GIGGLESWICK
SCHOOL

Educational Visits Policy

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Contents

1 SUPPORTING DOCUMENTS 3
2 TERMINOLGY USED IN THIS POLICY 3
3 AIMS OF THIS POLICY 4
4 RESPONSIBILITIES 4
4.1 THE EVC 4
4.2 THE TRIP LEADER 5
4.2 THE TRIP 2I/C 5
4.3 THE SENIOR LEADERSHIP TEAM (SLT) 5
4.4 PARENTS 6
4.5 PUPILS 6
5 COMMUNICATION WITH PARENTS AND PARENT RESPONSIBILITIES 6
6 CONSENT 7
7 TRIP PLANNING 7
7.1 RISK ASSESSMENTS 7
7.2 LOCATION OF KEY DOCUMENTS 7
8 TYPES OF TRIP 8
8.1 REGULAR DAY TRIPS 8
9 DISABILITY, MEDICAL AND SPECIAL EDUCATIONAL NEEDS 8
10 PUPIL BEHAVIOUR ON TRIPS 9
11 FIRST AID 9
12 DOCUMENTATION AND GDPR 10
13 MOBILE PHONES AND PUPILS' PROPERTY 10
14 EMERGENCY PROCEDURES 10
15 EVALUATION 11

1 SUPPORTING DOCUMENTS

The following related information is referred to in this policy:

- Activity Centres (Young Persons' Safety) Act 1995
- Adventure Activities Licensing Regulations 2004 (SI 2004/1309)
- Department for Education Health and safety: department for education advice on legal duties and powers for local authorities, headteachers, staff and governing bodies (2011)
- Department for Education: Health and safety on educational visits (2018)
- Education (Independent School Standards) (England) Regulations 2014
- Health and Safety at Work etc Act 1974
- Health and Safety Executive's School trips and outdoor learning activities (June 2011)
- Health and Safety of Students on Educational Visits (Department for Education and Skills (DfES) 1998)
- Health and Safety Policy
- Management of Health and Safety at Work Regulations 1999, as amended, made under the 1974 Act
- Safeguarding Policy and Procedures

2 TERMINOLGY USED IN THIS POLICY

Adventurous Activities include but are not restricted to activities such as winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white water rafting, caving, climbing, trekking, water sports or activities in or around water and Cadet and other uniformed activities. An activity may be considered to be adventurous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain or in or near water.

Educational Visit includes but is not restricted to the following activities: off-site visits (i.e. those outside the grounds of Giggleswick School ("the School"), study and cultural visits, Adventurous Activities and expeditions, overseas trips and residential trips. It is not intended to cover sporting activities or physical education.

Educational Visits Co-ordinator (EVC) has overall responsibility for overseeing all Educational Visits undertaken by the School. They will have responsibility for ensuring all School visits are organised in line with current best practice and with School policies.

Employee or **Employees** means anyone who works under a contract of employment at the School.

External Provider means any person or organisation other than the School or an Employee of the School who provides a service and or facilitates an activity under a contract during an Educational Visit. This includes Employees who occasionally provide an activity under contract such as a summer camp.

Licensed Activities means only those activities which are currently licensable under the Activity Centres (Young Persons' Safety) Act 1995 and Adventure Activities Licensing Regulations 2004 (SI 2004/1309) and include caving, climbing, trekking and water sports.

Parents includes one or both parents, a legal guardian, or education guardian.

School Rules include any behaviour code or code of conduct.

Trip Leader means an Employee who has overall responsibility for the supervision and

conduct of the Educational Visit.

Trip 2i/c means an Employee who is designated in support of the Trip Leader with regards any issues relating to pupil discipline, welfare or safeguarding. They will ensure that the Trip Leader is able to run the trip and retain overall supervision for the Educational Visit.

3 AIMS OF THIS POLICY

The School recognises 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.

The School also recognises and accepts that such visits may present challenges to the health and welfare of pupils. Educational Visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands their responsibilities and can participate fully in learning outside of the classroom.

This policy is issued in accordance with the Education (Independent School Standards) (England) Regulations 2014 and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance. Any legislation referred to in this policy is as amended.

This policy has also been drafted in the light of the Health and Safety of Students on Educational Visits (HASPEV) (Department for Education and Skills (DfES), 1998), as supplemented, given that the Education (Independent School Standards) (England) Regulations 2014 require schools to do so.

This policy has also been drafted in accordance with the updated Department for Education (DfE), Health and safety: department for education advice on legal duties and powers for local authorities, headteachers, staff and governing bodies (2011) and the Health and Safety Executive's (HSE) School trips and outdoor learning activities (June 2011).

This policy is applicable to all pupils, including those in EYFS. It is written in accordance with: https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/healthand-safety-on-educational-visits

4 RESPONSIBILITIES

The Headmaster will ensure that Educational Visits comply with regulations and guidelines provided by the Governing Body and the School's own Health and Safety policy. In the Senior School, the Headmaster retains overall responsibility for Educational Visits, but the Head of Co-Curriculum has day-to-day oversight and is the EVC. In the Prep School, the Headmaster has overall responsibility and the Head of Co-Curriculum has day-to-day oversight and is the EVC.

4.1 THE EVC

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 Senior House Staff (SHS) of all letters and information going to parents
- Guiding Trip 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 Trip Leader, on the trip review form including any incident/accident reports and near misses

4.2 THE TRIP LEADER

The **Trip 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 e.g.. 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 Wellbeing 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

4.2 THE TRIP 2I/C

The Trip 2i/c is responsible for:

- Supporting the Trip Leader with behavioural or safeguarding matters concerning pupils and staff
- Communicating with parents, as required
- Assuming the role of Trip Leader should the Trip Leader be taken ill or has to leave the trip for any reason (see Section 4.2 for roles in that eventuality)
- Taking responsibility for investigating any behavioural issues with pupils whilst on the visit
- Liaising with local authorities such as the Police, medical services
  Acting as a chaperone to pupils who have medical issues or are being repatriated (to the point of departure in-country)

4.3 THE SENIOR LEADERSHIP TEAM (SLT)

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

4.4 PARENTS

The Trip Leader will ensure that Parents are given sufficient information in writing and are invited to any briefing sessions (where required and essential if the trip includes any residential element), so that they are able to make an informed decision on whether their child should go on the visit. This might include proposals for alternative activities (plan B) in case, for example, adverse weather conditions prevent the intended activity taking place.

The Trip Leader will also tell the Parents how they can help prepare their child for the Educational Visit by, for example:

- Reinforcing the School's codes of conduct.
- Understanding the clothing and equipment that will be required and ensuring that this is provided/parents are made aware of their obligations to provide equipment.

Parents will be informed of the arrangements for sending a pupil home early in the event of an emergency/breach of the School Rules (including any related costs that would be incurred by the Parents).

Parents will contribute to the success of the visit by:

- Understanding the objectives of the visit;
- Giving clear information where relevant on their child's ability or inability to swim / any other associated activity relevant to the trip (e.g. ski ability);
- Providing clear information on their child's health and any special needs, need for medical attention or medication/ ensuring that any recent changes to their child's medical status are updated through the Wellbeing Centre; and
- Ensuring that they provide up to date contact details.

4.5 PUPILS

The Trip Leader will make it clear to pupils that they must:

- Follow the instructions during the visit.
- Dress and behave sensibly and responsibly, using safety equipment as instructed.
- Pupils should wear School uniform or kit unless permission has been given for other clothing.
- Pupils (and the Parents) must be told to bring clothing that is appropriate to all anticipated temperature and weather conditions. Specialist equipment must be identified separately from clothing.
- If abroad, be sensitive to local codes and customs.
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the Trip Leader, teacher or supervisor about it.

Clear instructions regarding mobile phone use will be provided in accordance with this policy to the Parents and pupils in advance of the visit. Carrying of mobile phones by all pupils is encouraged, though these are carried at pupils' own risk.

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit or withdrawn from a visit which is underway. Pupils with medical or other conditions, disabilities or special educational needs will have their needs taken into account (see Section 10 for information regarding pupil behaviour on trips).

5 COMMUNICATION WITH PARENTS AND PARENT RESPONSIBILITIES

The Trip Leader, in conjunction with the EVC is responsible for ensuring excellent communication with Parents throughout the trip process. This includes:

- Ensuring the information provided to the Parents before pupils sign up to School trips is as accurate and full as possible and that the Parents have a telephone number or email that they can use to request further information
- Ensuring that all staff accompanying the trip have accurate and up to date medical and contact details
- Ensuring that contact details (including emergency contact details in the UK) are provided to all Parents of pupils attending the visit
- Ensuring Parents are fully aware of pick-up, drop-off and other travel arrangements and any changes thereto.

Parents are responsible for making sure that contact and medical details provided for staff during School visits are up to date. Reminders of parental obligations with regard to medical and contact information is made in all trip launch letters.

Parents are responsible for dropping off their pupils at the School for all trips, and meeting them afterwards, unless other arrangements are made in the trip launch letter such as visits requiring independent travel/meeting at a venue.

6 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.

7 TRIP 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 the EVC is on hand to advise.

7.1 RISK ASSESSMENTS

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.

7.2 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

8 TYPES OF TRIP

8.1 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 SHS. Parents are advised to check with House Staff if they are unsure about the arrangements for the trip.

8.2 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.

8.3 RESIDENTIAL TRIPS AND SAFEGUARDING

The School's Safeguarding Policy and Procedures, including any procedures for vetting and assessing the suitability of staff and volunteers, will apply during Educational Visits. If a safeguarding concern is raised about a child during an Educational Visit, it should be reported to the Trip Leader who will pass on the concern to the emergency contact who will liaise with the Designated Safeguarding Lead. If the concern is raised about a member of staff, it should be reported to the Headmaster directly.

Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the Educational Visit will be dealt with appropriately at the time and will be reported to the School's Designated Safeguarding Lead and to the Headmaster immediately.

8.4 HOMESTAY ARRANGEMENTS

Following guidance from the DfE, the School requires DBS checks for all adults residing in the property of families hosting exchange/international pupils in this country. It is not possible for the School to obtain criminality information from the DBS about adults who provide homestays abroad. The School 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.

9 DISABILITY, MEDICAL AND SPECIAL EDUCATIONAL NEEDS

The School will make every effort to ensure that all pupils are able to take a full and active part in Educational Visits and that adjustments are made to ensure they are accessible to all, irrespective of disability, special educational or medical needs, ethnic origin, religion, gender, sexual orientation, etc.

The School will only consider preventing a pupil from attending an Educational Visit as a last resort and will only do so following consultation between the School, the pupil and the Parents and only if the refusal is a proportionate means of achieving a legitimate aim, for

example because of an unacceptable risk to the health and safety of the pupil concerned or others on the Educational Visit.

The School will work with Parents and the pupil to agree a way forward in respect of the proposed Educational Visit and retain a written record of the steps taken and the final decision.

Special needs of any kind will be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate measures will be implemented.

Where relevant, there will be discussions with the Parents and the pupil relating to the management of their needs during the trip/visit and a record will be kept.

10 PUPIL BEHAVIOUR ON TRIPS

During a school trip, normal school rules continue to apply, as does the law of the land (or that of the country in which they are in). Pupils are also expected to abide by other rules established by the Trip leader and other staff accompanying the trip. 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 SLT 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'.

Pupils are made aware that, whilst travelling with a School party, they are representing the School to the wider community. Pupils must not act in such a way as compromises their safety, or that of anyone else, or potentially brings the School into disrepute. Any actions, or planned actions, which contravene these rules, will be treated seriously by the School.

The School reserves the right to cancel a pupil's place on a school trip if there have been serious behaviour problems prior to the trip and the School thinks the pupil(s) on the trip will impact on the safe and smooth running of the trip.

In cases of seriously bad behaviour, repeated misbehaviour, or dangerous conduct, pupils may be returned to the School at their Parents' expense. This decision will be made by the Trip Leader in conjunction with the SLT. Details of repatriation are contained within the trip consent form and will be:

- Arranged by parents and at parents' expense (with support from the School);
- By the most direct means possible; and
- Safeguarded by the School by chaperoning pupils to the appropriate departure point; parents should then arrange for an unaccompanied minor chaperone (if by air) or be prepared to trave out to accompany their child home if necessary.

Any pupils who are being repatriated will not be released from the School's care until there is a clearly communicated plan established and agreed with parents.

11 FIRST AID

Trip Leaders are responsible for ensuring that First Aid equipment is carried on the trip and that up to date medical details and contact details for all pupils are available. The SLT and EVC must be informed immediately of any major incidents that occur during the trip. On return from the visit, the Trip Leader is responsible for reporting any incidents which occurred on the visit to the EVC and relevant SLT member. Where possible, a trained first aider should accompany an Educational Visit, particularly a visit that has a residential element. Trip Leaders can speak to the EVC to organise training for their trip staff.

12 DOCUMENTATION AND GDPR

The Trip Leader is responsible for documentation and to be aware of GDPR breaches. Visit paperwork containing pupil information must be looked after carefully and collected in after the trip and destroyed.

13 MOBILE PHONES AND PUPILS' PROPERTY

Mobile phones can be very useful in emergencies. However, there are reasons why their use by pupils may be restricted on Educational Visits, for example:

- Mobile phones can act as a distraction, preventing pupils from making full use of the educational opportunities offered by the visit;
- Carrying such phones can expose pupils to the risk of mugging and street violence;
- Loss or theft of phones can involve Trip Leaders in time consuming reporting procedures; and
- Homesickness may be made worse by frequent use of mobile phones.

In the event of an incident on an Educational Visit, the Trip Leader has the authority to collect in any communication devices to avoid sensitive information being disseminated through social media/text etc.

Similar rules will apply to all items of personal property including, for example, cameras. Parents are requested not to send pupils on visits with expensive equipment that may attract thieves or be lost or broken. In any event, pupils will be responsible for all items of personal property taken on the visit.

14 EMERGENCY PROCEDURES

The Trip Leader and Trip 2i/c will carry a charged mobile phone at all times and will ensure that an emergency contact at the School has the relevant numbers.

Any Educational Visit which occurs outside of School hours is assigned an emergency contact; usually the EVC or a member of SLT. The emergency contact will be provided with full details of the visit including contact numbers for the Parents. Trip Leaders must keep their emergency contacts informed of substantial changes to the itinerary. The emergency contact is the link between the Trip Leader, SLT and the Parents.

In the case of an emergency, that member of staff is responsible for coordinating the School response.

In an emergency, the Trip Leader will contact the Senior Member of Staff/EVC on Duty (Emergency Contact). If the Trip Leader is unavailable to make this call, another member of Staff on the trip will make the call.

The Emergency Contact will thereafter be responsible for co-ordinating arrangements at School including:

- Contacting the SLT/Headmaster as appropriate.
- Dispatching of additional staff support to the scene of the trip.
- Contacting the Parents of pupils on the School trip and making sure that a dedicated telephone line is made available for the Parents to call if appropriate.
- Providing any additional logistics or support arrangements for the School group (including, for example, alternative transport arrangements).

15 EVALUATION

All Educational Visits should be evaluated, and this is seen as an integral part of the learning outside the classroom experience. Evaluations may also be given to the EVC in person in the trip debrief. Evaluations must be submitted within 28 days of the visit being completed. Trip Leaders are encouraged to include a pupil evaluation. The evaluation should include incidents, accidents, near misses and any problems that can inform staff who may be running the same trip in the future.

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

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

KCSIE 2025
Keeping children safe in education - GOV.UK (www.gov.uk)

EYFS statutory framework
EYFS statutory framework for group and school-based providers