THE ORGANISATION OF SCHOOL TRIPS

1. Scope

This guidance is applicable to all those involved in the organisation of educational visits for Senior & Prep School pupils and follows the advice from the DfE as set out in its document “Health and Safety on Educational Visits.”

The School’s organisation of Educational Visits hinges on three definitions:

- Class A Trip = visits costing parents £100 or more
- Class B Trip = all other visits that have a cost and/or are out of school time
- Outing = visits that are free to parents, low risk, and take place within normal school time

Throughout this document, Trip is used synonymously with Educational Visit.

2. Objectives

- 2.1 To ensure that visits are well planned and significant risks are identified and managed;
- 2.2 To ensure that there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable;
- 2.3 To ensure that those in charge of visits have the necessary competence to manage situations appropriately.

3. Guidance

- 3.1 The Deputy Head Co-Curricular (DHC) will be responsible for the implementation of this policy, working closely with the Educational Visits Coordinator (EVC).
- 3.2 Learning outside the classroom environment is an essential part of our curriculum. Trips include the following (non-exhaustive list):
 - day trips to historic sites, museums, galleries, natural features, farms, drama productions;
 - language exchanges abroad;
 - field trips, e.g. geography, history, art history;
 - adventure activities, e.g. canoeing, climbing, trekking, horse riding, sailing;
 - choir concert tours;
 - sports tours and ski trips;
 - Duke of Edinburgh Award programme;
 - Combined Cadet Force (CCF) activities, including weekend exercises, military camps.

The following are organised independently of the Trips process and are covered by their own risk assessment procedures:

- Weekend trips for boarders.
- Forest School visits (the current Forest School site is school property).

- Sporting fixtures not involving an overnight stay or other activities.
- 3.3 The school calendars and Trips Directory will list the trips and visits that are due to take place over the coming academic year.
- 3.4 All new teaching staff will receive training from the EVC on assisting with school trips. Those wishing to lead trips will receive additional training.
- 3.5 Parents will be notified in advance of:
- a child attending a day out on a trip, including details of any extra costs and details of visit duration;
 - planned trips and visits for year groups.
- 3.6 Every planned trip or visit will have a nominated Trip Leader (TL) who is responsible for risk assessing, planning, organising and running the event. There will also in most cases be one or more Trip Assistant (TA).
- 3.7 The DHC will:
- support the Head in the process of approving visits;
 - ensure, as far as possible, they are spread through different age groups and the school year;
 - help staff involved with organising tours;
 - help TLs manage trip administration;
 - keep records of previous trips;
 - ensure information on accidents and/or incidents are passed to the Head.
- 3.8 The Planning Process
- The procedure that TLs must follow is laid out on Firefly as follows:
Class A: <https://wellington.fireflycloud.net/trips/training/reference-section/class-a-trips>
Class B: <https://wellington.fireflycloud.net/trips/training/reference-section/class-b-trips>
Outings: as for Class B Trips but no requirement for specific parental consent
- The Trips area of Firefly (<https://wellington.fireflycloud.net/trips>) contains full guidance on planning trips. It is also the avenue for submitting information and documents.
- The Trip Pack serves two purposes:
- to ensure that the TL and TAs have with them the required information to run the trip, even if the TL is unavailable;
 - to provide the Management Team with on-site details of every trip going out.
- 3.9 Ratios
- Information on ratios is in Appendix 3 Pupil:Staff Ratios.

3.10 Drivers

Where a school minibus is used, the driver must have been checked for competence by the School Motor Transport Department. Other than for short journeys (assessed by the Educational Visits Coordinator) a second competent driver should be present.

3.11 Personal Liability

- The TL and TAs act "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do".
- The School as employer of the TL/TA will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.

3.12 Insurance

- The School holds Travel Insurance with Tour Operator Extension, Public Liability Insurance, and Professional Indemnity Insurance on a 'claim occurred' basis.
- The DHC and / or TL must consult with the Head when planning trips relating to hazardous / adventurous activities for the applicability of school insurance and arrange for an extension where required.
- Travel involving staff using their own cars will be discouraged, unless it is more suitable for the planned activity than school transport. Where this is permitted, the vehicle must be registered with the Wellington School Transport Office.

3.13 Qualifications Register

The DHC will liaise with the Director of Human Resources to ensure that an up-to-date register of all staff outdoor activity qualifications is kept up to date.

The EVC will maintain a register of staff currency on TA and TL training.

The EVC will liaise with the School Health Centre to maintain a register of staff currency on medication dispensing training.

3.14 Safeguarding Assessment of Host Families

For trips involving accommodation with host families abroad, or indeed arrangements involving Wellington School parents as hosts, please see Appendix 2 Hosting Arrangements.

3.15 External Providers and Freelance Instructors

External Providers are organisations or individuals who provide part of all of the trip for the school acting under their own processes, insurance, and risk assessments.

Freelance Instructors are individuals contracted by the school to deliver part of the trip under the school's processes and risk assessments.

TLs are responsible for establishing that Providers and freelance Instructors are suitable to use.

In the case of Providers, they should either hold a LOTC Quality Badge or complete a Provider Statement (available from

<https://wellington.fireflycloud.net/trips/training/reference-section/provider-statement>).

In the case of Freelance Instructors, they should provide copies of their qualifications and public liability insurance. The TL should provide them with copies of our Risk Assessments and any Standard Operating Procedures.

Where appropriate, information such as medical, dietary, learning support, and safeguarding requirements of children and staff should be shared with External Providers and Freelance Instructors.

3.16 Package Travel Regulations 2018

The majority of overnight trips organised by the school will come under the Package Travel Regulations 2018. It is important, therefore, that its rules are followed.

<https://www.legislation.gov.uk/ukxi/2018/634/contents>

3.17 Authorisation to Depart aka Green Light

When the Trip Pack has been signed by TL, EVC, Director of Operations, and another representative of the Management Team, this indicates it is an official school Trip and is thus covered by the School's insurance and has the support of the Senior Leadership Team.

A Trip must not go ahead unless it has this authorisation.

3.18 During the visit or activity

Primary responsibility for the safe conduct of the visit rests with the TL. They have primary responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions, though this does not preclude other staff making appropriate decisions if required. They will liaise with the partner school in the event of difficulties between a pupil and their host family. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc;
- checking that all pupils wear their seat belts;
- checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel;
- ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor);
- setting times for pupils to be in their rooms at night. Conducting checks (using the other staff);
- ask all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups;
- setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups;
- enforcing expected standards of behaviour;
- looking after (or reminding pupils to look after) passports and valuables;
- storing cash, travellers' cheques and tickets in the hotel safe;
- keeping an account of all expenditure;
- recording all accidents and near misses.
- running specific activities commensurate with their experience and, where appropriate, qualification.

3.19 Delayed return

If the return from a visit is significantly delayed, the TL will phone the school office, or the Duty SLT (out of school hours), who will in turn phone all the parents and boarding house staff to alert them to the delay and the revised time of arrival.

3.20 After the trip:

- Securely recycle all Trip Packs as they contain sensitive pupil and staff data. If notes have been made on them that need keeping, ensure these are transferred first.
- Return all school property (together with a report of any lost or damaged property).
- Instruct all pupils to delete their records of the school mobile and of any staff mobiles.
- Remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit.
- Return any unused cash or travellers' cheques to the Finance Office. The pre-paid foreign currency card and the school credit card should be returned together with all related transaction vouchers.
- Produce a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill.
- Complete a Post Trip Report at <https://wellington.fireflycloud.net/trips/forms/post-trip-report>. The EVC will monitor this, and information, if necessary, will be disseminated to the relevant Deputy Head who approved the trip initially. He/she will also ensure that any learning points coming out of the trip are acted upon, including liaising with the School Health Centre and Director of Operations.

4. Incident Standard Operating Procedures (SOPs)

A Visit "Aide Memoire" is available to cover key issues that may arise. It is available here <https://wellington.fireflycloud.net/trips/training/reference-section/visit-aide-memoire> and should be available to all staff on a trip.

4.1 Illness or Minor Accidents (not life-altering)

- If a pupil has a minor accident or becomes ill, the TL, or a TA, will take him/her to the local hospital or clinic after any first aid.
- If the trip is outside the UK, he/she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK.
- The TL will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.

4.2 Serious Illness or Major Accidents

- In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the TL's first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.
- After ensuring that the rest of the group are safe and looked after, the TL will:
 - inform the on-call member of the Management Team of what has happened;

- where the full facts have not yet emerged, they should say so and ensure that follow-up communications are maintained;
 - arrange for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas;
 - a full record should be kept of the incident, the injuries and of the actions taken.
- Where appropriate, the Trips Incident Management Plan will be implemented (see Appendix 1). To this end, it is essential that the Trip Pack contains all pertinent information on the trip.
- Communication with the media must be managed by the Head. The TL will refer the media to the School. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

PART 2 – THE MANAGEMENT OF SCHOOL TRIPS

1. Core Principles

- Staff on trips are acting in loco parentis and their primary responsibility is to keep children safe. This responsibility must take priority over all other considerations.
- In the present climate of litigation and accusation that accompanies incidents on school trips, it is now more important than ever to be pro-active in all areas in which staff professionalism could be liable to challenge.
- At all times while on a school trip, staff should behave in a manner which sets the best possible example to pupils.
- Staff on trips should remember that pupils will form impressions about staff conduct and these impressions may be passed on to parents. The ease with which photographs and films can be shared on social media should not be forgotten by staff taking trips.
- Staff on trips must, at all times, behave in a manner which is consistent with the standard of professional conduct necessary to maintain community confidence in these important educational activities.

2. Responsibilities

a) Responsibilities of Governors

In discharging its responsibilities, The Governing Body will:

- Understand the School's Safeguarding Policy and procedures as they may relate to trips;
- Make itself familiar with the requirements of the appropriate legislation and codes of practice;
- Ensure there is a management structure for educational visits;
- Ensure that there is an effective and enforceable policy for the provision of health and safety on Educational Visits throughout the School, and, that it is implemented;
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and ensure there are effective guidelines and risk management processes in place to enable educational visits and journeys are safe for all participants and leaders.

b) Responsibilities of the Head

The Head has responsibility for the day-to-day development and overall management of educational visits for all staff and pupils. The Head will take all reasonable steps to ensure that the Safeguarding and Health and Safety policies are implemented in relation to school visits. The single most important factor in helping to ensure safety on any visit is the competence of the visit leader. This is the responsibility of the Head, on the advice of the DHC and other senior leaders as necessary.

c) Responsibilities of the Deputy Head (Co-Curricular)

The DHC undertakes to provide

- effective guidelines and risk management to enable Educational Visits to occur while ensuring the safety of both pupils and staff;
- effective guidance to TLs and staff supporting trips which ensures that the reputation of Wellington School in the wider community is upheld;
- a management structure to give support and guidance so that staff feel able and are willing to undertake school visits;
- safe and healthy working practices that take account of appropriate statutory requirements, codes of practice and guidance;
- supervision, training and instruction so that all staff and pupils can undertake school-related activities and visits in a healthy and safe manner;

- ensure adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction and supervision; and
- ensure parents/guardians are informed of the arrangements for all journeys and visits.

The DHC will discuss the suitability of TLs with the Head and Head of Prep as needed.

The DHC will work with the Head of Prep, Deputy Head (Pastoral), Director of Operations and Educational Visits Coordinator, and other senior leaders as needed, in delivering the above.

d) Responsibilities of the Educational Visits Co-ordinator (EVC)

The EVC will be responsible for the day-to-day implementation of the Trips and Educational Visits Policy and will be the designated contact for all staff planning on organising a school trip. The EVC will discuss with the DHC and Director of Operations any queries or concerns they may have around the suitability of TLs.

They will provide training for Trip Leaders and Trip Assistants. They will also make occasional Trip Monitoring visits to inform future training.

e) Responsibilities of the Trip Leader (TL)

The TL will be responsible for planning and leading the trip in line with the processes and guidance in this document and on the Firefly Trips area. If they wish to deviate from relevant industry norms, e.g. DofE Guidance, this must be explicitly agreed by Management in advance. It is the responsibility of the TL to brief TAs and pupils and ensure that all TAs have a signed copy of the Trip Pack. The TL and all TAs on the trip should be able to easily access a Trip Pack should the need arise. At least one hard copy should be taken, though the majority can be electronic.

The TL is responsible for checking that a paper copy of the Trip Pack is lodged in School Reception/WPS Office so the IRT can access it if needed. They must also ensure that the pupil and staff lists are correct as of time of departure.

f) Responsibilities of the Trip Assistants (TAs)

TAs are responsible for helping the TL with the running of the trip, carrying out reasonable roles delegated by the TL. Ideally, they will also be involved in the risk assessment of the trip. Suitably qualified TAs may be considered Subject Matter Experts (SMEs) and can be responsible for particular elements of a trip, e.g. a climbing instructor might plan and lead the climbing component of a multi-activity weekend.

TAs are expected to take initiative in reacting to situations where the TL is not available. This could range from shepherding pupils into groups while the TL is booking into a venue, to taking on running the trip while the TL is ill.

If something about the planning or conduct of the trip concerns a TA, they should raise it with the TL. If still not satisfied, they should contact the EVC.

3. Parental Consent

- Specific consent must be obtained from the parents/guardians of every child before commencement of any Trip. Consent for Outings is covered by the consent given on joining the school.
- For Trips which incur a charge to parents, the cancellation policy must be clearly stated before the parent consents. This policy should cover both the Trip being cancelled by the School or Provider and an Individual pupil pulling out.
- Parents/ guardians must be made aware of 'Pupil Code of Conduct for Trip' (Appendix 4).

4. Pre-trip Meetings

The School's policy is that all overseas trips and trips of 7 days or more in duration must be preceded by a meeting for parents/guardians and pupils and that attendance at this meeting is strongly encouraged. This meeting may take place online using Teams.

For Prep School residentials, a scheduled meeting with parents should take place. This should be done in person and on Teams.

A recording of the meeting should then be shared with those parents who were unable to attend.

The reason for these meetings is to explain in detail what arrangements will be in place for the supervision of pupils at all times during the trip and what expectations there will be of pupils with regard to general co-operation and with regard to specific matters such as smoking and drinking, as well as health and safety issues. It is important that parents are in no doubt at all about what will happen and what rules will apply, that they have the opportunity to question staff and that they have an opportunity to object (and therefore not participate) in advance of the trip.

For shorter domestic trips, sufficient information must be provided to parents/guardians in the trip letter and they should be invited to contact the TL if they have any questions.

5. Supervision Guidelines

TLs should discuss these guidelines with all members of staff who enlist on trips. A TL anticipating any possible exceptions or additions to them should discuss them with the EVC before the trip.

a) During Travel

- Before leaving school, pupils should be split into conveniently sized travel groups, acknowledging staff: pupil ratios (see Appendix 1 to Part A).
- Each adult in charge of each group should have a register of those pupils in their group and this should be checked every time the group either leaves or joins transport – especially if individuals are allowed to go to shops or toilets in airports or on ferries.
- When releasing pupils for shopping or toilets, an optimum safety rule is: 'fewer than three there never will be'.
- When seated on a coach or aircraft, each group leader should know where his/her charges are situated. It would be preferable if they could be sat together, but this may not always be possible.
- Pupils must wear seatbelts when required in aircraft and at all times in motorised vehicles. If seatbelts are unlikely to be available due to local norms in the country being visited, this should be highlighted to parents before they give consent for the trip.
- If the transport looks unexpectedly risky, for example, a tour company changes it at the last minute, the TL should discuss with the other members of staff and carry out a dynamic risk assessment.
- On arriving at a hotel, if it looks to be unexpectedly risky to pupils' safety, for example ground floor rooms were booked but the company changed them to 8th floor, with balconies, the TL should discuss with the other members of staff and carry out a dynamic risk assessment.

b) Whilst engaged in activities

- Members of staff allocated to supervise groups should be contactable at all times, even if supervision is deemed to be 'remote' as in the case of lessons by outside providers or expeditions on final practices or assessments.

- If the activity can be classed as hazardous, such as swimming, qualified staff either from the provider or from Wellington must be in attendance at all times. Pupils who go swimming or take part in a similar activity without supervision will be deemed to have broken the trip's rules and be liable to the full range of sanctions available.
 - Where pupils go swimming within a safe environment such as a hotel swimming pool, a member of staff should be present.
 - Where pupils go swimming in the sea, staff in a ratio of not less than 1:8 should be present and the section of beach must be lifeguard patrolled.
- c) During meals
- Pupils should be supervised by staff during meals either in hotels or when the whole party is eating as a group in a restaurant.
 - If pupils are out as groups, unsupervised by staff, the staff should be contactable by either school mobile phone, or another agreed method communicated to the pupils in advance and know where the pupils are. Once again, 'fewer than three there never should be'.
 - Pupils should be aware of where the staff can be contacted physically, which is in most cases is likely to be an agreed meeting point. When in the hotel during day or evening, pupils should know how staff can be reached.
 - If pupils are allowed 'free time' in the hotel or their rooms during the evening, staff members should be available in the hotel to supervise pupils and deal with emergencies if they arise.
 - Pupils should not be allowed in the rooms of the opposite gender.
 - The only form of moving around the hotel should be by corridors, stairs, lifts and doors. Climbing over balconies, out of windows and other non-standard methods must be expressly forbidden.
 - Pupils' interaction with other residents in the hotel should be monitored to ensure duty of care.
- d) Just before and after lights out.
- At bedtime, pupils should understand the rules laid down concerning staying in their rooms. Normally, once they have been sent to their rooms, they should not come out to visit other rooms unless specific approval has been given or unless the ablutions are communal and situated on the corridor.
 - Room checks should be done with a register. To do this, warning of entering the room must be given and acknowledgement received before entering the room to carry out a head count. Staff are advised, whenever possible, to not let the room door close behind them when doing these checks. Checking the correct pupils are in the room should, wherever possible, be done by a member of staff of the same sex. It would be good practice to have follow up room checks and checks from outside the doors to the rooms until there is quiet from the rooms and then again before staff retire.
 - Should quiet not be achieved in a reasonable time, or there are suspicions that pupils are not going straight to sleep, random room checks should be carried out by a same sex member of staff, including going into the rooms. No room should be entered without giving appropriate warning.
 - Pupils should know who the duty staff members are (two would be an ideal minimum and, whenever possible, a male and female member of staff), where they are roomed and how to contact them.
 - There should be a briefing before the last night, always the highest risk for pupil misbehaviour. Pupils should be reminded about the code of conduct and that any issues arising can and will be addressed on return to school. Sanctions can extend beyond the period of the trip.

e) Security to ensure safeguarding

- Staff should do all they can to ensure pupils' security from strangers.
- Staff should ensure that pupils are not bothered or get unwelcome attention from other groups/individuals.
- Tour reps/coach drivers, or another adult provided by a tour company, may not have a DBS (Disclosure and Barring Service) check. They should not have direct contact with pupils without a member of staff present. If they are staying in the same hotel as the party, particular care should be taken.
- The hotel should have either a night porter or a locked front door at night when pupils are in residence. This should be checked before departure. If this is not the case, reasonable steps need to be taken (secure area or floor, staff sleeping in rooms by the entry points to the accommodation area).

6. Smoking and the consumption of alcohol and/ or drugs by staff

a) Smoking

- Staff should never vape or smoke cigarettes, cigars or a pipe in front of pupils during a school trip.
- Staff should respect all local laws and expectations in relation to smoking when on a school trip.

b) Use of drugs:

The use of any recreational pharmaceutical drugs (including substances referred to as a “legal high”), drugs not prescribed by a medical doctor, or drugs not readily available in a registered pharmacy, is not permitted under any circumstances at any time during a school trip. Any failure to meet these expectations will be viewed as a serious failure of professional duty and will be dealt with in line with the School's disciplinary policies.

c) Consumption of alcohol:

The consumption of alcohol at any time during a School trip is not permitted under any circumstances. Any failure to meet these expectations will be viewed as a serious failure of professional duty and will be dealt with in line with the School's disciplinary policies.

7. Disclosure of Concerns

The safety of our pupils and staff is an individual and collective responsibility. It is incumbent on colleagues to share any concerns they may have about the conduct of anyone on a school trip. In line with the School's Whistleblowing Policy, colleagues should not hesitate to contact the Deputy Head (Pastoral), DHC or Head of Prep if they have queries or concerns about staff conduct or general management of a school trip at any point during or after the trip.

Appendix 1

TRIPS INCIDENT MANAGEMENT PLAN

What follows is a summary of the school's procedures in the event of a serious incident on a trip or visit. Group leaders should be aware of the process and be able to feed into it as required.

1. Introduction

An Incident is defined as:

- a. an event leading to a fatality, serious injury, or circumstances in which a trip member might be at serious physical or emotional risk;
- b. serious life-threatening illness, or an illness threatening serious physical or mental consequences;
- c. any relevant situation where negative press coverage or a legal case may result.

These processes and systems are to be documented as the **Incident Management Plan (IMP)**.

2. Preparation:

An "**Immediate Response Team (IRT)**" is to implement the IMP;

The IRT is to consist of one or more of the following members over the duration of the trip;

Head

Head of WPS

Deputy Head Pastoral

Deputy Head Academic

Deputy Head Co-Curricular

3. Role of the Immediate Response Team (IRT)

- a. Liaison with senior members of the School - Chair of Governors and Head.
- b. To be the official line of communication between a trip and the home base in the event of an incident; TLs to develop policy strongly discouraging any other direct contacts with home (including the use of mobiles, e-mail, satellite phones, etc.); all other members of the trip to be aware that all communication with trips and/or the media is to be solely through the IRT or jointly with the School in the event of any major incident arising.
- c. The IRT will support the TL's field decisions and offer advice and support.
- d. The IRT will handle the UK end of an incident, including
 - i. Communication with trip.
 - ii. Liaison with parents and next of kin of all expedition members and leaders.
 - iii. Liaison with Chair, etc. (as (b) above).
 - iv. Liaison with Treasurer for any financial aspects outside IMP provisions.
 - v. Repatriation arrangements (including reception of returnees, with any necessary counseling).
 - vi. Informing stakeholders as to the decision of continuance or otherwise of the trip.

- vii. Communications with Foreign Office / Embassy / High Commission, travel agent, police, legal advisors, insurers and Health & Safety Executive.
- viii. Communications with media.
- ix. Maintaining a scrupulous incident log, including trip actions.
- x. Post-incident actions (including ongoing contact with affected parents / next of kin).
- xi. Preparing a Post-Incident Report (PIR) and arranging for an inquiry.
- xii. Management of resources for all of the above tasks.

4. Emergency Information

- a. The School Reception will have a copy of the Trip Pack;
- b. The TL and all TAs will have a copy of the Trip Pack. At least one copy will be in hard copy form.
- c. All copies will contain the information listed below;
 - i. Personal details of all participating in trip.
 - ii. Key contacts.
 - iii. Local emergency services and hospitals.
 - iv. FCO assistance number (if overseas).
 - v. Insurers (if overseas).

5. Contact with Next of Kin through the IRT

This contact with the next of kin must be done by a senior figure (Chair of Governors Head, Head of WPS, or a Deputy Head), ideally in person. In the case of a fatality the local police must be involved. This is a stressful interaction and it is recommended that two people from the IRT should attend.

- a) Contact with parents or next of kin should be gained as soon as possible, irrespective of the time of day.
- b) Express deep sorrow of self and other members.
- c) Provide detail of 100% confirmed facts at that time, while avoiding making any judgment, supposition or attributing blame.
- d) Inform them that they will be kept up to date as new facts and details emerge.
- e) Provide IRT contact details; (it is advised that next of kin should have one point of contact only).
- f) Assess need to visit next of kin and / or for next of kin to visit incident area.

The IRT must be prepared to be contacted by the next of kin of all the other members of the expedition, and be in a position to assure such callers that their own sons/daughters (or in the case of leaders, spouses / partners) are safe and being properly cared for, giving assurances that next of kin will be updated with any developments; it would be useful to have a written brief to ensure that all relevant information and facts are communicated.

If the incident becomes public knowledge, then the IRT must attempt to contact all trip members' next of kin with assurances as above, and not necessarily await contact from next of kin.

The IRT must be prepared to provide a full briefing to the relevant authority in the school of those trip members directly involved in the major incident, and to seek support in the counseling of next of kin.

6. Contact with the media

- a) Release regular accurate information to an agreed media list.
- b) Only release written statements approved by a member of the Management Team.
- c) Be prepared to provide a trained spokesperson for media contact.
- d) Ensure that the website and portal is updated daily, or even hourly if necessary.

Appendix 2

HOSTING ARRANGEMENTS

The School supports the use of host families on trips as part of a valuable educational experience. This includes welcoming groups from abroad.

For groups coming to Wellington the procedure for planning host accommodation is as follows:

- Each Wellington host family should identify a single adult with overall responsibility for looking after incoming children for the duration of their stay.
- The school will then undertake DBS checks of this single responsible adult.
- The member of staff responsible for organising the visit should ensure clear information is provided for the adult in charge within each family, including contact details and procedures in case of emergency.

For groups of Wellington pupils going abroad, or to locations within the UK, the group leader should:

- Ensure pupils and hosts are matched in advance.
- Arrange for DBS equivalent checks to be carried out on host families abroad. This can take the form of police checks (easy to arrange in Spain, for example) or another local equivalent.
- Encourage parents to contact the host family in advance.
- Ensure school expectations are made clear to each host family.
- Ensure procedures in emergency, including contact details, are clear.
- Ensure each pupil is contacted daily while on the trip.
- Ensure each pupil has access to a telephone in their host accommodation, ideally their own mobile with a viable signal and working phone charger. A pre-arranged code-phrase for emergencies should be agreed in case the pupil cannot speak freely in front of the host family.

TLs should refer to National Guidance

(<https://oeapng.info/download/1212/?tmstv=1709294269>) during the trip planning.

Please note that if DBS equivalent checks cannot be carried out in advance on host families abroad then alternative accommodation will have to be planned. Pupils cannot be placed with families who have not been checked.

Appendix 3

PUPIL:STAFF RATIOS

The Trip leader (TL) must be a member of staff, who has completed the Trip Leader and the Trip Assistant courses within the last 3 years. Other adults may act as Trip Assistants (TA) providing that they have been approved in advance by the Head, and have completed the Trip Assistant training course within the last 3 years. At least half of the minimum number of adults listed in the ratios below should be members of staff.

The staff:pupil ratio will depend on the ages of the children involved but as a minimum these are:

Early Years Foundation Stage	1:6
Pre-Prep	1:10
Prep Years	1:12 (Domestic) 1:10 (Overseas)
Senior School	1:15 (Domestic) 1:10 (Overseas)

(pupil:instructor ratios for specific activities will be guided by the industry norms – EVC can advise)

There must be a minimum of two adult supervisors on a trip, unless authorised by EVC for very local trips.

For residential trips involving girls and boys, at least one member of staff must be female and one male.

An adult whose children are in the same group is not counted in the ratio; if both parents are on the trip, one parent can count in the ratio.

Parents may occasionally be able to participate in school trips and visits as members rather than supervisors (depending on group size, etc.) but must be fully briefed and covered by the school's insurance. It is the responsibility of the TL to ensure this is the case.

Appendix 4

PUPIL CODE OF CONDUCT

Pupils must remember that they represent Wellington School whenever they are in public. As such, there is an expectation that when on a trip (be it a day trip or a residential) pupils will always be courteous and considerate of other people and will behave in a manner which brings credit to themselves and to Wellington School. Laws, rules and traditions of other schools, regions and countries must be observed at all times.

When on a school trip, pupils agree to:

- Follow the instructions of staff and supervising adults without delay or argument.
- Take responsibility for their actions and do nothing to endanger themselves or others.
- Report all accidents or damage to the group leader or a member of staff.
- Wear school uniform or other suitable clothing as directed by the Trip Leader.
- Show respect and act with courtesy towards others, including the general public.
- Be helpful, co-operative and considerate to others, including the general public.

When on a school trip, pupils agree to not:

- Smoke
- Consume alcohol
- Take illegal substances
- Use inappropriate language
- Leave their group and go off on their own
- Take part in any activity, which has not been authorised by their parents and group leader
- Drop litter or do anything that might damage the environment

When using transport, pupils agree to:

- Stay seated and face forwards.
- Wear seat belts where provided.
- Follow instructions for the safe embarkation and disembarkation from transport.
- Ensure that bags are safely stored and do not block emergency exits.
- Not eat or drink on the transport without the permission of the group leader.
- Clear any litter at the end of the journey.

On a residential trip, pupils agree to

- show consideration for other guests
- observe the rules of whichever establishment they are staying in
- treat property with care and respect
- sleep in the rooms to which they are allocated by members of staff on the trip.
- respect all rules relating to 'wake up', 'bedtime' and 'lights out' as set by the Trip Leader
- hand in mobile 'phones when requested by staff

Private property

- Pupils are responsible for their own property on all trips. Valuables such as mobile phones, computers, iPods, etc. are the responsibility of the pupil and will not be the responsibility of the School. Pupils should not bring items of significant value on trips.

Time-keeping and punctuality (Senior School)

- Pupils on a trip are expected to keep track of time as needed and to arrive at agreed meeting points (e.g. for departures, meetings, rehearsals, fixtures) punctually.

Pupils must be aware that vandalism, disruptive behaviour or conduct which brings the School into disrepute can have serious consequences for themselves, their parents and the School. Parents are required to accept responsibility for any damage or costs incurred by their son/daughter due to their conduct and actions, whether intentional or not. The School reserves the right to return a pupil to their family, or the School in the case of boarders, for poor behaviour, with all associated costs being made the responsibility of the pupil's parents.