



DEAN CLOSE
**KINGHAM HILL
SCHOOL**
OXFORDSHIRE

POLICY DOCUMENTS

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Person responsible	Deputy Head Co-Curricular
Comments to	Deputy Head Co-Curricular
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Person reviewing/updating document	Deputy Head Co-Curricular
Source/Author of document	Lee Irwin
Implementation of the policy	On-going

1. Introduction

Off-site visits form an important part of the educational provision at Kingham Hill School. This policy ensures that all off-site visits are correctly planned, managed and supervised so that pupils can participate safely and benefit fully from the learning experiences provided. The policy applies to all staff involved in the organisation, approval, and supervision of off-site visits, whether in the UK or abroad, and aligns with the School's Health and Safety Policy, Safeguarding Policy, and the Department for Education's guidance: 'Health and Safety on Educational Visits (2018)'. 'Parent/s' includes one or both of the parents, legal guardians or education guardians.

2. Principles

- Off-site visits enrich the curriculum and are an essential part of our education plan.
- Off-site visits are to be encouraged, and the School will do all it can to facilitate them.
- Any off-site activity must be as safe as reasonably practical, with risks identified and control measures in place.
- Off-site visits during the school day are discouraged and unlikely to be approved for U6 and 5th Form pupils in the Lent and Trinity terms.
- Safeguarding, inclusion, and pupil welfare remain paramount at all times.

3. Types of Visit

The School recognises several categories of off-site visit, each requiring varying levels of planning and approval:

Category	Type of Visit	Evolve Required
1	Sporting fixtures	No
2	Saturday/Sunday boarders' trips	No
3	Recreational/Educational day trips (e.g. study days, field trips)	Yes
4	Overnight/residential trips (e.g. CCF camps, exeats)	Yes
5	Adventurous activities (e.g. DofE, climbing, canoeing)	Yes

6	Overseas academic trips or tours (via tour company)	Yes
7	Overseas adventurous trips (self-led)	Yes

4. Planning and Approval Procedures

All trips in categories 3–7 must be planned and authorised using Evolve. Trips should be entered into the School Calendar before publication. Unscheduled trips must receive authorisation from the Deputy Head (DH). Approval will depend on cover, transport, and staffing availability.

Trip leaders must consider risks and control measures. Generic school risk assessments may suffice, but additional ones are required for higher-risk activities. RA's must be sought from the venue if possible, if not then specific RA's must be written by the group leader. All staff must read relevant risk assessments, and new ones will be added to the central database. The DHCC can advise if written assessments are needed.

Licensed activity providers must hold valid certification under the Adventure Activities Licensing Act 2004. Their licence number should be recorded in Evolve.

Overseas and high-cost residential trips require formal consent from the Head and financial approval by the Bursar via Evolve before communication with parents. Parent communications for residential trips should begin three (ideally four) terms before departure. Trip leaders must ensure passports, GHICs, visas, and foreign currency are arranged in advance.

Trip leaders must appoint a deputy leader and establish a contingency plan. Permission to run a trip may be withdrawn if documentation is incomplete.

5. Responsibilities of Trip Leaders and Staff

- Normal school rules apply on all trips.
- Pupil behaviour should enhance the reputation of the School and ensure safety.
- Trip locations must be researched to ensure suitability and accessibility.
- Trip leaders must ensure adequate first aid cover and check medical information with the Medical Centre.
- All staff should know the Off-Site Trips Guide and emergency procedures.
- Safeguarding issues during trips must be reported immediately to the DSL or Deputy DSL.
- For overseas trips, parents and pupils must sign a behaviour contract acknowledging that repatriation costs will be met by parents.

6. Staffing and Supervision

- Standard staff:pupil ratio is 1:18. Higher ratios may be approved by DHCC or DH.
- Trips over 30 minutes from school must have at least two staff members.
- Residential trips require a minimum of two staff members.
- Mixed-gender trips should ideally include both male and female staff; exceptions must be authorised by the DH and communicated to parents.
- Volunteers must have a valid DBS check before approval.

Staff must maintain professional conduct and refrain from alcohol consumption while supervising pupils.

7. Parental Communication and Consent

Parents must be informed when pupils are off-site, via calendar entries, letters, or newsletters. Written consent is required for overnight, overseas, or higher-risk trips. For residential trips, a co-ordinating instruction letter will detail kit, medical arrangements, pocket money, and contact details.

Personal and medical data must be handled in accordance with GDPR and the School's Data Protection Policy.

8. Pupil Matters

Trip leaders should hold a pre-departure meeting for residential trips and ensure pupils understand conduct expectations and safety requirements. Pupils must wear appropriate clothing and footwear. Reasonable adjustments must be made to ensure SEND pupils can participate safely.

9. Insurance

Trip leaders must confirm adequate insurance with the Bursary before departure. All overseas trips require valid Global Health Insurance Cards (GHICs). Additional travel insurance may be required depending on destination or activity.

10. Conduct During a Trip

Trip leaders must record pupils in iSAMS before departure and take regular headcounts. Pupils must remain in groups of at least three when unsupervised. Staff must not share personal mobile numbers with pupils. A rendezvous point must always be manned. Transport safety checks must be completed prior to departure.

11. Overnight and Residential Trips

Pupils of different sexes must not share sleeping or ablution facilities. Staff accommodation should be close enough to supervise pupils. Pupils should know staff accommodation locations. When staying in public buildings, pupils must be able to lock rooms and not open doors to strangers.

12. Visa and Travel Requirements

Since the UK's exit from the EU, the List of Travellers Scheme no longer applies. Staff must check visa requirements with the relevant consulate early in planning, especially for non-UK/EU/EEA pupils. Trips outside Europe require careful consideration of visa and entry regulations.

13. Emergency Procedures

In the event of a serious incident, staff should ensure safety, contact emergency services, and then inform the School immediately.

School contact: 01608 658999 | Out of hours SMT duty: 07940 276033 | Head: 07814 266917 | Deputy Head: 01608 731883 | Second Deputy: 01608 698964

Provide emergency services with: nature of incident, exact location/time, number and extent of injuries, actions taken, and a contact number.

Do not admit liability or speak to the media. Record all actions and ensure injured pupils are accompanied to hospital. All incidents must be logged and reported to the DHCC upon return.

14. Review and Continuous Improvement

Any substantial changes or incidents during a trip must be noted and reported to the DHCC. Feedback and recommendations for future improvements are encouraged. This policy is reviewed annually, or sooner if legislation or best practice changes.

Policy Link: Critical Incident Plan | Health and Safety Policy | Safeguarding and Child Protection Policy

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