

Culford School
Trips Policy

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1. Introduction

Culford organises a large number of trips that both enrich the curriculum providing cultural, recreational and sports opportunities for pupils and boarders. The health, safety and welfare of all those who take part in a Culford trip is paramount and therefore it is essential that staff understand their obligations when planning and running a trip.

This means, in practice, that staff must ensure supervision of the pupils throughout the journey or visit according to professional standards and common sense; and take reasonable steps to avoid exposing pupils to dangers which are foreseeable and beyond those with which the particular pupils can reasonably be expected to cope.

This policy aims to provide clear guidance for all stakeholders on how to organise a trip, areas to consider in relation

A trip is defined as:

- any trip arranged by or in conjunction with Culford in and out of school terms; and
- any trip arranged where pupils, boarders, employees or volunteers of Culford are in attendance.

Trips can be:

- Day trips
- UK residential trips
- Overseas residential trips
- Sports trips; including pupils attending events both in the UK and overseas or, school fixtures outside the local area
- Travel arrangements for pupils and boarders
- Trips planned by groups of pupils during study leave
- Trips plan in and out of term time by Culford.

1.1 Trip Coordinators

Senior School	Deputy Head Co-curricular	James Yates
Prep School	Head of Sport & Co-curricular Prep	Mark Bolton
Pre Prep	Head of Pre Prep	Victoria Steers
Boarding (weekend trips)	Head of Boarding	Dom Ford

The Trip Coordinators are responsible for authorising trips and ensuring that all trips are arranged and delivered in accordance with this policy. Weekend boarder trips must have the input from both the school trips coordinator and the Head of Boarding.

1.2 Trip Leaders

The person responsible for planning and running the trip. They are responsible for ensuring the trip has been authorised and arranged in accordance with this policy.

Practical arrangements and emergency planning is an essential part of organising and running a trip and the trip leader is responsible for ensuring that all arrangements are in place and parents, pupils and staff are fully briefed.

Trip leaders must discuss and provide full details of the trip with their Coordinator in the first instance before committing to a booking or communicating out to parents.

1.3 Authorisation for trips

Authorisation for trips is usually discussed with senior leadership teams for each school so that trips can be considered in conjunction with the school's overall plans for the academic year. Items such as travel restrictions, exams or other factors may also be discussed before authorisation is given. The Trip Coordinator will confirm if your trip is authorised.

Those arranging a sports tour must contact the relevant national governing body to obtain permission if required.

Trips lasting a week or more should be discussed with the Trip Coordinator at least a year ahead, all other trips at least six months ahead.

Once authorised, it is the trip leader's responsibility to enter the trip to the Calendar.

Any trip not included in the calendar must be drawn to the attention of the trip coordinator and staff at least three weeks before, so that there is an opportunity to highlight problems that the proposed trip might cause. This may lead to permission for the trip being refused. If permission is granted all appropriate paperwork should be processed immediately and authorised; details, including a list of pupils involved, should be emailed to the Trip Coordinator, Head of Compliance, Reception, the person you have designated as the School Emergency Contact, Housemasters/Mistresses and Common Room.

2. Planning a Trip

It is important that staff understand the various aspects of arranging and managing a trip. This section should provide you with the key areas to consider. Annex A has a simple flow chart to show the process. Annex B has a checklist for staff to use. Annex C has more detailed guidance for visa applications.

Trips are described as:

- **Ad Hoc** – small music group to play at lunchtime at retirement home; recce for carol service; trip to the cinema or bowling.
- **Day** - Trip that will commence and return on the same day and are UK based.
- **Period** - Overseas and / or overnight visits.

2.1 Administration

All administration forms, risk assessment templates, transport booking forms, the trip register and supporting documentation can be found in Google Drive/Health and Safety Folder/ Trips.

Once a trip has been approved, trip leaders must add their trip to the trip register and create a trip number. This should be referenced on all your internal paperwork.

Trip leaders should save their trip information so it can be accessed by the trip Coordinator and Head of Compliance into the appropriate folder, for example. *Trips/ Planned trips for 2026-2027/ Autumn/ Senior.*

2.2 Staffing Ratios

Ratios are a risk management and safeguarding issue and must consider:

- the nature and length of the trip;
- activities being undertaken on the trip;

- the age, gender and ability of the pupils;
- pupils behavioural support needs;
- staff have their own children taking part in a trip they are supervising;
- the experience and competency of the staff involved
- contingency planning should a member of staff or pupil become incapacitated

UK trips should have a minimum of **two** supervisors irrespective of the ratios.

International trips should have a minimum of **three** supervisors irrespective of ratios.

Supervision ratios may be increased if an increased risk is highlighted in the risk assessment. This could be:

- minimal experience of those supervising the trip
- pupils with medical needs that need to be managed
- staff with medical needs that need to be considered
- pupils or staff with disabilities that need to be considered
- behaviour considerations of pupils on the trip

This will be at the discretion of the relevant trip coordinator.

On residential trips where there is a mixed gender group there must be a male and female member of staff. Residential trips where the pupils are all the same gender, must have at least one staff member of the same gender.

On day trips, it is best practice to follow the same rules as the residential trip, however this may not always be practical and should not stop the trip from proceeding.

Carefully selected parents or volunteers, who are well known to Culford and the pupil group, may be used to supplement the adult: pupil ratio. All volunteers are required by law to have a DSB check, regardless of whether they are supervised or not. They should fully understand their role and have appropriate safer recruitment checks and training.

Pupils, including those aged over 18 years must not be left in charge of supervising their peers or used as part of supervision ratios. Pupils must be grouped in similar age groups when arranging sleeping accommodation for overnight trips. Those aged 18 years and over should have separate room to those under 18 years.

Minimum supervision ratios are as follows:

Whole School (excluding EYFS)		
Trip Type	**Ratio**	**Male & Female supervisor required with mixed gender groups**
Residential Trips	1:10	Yes
Day Trips	1:18	Where possible

2.3 EYFS Ratios

The Early Years and Foundation Stage Statutory Framework sets out specific legal requirements for minimum ratios in this age group, which apply to any trips or outings.

Children must be in sight and hearing of staff when on trips and outings and when eating. All Culford EYFS staff will be paediatric first aid trained and therefore minimum requirements will always be exceeded.

Age	Ratio	Comments
Under 2	1:3	● There must be at least one member of staff for every three children. ● At least one member of staff must hold an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status and be suitably experienced in working with children under two. ● At least half of all other staff must hold an approved level 2 qualification. ● At least half of all staff must have received training that specifically addresses the care of babies. ● Where there is a room for under two-year-olds, the member of staff in charge of that room must, in the judgement of the provider, have suitable experience of working with under twos. ● No more than 50% of staff included in the ratios at level 3 at a particular premises can be included on the basis of experience-based route status at any one time. The remaining 50% or more of those included in the staff: child ratios at level 3 must have an approved level 3 qualification or higher.
Aged 2	1:5	● at least one member of staff must hold an approved level 3 qualification ● at least half of all other staff must hold an

		approved level 2 qualification
Aged 3+ Culford Nursery only Where Qualified Teacher Status, Early Years Professional Status, or Early Years Teacher Status is not working directly with children Where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status is working directly with children	1:8 1:13	• At least one member of staff must hold an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status. • At least half of all other staff must hold an approved level 2 qualification

2.4 Accessibility

Staff must consider trips in relation to any pupils with disabilities. Accessibility when arranging transport, accommodation, venues to support pupils accessing the school curriculum.

2.5 Communication with Parents and Parental Consent

Parental consent must be sought for the following:

- Overseas trips
- Overnight trips
- Any trips involving swimming or water-based activities.
- Hazardous or high risk activities such as skiing, mountain biking, climbing etc.
- Where a trip costs over £50

Consent forms must be sent electronically via the school parent communication system, through the school office to parents and must be returned before the pupil's place is confirmed. No pupil can undertake a school trip where consent has not been returned.

Consent is not needed where the cost of trips is relatively low and the trip does not involve any high risk activities. Many day trips will fall into this category and trip leaders should write to parents to provide details of the trip and allow parents the option to withdraw their child from the trip.

Consent form information must be checked by the trip leaders as details around medical, wellbeing and learning support will be detailed by parents. Trip leaders will need to discuss these areas with the Health Centre Team , Tutors and DSL and Head of Compliance where applicable.

The letter communicating the trip to parents must be approved by the trip coordinator before sending via the school mail system. Letters will be sent by the sports department or the admin office in each school and follow the protocol below:

- standard letter templates for trips must be used and are available in the trip folder on Google Drive. This ensures all the necessary information is communicated to parents.

- electronic consent forms, where applicable, will be embedded into the body of the email. This will enable the data from the consent forms to be captured into a spreadsheet that can be used during the trip.
- any insurance information will be added to the letter

Such details should specify the purpose, destination and location of the visit; the programme; relevant dates and times; travel and accommodation; standards of behaviour expected of pupils; what electronic devices can and cannot be brought on the trip; special clothing required; staffing; insurance cover; travel vaccinations and VISA requirement where applicable; telephone numbers; emergency procedures for contacting parents and the cost of the trip along with any payment schedules.

Trips outside the UK should detail passport and visa entry requirements for British passport holders. International pupils may need different communication as they may need additional travel visas that attract further costs to the trip.

For residential trips a meeting must be arranged to cover relevant issues and to give parents the opportunity to ask questions.

For pupils with medical needs or where medication will need to be managed during the trip, a letter and consent form must go to parents once places have been confirmed. Letter templates and consent forms can be found in the trips folder.

2.6 Communication to Staff and Safety Briefings

The trip organiser/leader should be confident that all staff taking part in the trip are fully prepared in advance. In the event the trip leader becomes incapacitated, other staff will need to ensure that pupils and staff on the trip are safe.

All staff should have an understanding of this policy including the code of conduct, first aid and medicine management, supervision requirements, emergency response, safeguarding and safety requirements.

All staff must also be aware that when any member of staff or pupil requires hospital treatment after becoming unwell or injured, this must be reported to the Head in a timely manner.

2.7 Safety Briefings

All staff attending the trip must be briefed on the trip's risk assessment, their responsibilities and the first aid arrangements for the trip.

The safety briefing must take place before leaving the site. For larger trips, the briefing can be in advance of the day where specialist training may be required for staff, e.g. head injury training for the ski trip or a sports tour, followed by a on the day briefing before pupils arrive.

For day trips, staff must meet on the day before pupils arrive, to ensure all staff are fully briefed and confident in their roles during the trip. Staff must be aware of each individual with medical needs of the pupils they are supervising, can recognise them and confirm the medications for the trip are present.

All staff must be aware of who the school contact for the tips is, the emergency response procedures and when to notify the Head in the event of a serious injury, incident or any staff or pupil taken to hospital.

2.8 Insurance

The School has robust trip insurance that should cover most trips. Always check with the Head of Compliance about insurance cover where the trip is with a new provider, the trip is new to the School or the trip is a higher risk activity. There may be additional requirements from the insurance company to cover the trip that need to be agreed before booking.

For higher risk trips and where the travel companies offer, it may be beneficial for trip organisers to purchase the insurance as part of the trip package. Trips organisers should not book additional insurance without first speaking to the Head of Compliance.

Insurance cover information must be shared with parents for overseas trips, ideally included with the consent letter.

Culford's travel insurance policy and insurers contact information can be found in the Trips Folder located in the Health and Safety Folder in Google Drive and trip organiser/leaders must ensure they have this information at all-times throughout the trip. The insurance company must be contacted as soon as access to the insurance cover is needed, particularly around medical care outside the UK. You must get confirmation from the insurers that the medical tests, treatments, accommodation or equipment is covered.

The Trip Coordinator should contact the Head of Compliance on their return with details of the events if they have accessed any insurance provision during the trip.

2.9 Finance and Billing

1. For Prep and Pre Prep - Trip leaders should arrange a meeting with the Head of Finance before booking a trip, so as to manage the financial aspects of the trip. For Senior school, trip leaders should discuss with the Deputy Head (Co--curricular)
2. Billing@culford.co.uk should be notified before communication goes out to parents with details of the trip, costs, billing requirements, estimated number of pupils and a contact name for any queries.
3. Deposits should be collected before any cancellation deadlines and full amounts should be collected before the trip departs.
4. Communication to parents should be explicit in how they are to be billed. Parents should only pay for the trip in response to a Culford Invoice. They must not send deposits or the full amount to the finance department outside of payment for their monthly bills.
5. To bill parents for trips, staff should email a charge sheet to billing@culford.co.uk together with details of the event, costs, and a contact name for any queries. Trips can be billed monthly to parents who can pay termly; therefore billing should be a term or more in advance of the trip where possible.

Trips billed to pupils are expected to break even; deficits may be recovered from department or house budgets as appropriate. Small surpluses will be held to offset future losses. Significant surpluses should be avoided and will be reimbursed to parents.

Trips are non-refundable once parents have signed up unless the trip does not go ahead for any reason or a suitable replacement can be found.

2.10 Transport

Road vehicles

All coaches, minibuses and people carriers must be booked via the Sports Centre. The school uses a vetted coach company and operates its own passenger vehicle fleet.

Where trips are booked through a tour operator and transport is part of the package, trip organisers must get confirmation from the tour operator that the third party transport company has been vetted to ensure high standards for vehicles and the drivers are met.

An approved driver must be used for Culford vehicles and the Passenger Vehicles Handbook must be adhered to, including how to report and get assistance in the event of a vehicle accident.

There should be a minimum of two adults in a vehicle transporting pupils and pupils should remain seated in the rear of the vehicle. Consideration must also be taken when driving long distances. You may need to plan for a relief driver.

If traveling outside the UK, please check that the school vehicles are legal to drive. For example, our minibuses are not legal in France as they are not fitted with tachographs, however a people carrier would be. If you are unsure, contact the Head of Compliance for further guidance.

Where the use of a colleague's own car is required for a trip, this must be discussed in the first instance with the Trip Coordinator and the Head of Compliance to ensure safeguarding, insurance and health and safety requirements are met. Parental permission will always be required for this type of transport. This type of transport is only approved in exceptional circumstances and is not the norm.

Where additional vehicles are hired through the CCF, such as transit vans confirmation of insurance requirements will need to be provided.

3. Arrangements

3.1 Legal obligations and standards of care while in the UK

Staff involved in school trips should be fully aware of the standards of care demanded of them by the law. Such standards are those which, from an objective point of view, can reasonably be expected from staff generally applying skill and awareness of children's problems, needs and susceptibilities. The law expects that a teacher will do that which a parent with care and concern for the safety and welfare of his or her own child would do, bearing in mind that being responsible for up to twenty pupils can be very different from looking after a family. The legal duty of care expected of an individual teacher is, therefore, that which a caring teaching profession would in any case expect of itself.

3.2 Legal obligations and standards of care outside the UK

Trip leaders should contact the embassy or tourist office of the country or countries concerned to check how the law of those countries may differ from that of the UK. Some countries have expectations of adults supervising children and young people which may differ from those in the UK. It is very important to build this consideration into planning and indeed even into whether the visit should go ahead.

Particular attention is needed with regard to foreign laws on hazardous activities. For example, skiing can attract heavy legal penalties both for the skier and for any adult supervisor if laws are not followed. Advice should be obtained on the safety approval regimes governing any activity centres you intend to

visit abroad and the regulations governing safety of accommodation. Only centres and residential facilities satisfying these local standards should be used.

3.3 Supervision of Pupils

Trip leaders must decide if pupils are allowed to be unsupervised at any point during the trip and should take into consideration if the pupils in each group are responsible enough to adhere to the school rules.

- Pupils should be in groups of four or more unless with an adult and must obey all school rules, especially those pertaining to good conduct in public places and no alcohol and smoking;
- Check ins with the trip leader are required at least every two hours as a minimum either in person or by mobile phone as agreed;
- Every unsupervised group should have the trip Leader's mobile phone number on them and a mobile phone of their own to use;
- They should also have clear instructions on where to rendezvous and at what time. At each rendezvous the adult responsible must see each individual pupil. If a pupil cannot make a rendezvous and is unable to make contact with the trip leader by telephone, one pupil can remain with him or her whilst two others return to meet the trip leader and get help.
- Pupils below the Sixth Form should only be allowed out at night when accompanied by adults.
- **Sixth form** pupils should be in groups of four or more and should only be allowed out unaccompanied in the evenings where the party leader judges it safe, and they must strictly obey any restrictions placed upon them. Such groups must adhere to the curfew time set, which in any case should never be later than midnight.
- Pupils returning from evening outings should be individually accounted for by the adult responsible. The word of a pupil must never be taken for another pupil's safe return.
- Pupils disobeying any of the above rules, or who endanger either their own or anyone else's safety or the safe running of the trip by way of their behaviour, whether such behaviour breaks these rules or not, will be subject to disciplinary sanctions dependant on the circumstances, which may include being sent home immediately.

3.4 Supervising teachers and their own children

Staff supervising a trip may consider whether to take their own children on the trip if they are members of the school and in the correct age group for the trip. When a member of staff takes children on a School trip a duty of care is owed to the whole group. If staff take their own children on such a trip there may be a conflict between that and acting as a parent. This should be considered in the risk assessment. If possible, the leader of the trip should seek to enhance the staff: pupil ratio. A member of staff accompanied by his or her child or children should not normally assume a role in charge, or as second in charge of the trip. If possible staff should travel separately from their own children and not take direct charge of them. Staff children who are not members of the school or not among the relevant pupil group should not normally be taken. Staff intending to take their own children on a trip must seek permission on each occasion from the trip coordinator. The overall risk inherent in the trip will be considered by the trip coordinator before permission is granted.

3.5 Sports Trips

Culford follows the guidance of NSPCC's Child Protection in Sport Unit in regards to trips and travel which includes checking governing body guidelines. Regardless of the overall ratios, a minimum of two supervisors should be present.

Residential sports tours using host families should be for pupils in the Sixth Form only and pupils should be placed in pairs.

Tournaments that are booked as out of school activities can be supported by Culford Sports Coaches as long as a thorough risk assessment has been undertaken and it has been approved by the Deputy Head Co-curricular and the Deputy Head (Pastoral and Boarding). Coaches, Tutors and Housemasters/Mistresses must not assume it is the norm and give permission without following this process. Tournaments are pupil, staff and venue specific, safeguarding and health and safety risks will be as part of the risk assessment.

Sports tours are usually booked through a quality tour operator that specialises in school sports tours. They must provide assurances that any activities they provide as part of the trip package are assured with The School Travel Forum.

3.6 Duke of Edinburgh Awards (DofE)

The School uses an approved provider to deliver all DofE expeditions. Pupils participating in the DofE will be trained and equipped for extended periods of limited supervision; this includes emergency procedures and first aid. Groups may be issued trackers for expeditions to aid remote or close supervision. Although unsupervised periods during daylight hours are planned whilst out on expeditions, these may be extended due to unforeseen circumstances such as poor weather or navigational errors.

D of E Award Level	Minimum number of participants in group	Maximum planned number of hours remote supervision
Bronze	4	6 hours
Silver	4	7 hours
Gold	4	8 hours

3.7 Safety

In the event of an adverse occurrence, such as weather or disruption to travel, the trip organiser, in discussion with the trip coordinator, must be prepared to cancel or rearrange the trip to ensure that pupils and staff are not placed in any unnecessary danger.

Part of trip planning includes using reputable venues, accommodation and third party contractors that take the safety of their customers seriously. It is essential that at a venue or accommodation, Culford staff are familiar with the emergency procedures, where the quickest exit routes are, who will have responsibility for sweeping rooms, where the assembly points are and how they will confirm everyone is accounted for.

Staff should use the PROTECT principles of Run, Hid , Tell to keep pupils safe.

Trips abroad can have extra risks and need a higher level of risk assessment.

Schools should make sure any organisation that is providing activities holds the LOtC Quality badge or similar local accreditation.

If the trip includes significant risks, such as challenging terrain, going to remote places or extreme climates, follow the guide to the British Standard for adventurous activities outside the United Kingdom as the basis for the planning and risk assessment. Organisations employed by the school should follow this too. If they have the LOtC Quality Badge, then they follow this standard.

Schools should consider the Foreign and Commonwealth Office's detailed guidance on safer adventure travel and volunteering overseas and foreign travel advice when organising visits abroad.

3.8 Host Families Abroad

It is not possible for schools to obtain criminality information from the DBS about adults who provide homestays abroad. Schools should liaise with partner schools abroad to establish a shared understanding of an agreement to the arrangements in place for the visit. They should use their professional judgement to satisfy themselves that the arrangements are appropriate and sufficient to effectively safeguard every child who will take part in the exchange. Parents should be aware of the agreed arrangement. Schools are also free to decide whether they consider it necessary to contact the relevant foreign embassy or High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay outside of the UK.

Pupils should understand who to contact during a homestay should an emergency occur, or a situation arise which makes them feel uncomfortable.

4. Emergency Planning

Contingency plans for emergencies must be part of the planning process. Trip leaders must have a named school contact in place to support them in the event of an emergency. The School contact is usually a member of the Senior Leadership Team. The trip leaders must ensure they have asked the relevant member of the SMT before the trip to ensure they are able to act as the School contact.

All overseas trips should, where possible, have a member of staff or a pupil who is able to speak the language of that country and can act as an interpreter in an emergency.

In the event of an emergency, plans should ensure that all staff and pupils are safe from further danger and that all necessary steps have been taken to provide rescue, medical care and hospitalisation of anyone who is injured or missing. If abroad, procedures given under medical insurance must be followed. In case of a fatality or crime, the police must be notified.

The emergency contact at Culford must be notified immediately. Staff should give details of their location, what exactly has happened to whom and what has been done so far. The emergency contact will contact the Head and other relevant staff. Arrangements for parents and others to be informed will commence.

Trip leaders and staff should follow the school emergency procedures by not engaging with the media. The school contact will notify the Head should media communication be necessary.

4.1 Accident Reporting

Staff must make careful notes about the accident/incident and record them using the Smartlog online portal as soon as it can be accessed. Details should include:

- names of those involved or injured
- extent of injuries , if known
- what led up to the incident
- who was supervising
- what instructions were given
- any third parties involved and
- other relevant details
- photos or videos of the incident that may be useful. This is often easier when trying to explain an incident.

If possible, pupils should not contact home until contact has been made with Culford. Staff must refer any press or media queries to the Head.

All staff must be aware of who the school contact for the trips is, the emergency response procedures and when to notify the Head in the event of a serious injury, incident or any staff or pupil taken to hospital.

4.2 First Aid Arrangements

All trips must have at least one member of staff first aid trained. For EYFS at least one member of staff must have paediatric first aid.

Trip leaders should send their trip list to the Health Centre Team, who will prepare a dedicated first aid kit for the trip to meet the needs of those travelling. There should be a minimum of one qualified first aider on the trip and a paediatric first aider for Early Years trips.

All accompanying teachers should be aware of emergency procedures, including how to contact emergency services, and have a list of pupils, contact numbers and medical information. An accident report must be completed via the Smartlog portal as soon as possible.

Each trip should have a member of staff responsible for overseeing any first aid and medical care that may be needed for the group. This person does not need to deliver all the first aid or medical care; this person will be responsible for ensuring that first aid and medical needs can be met during the trip.

Trip lists will highlight any pupils with medical issues; however, it is not enough to generate the list and request a first aid kit where there are more serious medical conditions to be considered, such as diabetes, epilepsy, anaphylaxis, eating disorders, self-harm or mental health conditions.

During planning stages and when drafting the risk assessment, trip leaders will need to consider overnight care, activities that may not be compatible with a medical issue or the frequency of medical care needed. A dedicated care plan may need to be in place for the trip for more complex issues.

A meeting to discuss these pupils and any training requirements for the staff attending the trip should be arranged with the Health Centre Team, who will be able to support you with this.

4.3 Medicine Management

Staff supervising excursions should be aware of all the pupils' medical needs and know about the medicines they are taking.

All medicine administered must be in accordance with the school's OCM policy, Prescribed Medicine Policy and Controlled Drug policy.

Over the Counter Medicines

The staff will collect a 'school trip first aid kit' from the Health Centre to take on the trip. This kit will routinely contain a basic supply of 'over the counter medicines' (OCM). It may contain other medicines depending on the medical needs of the pupils on the trip, e.g. antihistamines, spare Epi-Pens, glucose tablets, and spare emergency inhaler.

Consent from parents for staff to give OCM's is obtained at the point of pupil admission to the school on the school medical form

Documentation of OCM's given:
Record the pupil's name, drug name, dosage and reason for giving in the Medicine Administration Record (MAR) kept in the school trip first aid kit.

Prescribed Medicine

On a school trip, prescribed medication will be managed under the following arrangements

- Each school trip should have a designated member of staff responsible for medicines, first aid and medical matters. The member of staff will liaise directly with parents of pupils with health conditions and on medication as part of the trip planning
- Prior to the trip, parents should give written permission for staff to give the medication in accordance with the prescribing instructions. This consent form is included in the teacher's school trip pack.
- Prescribed medication must be handed over by the parent to the staff member designated in charge of first aid and medicines.
- The prescribed medicine must be in the original container with the prescribing label on it. The container should only contain the amount of medication required for the duration of the trip
- On receipt of the medication from the parents, the designated staff member will cross check the exact amount of tablets and record this on the yellow prescribed medicine card (the prescribed medicine form is included in the teacher trip pack). This designated member of staff will maintain management of the medicine and record its administration on the prescribed medicine form
- The designated member of staff will hand over to the parent any medication remaining at the end of the trip
- Prescribed medicine forms should be handed into the Health Centre at the end of the trip

Controlled drugs

Controlled drugs such as methylphenidate, commonly prescribed to manage ADD and ADHD come under strict legal governance and must be managed differently from normal prescribed medicines or 'over the counter medicines' or there are currently no guidelines from the government on how schools should manage controlled drugs on school trips. However, it seems prudent to, as far as possible, replicate the standard CD guidance given for residential settings.
For a school trip, this means:

- Prior to the trip, parents should give written permission to staff to give the medication in accordance with the prescribing instructions. The form for this is included in the teacher's school trip pack.
- Some airlines require written evidence from the prescribing doctor for medication to be transported. The trip leader should proactively enquire about any requirements and ensure they are put in place
- The prescribed medication must be handed over by the parent to the staff member designated in charge of first aid and medicines. The member of staff must keep the controlled drug safe while in transit and on arrival at the destination, lock the controlled drug is safe or lockable drawer
- The prescribed medicine must be in the original container with the prescribing label on it. The container should only contain the amount of medication required for the duration of the trip
- On receipt of the medication from parents, the designated staff member will cross check the exact amount of tablets with a 2nd member of staff and document it on the prescribed medicine card, the 2nd member of staff will countersign the prescribed medicine form.
- The designated staff member will remain in charge of the controlled drug for the duration of the trip
- The staff member will record the medication given on the prescribed medicine form with the 2nd member of staff witnessing and countersigning the administration process

- The designated member of staff will hand over to the parent any medication remaining at the end of the trip
- Prescribed medicine forms should be handed into the Health Centre at the end of the trip

Emergency medicines

As part of pre-trip planning, the trip leader should liaise with the Health Centre staff regarding the medical needs of the pupils on the trip. Spare emergency medicines for pupils diagnosed with Asthma, Anaphylaxis, Diabetes and Epilepsy will be included in the trip first aid kit.

5. Risk Assessment

A risk assessment must be carried out for each trip. It is important to strike the right balance between protecting pupils and staff from risk and allowing them to learn from school trips.

Trip leaders should focus on managing real risks when planning trips and assessing risk. Risk can be identified through previous experience, talking to other staff who may have run similar trips.

The trip organiser/leader is required to write a risk assessment for their trip. This must be amended to be unique to your trip, covering both health, safety and safeguarding risks. These should include travel, activities, equipment, venue, first aid and emergencies. The correct ratios for that particular trip must be evident in the risk assessment, and the Compliance Office is available for any queries you may have about your risk assessment.

Visits to local venues such as bowling, the cinema or shopping may not need a separate risk assessment for each visit where one already exists and is up to date. However, risk assessment is not just about the destination but also the people taking part, changes to an existing risk assessment might be needed for different groups of pupils with different needs across a period of time.

Staff participating in the trip should understand their roles and be competent to take part in the trip. Copies of the risk assessment should be given to all staff so that everyone can be clear about the nature and level of risk management required for each individual trip and how to respond in an emergency.

5.1 Third Party Risk Assessments and Liability Insurance

Before booking a visit, the group leader must obtain a written or documentary assurance that providers such as tour operators, venues or accommodation providers have themselves assessed the risks and have appropriate safety measures in place. A copy of their public liability insurance will also be required.

Reputable companies will often have their risk assessments and liability insurance available to you either on their website or upon request.

5.2 Adventure Activities License

Trip leaders will need to ensure that providers of UK based activities that are higher risk have an Adventure Activities License. The licence supports that the activity provider follows good safety management practices. Particularly for those under 18 years of age.

Overseas Adventure activities do not have to be licensed, trip leaders should satisfy themselves with the safety of these activities by requesting risk assessments and insurance from the provider.

For more information https://www.hse.gov.uk/aala/index.htm

Climbing	Watersports	Trekking	Caving
▪ Rock climbing ▪ Abseiling ▪ Ice climbing ▪ Gorge walking ▪ Ghyll scrambling ▪ Sea level traversing	▪ Canoeing ▪ Kayaking ▪ Dragon boating ▪ Wave skiing ▪ White-water rafting ▪ Improvised rafting ▪ Sailing ▪ Sailboarding ▪ Windsurfing	▪ Hill walking ▪ Mountaineering ▪ Fell running ▪ Orienteering ▪ Pony trekking ▪ Off-road cycling ▪ Off-piste skiing	▪ Caving ▪ Pot-holing ▪ Mine exploration

5.3 Tour Operators and the School Travel Forum

Before appointing a tour operator, the school would prefer that they are members of the School Travel Forum (STF). Tour operators will be accredited with the LOtC Quality Badge by the STF meaning that they are assessed each year by an Independent auditor with regards to safe management practices and gives the school confidence that they will provide a well planned trip with safe activities.

Trip leaders will need to check the register to see if the tour operator is accredited. In the event that the tour operator is not accredited with the LoTC Quality Badge, Trip Leaders will need for request and check the individual activity providers risk assessments and insurance cover, whilst being mindful that countries outside the UK are not required to be accredited by a third party organisation and therefore health and safety may not be to the required standard or the school may be unable to accept the risk of the activity.

6. Traveling Outside the UK for School Trips

For overseas trips where there is no local knowledge, the organiser must use an accredited tour company or conduct a familiarisation trip. When using an accredited tour company, parents must be made fully aware of the company's cancellation policy.

For exchanges, the trip leader should liaise with partner schools abroad, to establish a shared understanding of, and agreement to the arrangements in place for the visit. They should use their professional judgement to satisfy themselves that the arrangements are appropriate and sufficient to safeguard effectively every child who will take part in the exchange. Parents should be aware of the agreed arrangements. The trip leader should have a list of pupils and their host families with contact details. Pupils must have easy contact access with the trip leader throughout the trip.

6.2 Visa and Entry Requirements

Trip leaders need to make themselves familiar with the entry requirements for British and International pupils and staff when travelling outside the UK.

The British Council has up to date signposting for trip leaders on what to consider when traveling to other countries.

For international students, parents will need to check with their own countries' guidance in relation to the country their child is traveling to.

Parents are responsible for ensuring their child has the correct visa and entry requirements for the trip and in good time. This must be clearly communicated to parents in any trip letters from the school signposting then where appropriate.

6.3 Vaccination Requirements

Parents are responsible for checking which travel vaccines their child needs for travel, with a travel clinic that can provide clinical advice, this applies to both day pupils and boarders and must be communicated to parents well in advance of the trip

Day pupils - parents should check what their child needs and arrange for the vaccines to be given outside school.

Boarders - parents should check what their child needs and then email the Health Centre requesting arrangements for those particular vaccines.

6.4 VISA

Culford has many boarders and pupils studying at the school who do not hold a British or European Passport. Some Boarders will be traveling to the UK on a Student Visa sponsored by Culford. Trip leaders must check entry requirements for any pupil and staff with such passports or visas where trips are outside the UK as additional travel visas may be required.

The process for gaining the correct Visa must be started as soon as you are able as it can take many months for the visa to be approved.

The administration burden for applying for a visa is extensive and parents will have to pay the additional fees for the visa application. This can be hundreds of pounds and must be factored into the cost of the trip for international pupils. You may need to communicate this on an individual basis to parents who would be affected.

Pupils and boarders may need to be escorted to the appropriate Embassy or High Commission to complete the process in advance of the trip and trip leaders should liaise with parents and HsMs.

Annex C has guidance for trip leaders to follow on how to begin the process.

A list of ways in which to explore options for contacting overseas offices by country can be found on **GOV.UK**.

7. Communication Devices

Mobile phones

It is important that trip leaders consider whether the use of mobile phones are allowed for pupils as part of the trip risk assessment. Mobile phones must not disrupt the educational experience when pupils are on a school trip but there may be times where it is appropriate for pupils to have a mobile phone, either during the trip or during travel times.

A museum may require an app download to a smart phone. Older pupils may be allowed to go off in groups for a period of time to explore the location using their phone as a communication tool

Parents and pupils must have clear direction before the trip on the rules around mobile phones on the trip. This includes around the use of phones overnight and residential trips;

- Pupils phones should be collected by staff before bedtime by the trip leader.
  If a trip leader would like pupils below 6th form age to have their phones overnight, trip leaders should discuss their rationale with the DSL and Deputy Head Pastoral, or the Head for Co-curricular for Prep School trips. Trip leaders should be mindful that allowing pupils access to their phone overnight can result in poor sleep and may result in pupils behaving inappropriately online, creating a safeguarding concern.

- Mobile phones are never allowed on EYFS trips for pupils, and staff must use a school device for communication and emergencies.

Wearables

The school strictly prohibits the use of smart glasses in school, or any wearable device including on school trips. Any smart glasses or wearables that are brought on a school trip will be confiscated and returned when the trip ends.

Parents must inform trip leaders of any watches with camera or messaging functions. These may be collected in overnight on residential trips to facilitate healthy sleep and safeguard other pupils.

Air tags

The school prohibits the use of tracking devices such as air tags by parents in school or on school trips to track their children's location. There is a potential for misuse and tracking devices can be misused, revealing sensitive information, particularly where protection plans or court orders may be in place for a child.

8. Trip Reviews

Depending on the size and scope of the trip, staff and pupils may be asked to complete a trip evaluation form. The form aims to support staff to provide feedback that is honest, direct and with the intention of helping the school to improve trips.

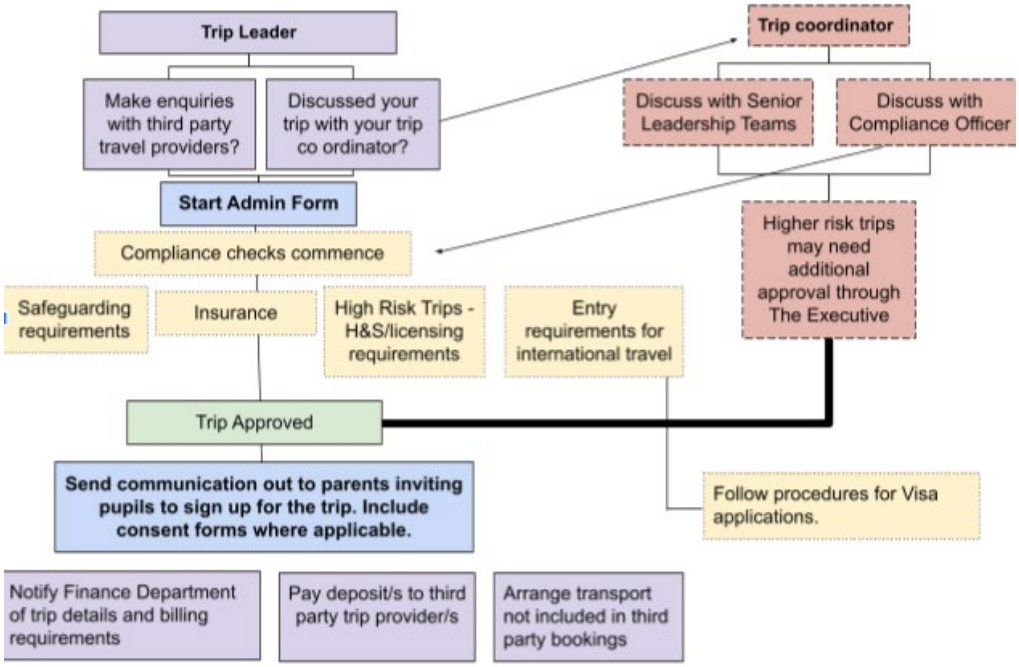
In the event of a significant incident, will ensure that staff and pupils are provided with the right support in a timely manner. This may include individual or group access to counselling services or additional pastoral support in school.

In the event of a significant incident, a second form may be sent out for the same trip after a period of time to allow staff to reflect again on the trip once they have had time to process their experience.

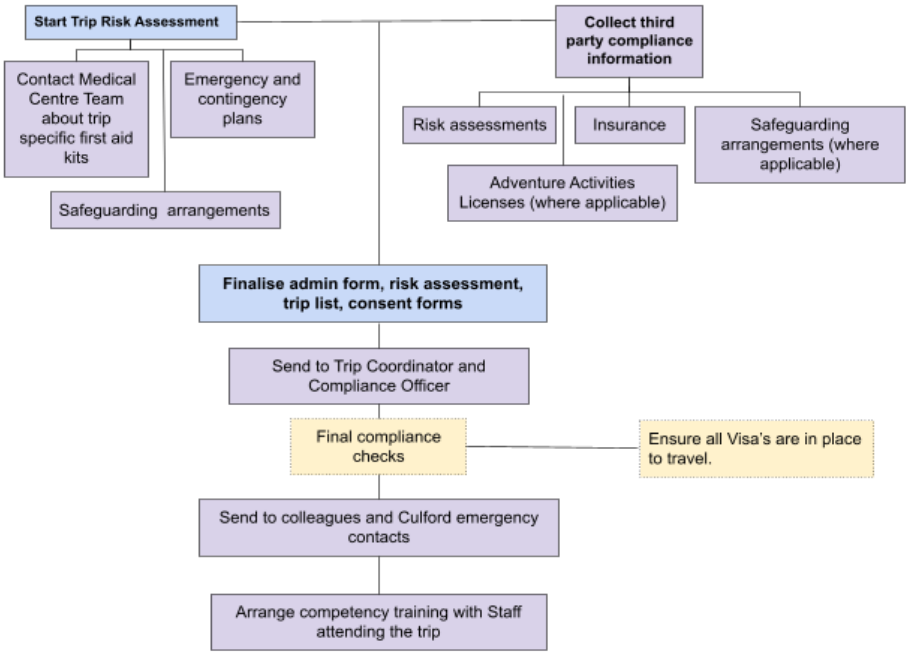
The Trip Co-ordinators will review the forms against the trips planning paperwork, accident/ incident reports and any other relevant information to support the school's oversight of each trip with the aim to ensure that risk is continuously being monitored and any trends are identified.

Annex A –Trip planning flow chart

Part 1



Part 2



Annex B - Administration Check List

All administration forms and insurance information can be found in google drive/ health and safety/ trips

1	Arrange meeting with Trip Coordinator to discuss arrangements, ratios, risk assessment, check insurance cover and visa requirements.	
2	Send draft Admin Form to Trip Coordinator for approval – (AD HOC, DAY, PERIOD)	
3	Send draft letter to Trip Coordinator for approval (see letter templates)	
4	Admin office to send approved letter via Culford post to parents (consent form, insurance information and any relevant information should also be attached).	
5	Create trip number and add to trip register	
6	Start visa application process for non-UK pupils	
7	Start trip risk assessment	
8	Review Consent Form responses and highlight and medical, wellbeing or learning support needed for staff or pupils.	
9	Arrange a meeting with the Health Centre Team to discuss any pupils with medical, wellbeing or learning support needs that many need special consideration.	
10	Request third party risk assessments (for higher risk activities)	
11	Third Party Public Liability Insurance details (for activity trips and higher risk events)	
12	Confirm evidence of Adventure Activities License (where applicable)	
13	Admin office to send management of medication letter to relevant parents	
14	Notify Finance Department of trip details and billing requirements	
15	Check consent spreadsheet to confirm all have been received from parents	
16	Send final admin, RA forms to trip coordinator for approval	
17	Arranged transport	
18	If a third party tour operator, get confirmation of vetting checks.	
19	Check that all pupils have the correct medical cover before travel	
20	Send approved trip paperwork to relevant staff	
21	Designated first aiders identified and a person responsible for overseeing the medical needs to the pupils (not necessarily the same person)	
22	Contingency plans in place and shared with other staff in school and those attending the trip	
22	All staff attending the trip are briefed on the risk assessment, pupils with special considerations and any necessary detail of the trip arrangements.	

Annex C – Visa Applications

The trip leader must start this process as soon as possible and not less than three months before travel.

VISA CHECKLIST FOR TRAVELERS TO EUROPE - Non-EU passport holders			
PUPIL NAME:			
1	Visa application form	Parent to complete School will check and print out a copy for the guardian to sign.	See template FORM parents to complete
2	Passport - pupil	Copy for School Original for appointment	Admissions for copy Pupil/House Staff
3	Birth certificate	An unabridged birth certificate showing biological parents their names. Translated, if not in English.	Admissions
4	UK Residence permit (BRP card)	Copy of both sides Original for appointment	Admissions Pupil/House Staff
5	Passport - parents	Original or Certified copy through a local or international notary service	Parents
6	Proof of guardianship	Hard copy with original signature	Admissions
7	Letter of Guardianship	Guardian's agreement Hard copy with original signature	Admissions
8	Legal guardian's passport	Original or Certified copy through a local or international notary service	Guardian
9	Consent to travel	Consent to Travel Form Hard copy with parents' original signatures	See template FORM parents to complete
10	Letter of enrolment	Hard copy, on letterhead signed by Culford member of staff, original signature required.	See template Culford to complete and sign
11	Latest 3 months of UK current account bank statements	Must include: name of applicant's legal guardian, address and end balance dated within the last month on the day of visa application submission; balance needs to show a minimum amount of £ 50.00/day of stay in the Schengen Area + outstanding accommodation and travel fees	Parents or pupil
12	Letter of invitation or equivalent	To be issued from the host in the country for sports trips or booking information through the travel agent.	Trip Leader
13	Letter from the coach/person traveling with minor	Hard copy, on letterhead signed by Culford member of staff, original signature required.	See template FORM Organiser to complete and sign
14	Passport of the coach/person	Photocopy	Trip Leader

15	Confirmed return travel tickets	Must include minor's name and travel dates to and from the Schengen Area	Trip Leader
15	Confirmed accommodation reservation	Must include the minor's name, travel dates and accommodation address details.	Trip Leader
16	Travel insurance	Must clearly show the minor's name; valid throughout the complete territory of the Schengen Area and must cover the entire period of the minor's intended stay in the Schengen Area; the minimum coverage for medical emergency and repatriation (in case of death clause included) must be €30.000.	Compliance Office See template FORM