WHITGIFT SCHOOL

SCHOOL EDUCATIONAL TRIPS POLICY

Colleagues responsible for this policy:

Desireé Chan (Educational Trips Co-Ordinator)
Email: dec@whitgift.co.uk

Rachel Attenborough (Senior Deputy)
Email: rra@whitgift.co.uk

Policy reviewed: September 2026

Next review: September 2027

We are Whitgift: A diverse and grounded community where every person belongs - to a circle of friends, a team, a pursuit and a shared purpose. Here, pupils are known, nurtured and challenged. Through exceptional teaching, unrivalled opportunities and deep personal support of each boy, they become more: ready to step forward with confidence into their future.

Vision: Become more

Values: Belonging, Curiosity, Ambition, Respect, Courage

INTRODUCTION

The school recognises the importance of school trips for the educational, social, and moral development of students. The purpose of this policy is to ensure that school trips are undertaken as safely as reasonably possible while retaining the enjoyment and educational or social value of the activity. To this end, careful preparation and supervision of school trips is essential. Many of the roles detailed below overlap to some extent to ensure that all aspects are fully considered before the start of the trip.

This policy provides the framework through which educational trips are approved, managed and reviewed to ensure responsible and appropriate risk mitigation, compliance with legal and regulatory requirements, effective safeguarding practices, and the delivery of high-quality educational experiences for students.

Reference may be made to Health and safety on educational trips - GOV.UK

Educational trips are defined, for the purposes of this policy, as any offsite activity in which the involvement of students from Whitgift is supervised by Whitgift staff and is planned either via *Involve* or *Evolve*. Activities such as away sports fixtures, community outreach visits and volunteering activities, off-site work experience placements, and regular activities which are part of the co-curricular programme – including weekly offsite training sessions – are covered by alternative arrangements.

CONTENTS

1. Aims…… 2
2. Regulations and Guidelines…… 2
3. Roles and Responsibilities……..……..3
3.1 Headmaster and Senior Deputy
3.2 Educational Visit Co-Ordinator (EVC)
3.3 Trip Leader
3.4 Accompanying Staff
3.5 Volunteer and Other Adults
4. Training and Competence……..7
5. Risk Assessment and Risk Management…….…… 7
6. Safeguarding……..9
6.1 Safeguarding Expectations
6.2 Staff Conduct
6.3 Exchange Trips and Host Families
6.4 Use of Volunteers
6.5 Mobile Phones and Digital Conduct
7. Medical …… 11
7.1 Medical Information
7.2 Medication
7.3 First Aid Provision
7.4 Medical Emergencies
7.5 Medical Records and Reporting
8. Supervision…….. 12
8.1 Indirect Supervision
8.2 Behaviour Expectations
9. Behaviour Expectations..... 14
10. Transport and Travel Arrangements..... 14
10.1 Independent Departure from Trips
11. Finance..... 15
11.1 Cost Information and Financial Transparency
11.2 School Trip Financing
11.3 Budgeting for a Trip
11.4 Staff Costs
11.5 Financial Assistance
11.6 Communication with Families
11.7 Funding whilst on a Trip
11.8 Financial Records and Reconciliation
11.9 Unforeseen/additional costs
12. Insurance Arrangements…… 18
13. Emergency Procedures…….…… 19
14. Rules Applying to all School Trips……..…… 20

1. Aims

Educational trips are an integral part of Whitgift's commitment to successful learning through effective teaching and a broad, ambitious and enriching education: they make a substantial contribution to our vision for all members of our community to "Become More".

The aims of educational trips at Whitgift are to:

- Enrich and extend classroom learning by placing knowledge in real-world contexts and providing meaningful experiences.
- Offer opportunities for students to deepen their understanding of curriculum content through exposure to new environments and contexts.
- Develop students' independence, leadership skills, resilience and confidence through physical, social and intellectual challenge.
- Reflect the School's values of **Belonging, Curiosity, Ambition, Respect and Courage**, ensuring that each trip contributes to the broadening of their horizons and, hence, to students' personal growth.
- Support the School's strategic priorities of **People, Place and Practice** by empowering students to flourish, broadening their horizons and continually improving the quality of learning experiences.

2. Regulations and Guidelines

This policy operates in conjunction with the following School policies:
Staff Code of Conduct
Values, Recognition and Conduct Policy
Transport Policy
Health and Safety Policies
Safeguarding and Child Protection Policy
Critical Incident Policy
Mobile Devices Acceptable Use Policy
School Rules and Community Expectations

Legislation and Guidance

This policy has been written with reference to the following guidance and legislation:

- Health and Safety at Work etc. Act 1974
- Health and Safety on Educational Visits
- Management of Health and Safety at Work Regulations 1999
- Children Act 1989
- Children Act 2004
- Equality Act 2010
- Keeping Children Safe in Education
- Adventure Activities Licensing Regulations 2004 (AALA Regulations 2004)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE Guidance: *Health and Safety on Educational Trips*
- Outdoor Education Advisers' Panel (OEAP) **National Guidance**, recognised by the DfE as the principal source of detailed guidance on educational visits and outdoor learning.

3. Roles and Responsibilities

The Whitgift Foundation, as Proprietor and Governing Body, is responsible in law for the safety of all those who participate in school trips and will require the Headmaster to:

- ensure that each trip has a specific and stated objective and that such objectives are appropriate to the age and abilities of the participants
- ensure that plans are in place to ensure the trip will proceed safely
- ensure that the Educational Visits Co-Ordinator (EVC) is appointed and has the appropriate time and expertise to fulfil the responsibilities expected of him/her
- ensure that guidance is available to inform the school's policy, practices and procedures relating to the health and safety of students on trips
- take all reasonable steps to ensure that any trips are well-planned in advance
- satisfy themselves that the necessary assurances have been obtained from any external contractors about competence and insurance cover
- ensure that any children with special needs or a disability are included as far as is reasonably possible in any trip

3.1. Responsibilities of the Headmaster and Senior Deputy

While the Headmaster is the final authority in the day-to-day running of the school, many of his responsibilities are delegated to the Senior Deputy Head, and to the School's Educational Visits Co-Ordinator. The Senior Deputy Head has strategic oversight of educational trips on behalf of the Headmaster and acts as the principal point of contact for significant operational or safeguarding matters arising from trips. In discharging these responsibilities, the Senior Deputy Head shall ensure that educational trips are conducted in accordance with the School's safeguarding duties, duty of care obligations and relevant statutory guidance.

The Senior Deputy's main responsibilities for school trips are as the overall supervisor of arrangements for trips and to be the immediate point of reference for parents and the Governing Body.

The Senior Deputy, on behalf of the Headmaster, will:

- ensure that the EVC is suitably trained and competent to discharge his/her responsibilities
- ensure that arrangements are in place to enable the Governing Body to monitor the proper management of school trips
- monitor the activities of the EVC to ensure that the EVC's duties under this Policy are properly discharged
- make time available for the EVC to train any staff and non-staff supervisors before the trip commences
- ensure the school has emergency procedures in place in case of a major incident
- ensure that the staff team accompanying each trip is suitably competent

3.2. Educational Visits Co-Ordinator (EVC)

The Educational Visits Co-ordinator (EVC) acts as the School's competent adviser on educational trips and supports the School in meeting its obligations under health and safety legislation and educational trips guidance.

This Educational Visits Co-Ordinator (EVC) shall be responsible for ensuring the safety of the

school trip before, during and after the trip has ended. The EVC will be responsible for overseeing the safe and effective management of educational trips across the School and for providing guidance and support to Trip Leaders throughout the planning and approval process. The EVC will work closely with the Senior Deputy for both the strategic and operational aspects of school trips and procedure.

The EVC will:

- promote good practice in the planning and management of educational trips;
- provide advice regarding the suitability and feasibility of proposed trips;
- ensure that trips are appropriately planned, approved and recorded;
- review risk assessments and ensure that proportionate control measures have been identified;
- satisfy themselves that Trip Leaders are competent to undertake their responsibilities;
- review proposed staffing arrangements and supervision levels;
- maintain records of relevant staff qualifications, training and competencies;
- ensure that appropriate emergency procedures and communication arrangements are established;
- ensure the monitoring of accident, incident and near-miss reporting and identify opportunities for continuous improvement;
- support the provision of training relating to educational trips, supervision and risk management;
- ensure that post-trip evaluations are completed and that lessons learned are reflected in future practice.

The EVC is responsible for verifying that appropriate checks and due diligence have been completed; responsibility for undertaking such checks rests with the Trip Leader.

3.3. Trip Leader

Every educational trip must have a designated Trip Leader approved by the EVC. The Trip Leader has overall responsibility for the planning, management and conduct of the trip from departure until the conclusion of the activity and the safe return or authorised release of all students.

A Trip Leader will:

- plan and conduct the trip in accordance with this policy and the School's Educational Trips Procedures Booklet;
- ensure that the trip has clear educational objectives;
- undertake appropriate planning and due diligence activities;
- complete and maintain trip documentation, including risk assessments;
- ensure that parents and carers receive appropriate information about the trip;
- ensure that all necessary consent and participant information have been obtained;
- make appropriate arrangements for supervision, welfare and safeguarding;
- ensure that students and staff with medical needs, SEND or other additional needs are appropriately supported;
- ensure that appropriate supervision arrangements are maintained throughout the trip;
- take all reasonable steps to safeguard the health, safety and welfare of all trip participants;
- implement safeguarding measures in accordance with the School's Safeguarding and Child Protection Policy;
- ensure compliance with any relevant legal, regulatory or entry requirements relating to the destination or activity;
- establish clear roles and responsibilities for accompanying adults;

- ensure that external providers are suitable, competent and appropriately insured; where able, including LOtC checked or a provider statement has been obtained from the activity provider for the specified trip
- undertake ongoing dynamic risk assessment throughout the trip;
- manage any incidents, accidents or emergencies occurring during the trip, including liaison with senior leaders as and when required;
- complete any required post-trip reporting and evaluation.

The Trip Leader is expected to accompany the trip in its entirety unless alternative arrangements – for a particular reason - have been approved in advance by the EVC.

3.4. Accompanying Staff

All accompanying staff share responsibility for the safety, welfare and supervision of students during an educational trip. They are expected to actively support the Trip Leader and undertake any responsibilities delegated to them. During a trip, staff remain subject to the School's Staff Code of Conduct and safeguarding requirements.

Accompanying staff shall:

- comply with this policy and all relevant School policies
- always discharge their duty of care towards students
- show proactiveness and willingness to take responsibilities delegated by the Trip Leader as appropriate and follow as appropriate the instructions of the Trip Leader
- familiarise themselves with trip plans, risk assessments and emergency procedures
- supervise students diligently and always maintain appropriate professional standards
- act promptly upon any safeguarding, welfare or health and safety concern
- contribute to dynamic risk assessment as circumstances change;
- ensure that any concerns relating to safeguarding, welfare, behaviour or safety are reported promptly to the Trip Leader;
- disclose any relevant medical or welfare information, particularly that which may affect their ability to fulfil their responsibilities safely;
- support the inclusion and wellbeing of all participants.

3.5. Volunteers and Other Adults

Volunteers and other approved adults may support educational trips where their involvement contributes positively to the educational experience and where appropriate safeguards have been implemented. Volunteers and other approved adults accompanying an educational trip must act under the direction of the Trip Leader and comply with all relevant School policies and procedures.

Where volunteers undertake a supervisory role, the School will ensure that appropriate safeguarding checks, training and risk assessments have been completed. The extent of a volunteer's responsibility will be determined by the Trip Leader or EVC (if relevant) and communicated clearly before the trip takes place.

All adults accompanying a trip must be DBS checked and have received from Whitgift School induction and training as appropriate to the role to enable them to assist with the trip. Volunteers must understand that they share responsibility for the welfare and safeguarding of students placed under their supervision and are expected to exercise reasonable care in carrying out those responsibilities.

Staff spouses or family members are not typically permitted to attend a school trip as a volunteer: in exceptional circumstances requests may be considered and should be directed to the Senior

Deputy.

All volunteers and other adults accompanying a trip must:

- be approved through the School's educational trips process, including the explicit approval of the EVC and Senior Deputy if a volunteer is to be the Trip Leader;
- comply with all relevant School policies and procedures;
- undergo any safeguarding checks required by the School;
- receive an appropriate briefing on their responsibilities and emergency procedures;
- act at all times under the direction of the Trip Leader (if applicable);
- disclose any relevant medical or welfare information, particularly that which may affect their ability to fulfil their responsibilities safely;
- understand and accept the responsibilities associated with their role.

The School reserves the right to determine whether the participation of any volunteer or non-employed adult is appropriate for a particular trip.

3.6. Pharos Response

The School retains the services of *Pharos Response* in an advisory role, providing objective support and challenge to the EVC and Senior Deputy, offering bespoke training to selected members of staff and undertaking a modest amount of quality assurance of our trip-specific risk assessments. The purpose of this arrangement is: to ensure that best practice from beyond Whitgift can inform our processes; to support robust and resilient decision-making; to facilitate the ongoing incremental development of skills and expertise within the School's staff team.

4. Training and Competence

Whitgift School recognises that the safe and effective management of educational trips depends upon the competence of those responsible for planning, leading and supporting them. The School will ensure that staff undertaking responsibilities relating to educational trips have the appropriate experience, knowledge, skills and training to fulfil their duties safely and effectively.

Competence may be demonstrated through a combination of professional experience, qualifications, training, mentoring and previous involvement in educational trips. The School will provide appropriate training and guidance for staff involved in educational trips. This may include:

- educational trips induction training
- educational trips refresher training
- risk assessment training
- safeguarding training
- medical and first aid awareness
- emergency procedures
- use of the School's educational trips management systems; *Involve and Evolve*.

Staff are expected to participate in training identified as necessary for their role.

Activity-Specific Competence

Where educational trips involve specialist, adventurous, technical or overseas activities, the Trip Leader must be satisfied that staff, instructors and external providers possess the relevant experience, qualifications and competence to undertake their responsibilities safely. The EVC shall satisfy themselves that appropriate checks have been completed before approving the trip.

The EVC shall maintain oversight of such qualifications and may request evidence before approving a trip.

The EVC shall maintain records of relevant educational trips training and other certifications that may be required for educational trips.

Staff are responsible for notifying the EVC of any changes to qualifications, certifications or circumstances that may affect their suitability to participate in educational trips.

5. Risk Assessment and Risk Management

Each trip will have a designated Trip Leader who is, typically, employed by the school and is considered by the EVC and Senior Deputy to be sufficiently competent and experienced to fulfil this role. The Trip Leader will be competent to plan and manage the trip in order to ensure that reasonable steps are taken to assess and mitigate risk before, during and after the trip. This applies in the preparation phase but is also relevant to the ongoing assessment of risk as the trip progresses. Such assessments will consider unforeseen aspects of the trip such as illness of staff; inability of student to participate; change of weather or venue.

The EVC supports and monitors all trip leaders' detailed planning and preparation which involves:

- Scrutinising the purpose and objective(s) of the trip;
- Conducting appropriate due diligence to assess the suitability of the location, local context and the use of any external providers;
- Careful consideration of the most appropriate travel arrangements to fulfil the needs of the trip itinerary;
- Procuring any relevant information regarding medical, SEND, pastoral or any other needs belonging to trip participants, such that it can inform the assessment of risk;
- Taking reasonable steps to provide appropriate support to include all individuals – including special needs or disabled individuals - as fully as possible in the trip;
- Undertaking a comprehensive specific risk assessment which covers all aspects of the trip, including transport;
- Consulting expert opinion - such as seeking written advice from a medical professional regarding a particular student's record or condition – in the event of any cause for concern: in this event the circumstances should be discussed with the EVC or Senior Deputy too;

The trip leader is responsible for seeking sign-off for their trip in advance of departure. The documentation they provide will include the following:

- A full and accurate list of trip participants with emergency contact details
- Any relevant medical or welfare information about any trip participants
- A detailed trip itinerary, including travel and accommodation arrangements
- Any additional consents, if relevant
- A comprehensive trip-specific risk assessment
- Other relevant accompanying documentation, such as a Provider Statement (if relevant)
- Typically, communications from the trip leader to parents would also be available.

The EVC will also satisfy himself/herself as to the suitability and competence of other supervisory adults – including volunteers - to discharge the responsibilities assigned to them. In all matters the School expects members of staff - or non-staff volunteers - to carry out their

responsibilities in a manner which is fair and reasonable.

At the conclusion of the trip the EVC will ensure that an evaluation of the trip is complete, including the reporting of any accidents or near misses on *EvolveAccidentBook*. The EVC is responsible for reviewing the archive of trip evaluations, as well as gathering informal feedback on a more ad-hoc basis, in order that it may provide valuable data to inform ongoing amendments to procedures or arrangements. The EVC is also expected to share information with relevant colleagues and with future trip leaders so that learnings from past trips can inform future trips in order to further mitigate risk and/or enhance the student experience.

At all times the Headmaster reserves the right to exclude any student from participating in a trip or expedition or any part of the trip. This authority is delegated to the Trip Leader who is authorised to forbid the student from participating at any time during the trip if it becomes clear that the student is either incapable, or insufficiently responsible to, undertake all or any part of the trip or activities.

6. Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people. All educational visits, residential trips, exchanges and off-site activities must be planned and delivered in accordance with the School's safeguarding procedures, the Staff Code of Conduct, and relevant statutory guidance. The safety and wellbeing of students must remain the primary consideration at all stages of a trip, from planning through to completion.

6.1. Safeguarding Expectations

All staff involved in school trips are responsible for maintaining appropriate standards of safeguarding and pupil welfare throughout the visit.

Trip Leaders must ensure that safeguarding considerations form part of the risk assessment and planning process, including the identification of any additional vulnerabilities, medical needs, behavioural concerns, or individual support requirements. Staff must be familiar with relevant safeguarding procedures and understand the process for reporting concerns during a trip.

Any safeguarding concern arising before, during or after a visit must be dealt with in accordance with the School's Safeguarding and Child Protection Policy and reported to the Designated Safeguarding Lead (DSL) or their deputy as soon as practicable.

6.2. Staff Conduct

All members of staff are expected to maintain professional boundaries and conduct themselves in a manner consistent with the School's Staff Code of Conduct at all times during educational visits.

Staff must act as appropriate role models and avoid situations that could compromise their professional position or give rise to allegations of improper conduct. This includes the appropriate use of language, communication, physical contact and social interactions with students.

Where overnight accommodation is involved, staff must ensure suitable supervision arrangements are maintained and should not enter pupil bedrooms except where necessary for welfare, safeguarding, health and safety, or emergency purposes.

6.3. Exchange Trips and Host Families

Where students are accommodated with host families during an exchange visit, the School will take reasonable steps to satisfy itself that appropriate safeguarding arrangements are in place.

The suitability and safeguarding checks undertaken will reflect the nature, duration and destination of the exchange and will include DBS checks facilitated through the HR department, partner schools or recognised organisations. Parents and students will be provided with relevant information regarding accommodation arrangements prior to departure.

Students must be given clear guidance on personal safety, reporting concerns and emergency contact procedures. Any safeguarding concerns involving host families or accommodation arrangements must be reported immediately to the Trip Leader and the Senior Deputy.

6.4. Use of Volunteers

Volunteers who have been appropriately onboarded in line with School processes may assist with educational visits where their involvement enhances the supervision and support of students.

Volunteers must understand their role, responsibilities and the limits of their authority. They must not be placed in sole charge of students unless expressly authorised by the School and appropriate safeguarding checks have been completed. Any volunteer who wishes to lead a trip should seek the explicit approval of the EVC and Senior Deputy, and would typically have at least one member of staff accompanying their trip.

The level of vetting, supervision and safeguarding briefing provided to volunteers will be determined by the nature of their role and their level of contact with students.

6.5. Mobile Phones and Digital Conduct

The use of mobile phones, cameras, and other digital technologies during school trips must support pupil safety, privacy and wellbeing and will be the Trip Leader’s responsibility to outline if they can be used on a trip if deemed appropriate for a variety of reasons.

Staff must use electronic devices in accordance with the School's policies and should only communicate with students through authorised school channels where communication is required. Personal contact details should not be shared with students unless specifically authorised by the School for operational (e.g. in the event of an emergency) reasons.

Photographs or recordings of students must only be taken in accordance with parental permissions and the School's policies on photography and data protection. Particularly for lengthy and/or overseas residential trips, trip leaders are encouraged to keep parents updated via School social media accounts in line with relevant policies. Images and information relating to students must not be shared on personal social media accounts or other unauthorised platforms.

Any concerns relating to online safety, inappropriate communications, digital conduct or the misuse of technology during a trip must be reported to the Trip Leader swiftly and addressed promptly in line with School procedures.

7. Medical

Whitgift School is committed to safeguarding the health, safety and wellbeing of all participants on educational trips. Appropriate consideration must be given to the medical, physical and emotional needs of students and staff throughout the planning and delivery of every trip.

Educational trips should be planned to enable participation by all students wherever reasonably practicable. Appropriate adjustments and support arrangements will be considered for students with medical conditions, disabilities, SEND or mental health needs.

7.1. Medical Information

The Trip Leader must ensure that appropriate and up-to-date medical and welfare (including dietary) information is available for all participants before departure.

The Trip Leader must be satisfied that students are able to participate safely in the activities planned. Where concerns arise, the Senior Nurse can provide advice regarding medical queries: other concerns should be raised with the EVC and/or Senior Deputy.

Participation decisions will be based on an individual assessment of risk, reasonable adjustments and professional medical advice. Students will not be excluded solely because of a medical condition, disability or additional need unless the identified risks cannot be managed safely.

7.2. Medication

The Trip Leader must liaise with the Medical Centre within the required timescales to ensure that all necessary medication and emergency medical equipment are available for the trip.

Where required, this may include:

- Adrenaline auto-injectors.
- Inhalers.
- Prescribed medication.
- Individual emergency medication packs.
- Other specialist medical equipment.

Medication must be readily accessible throughout the trip and staff responsible for students with medical conditions must be aware of the procedures to follow in an emergency.

7.3. First Aid Provision

Appropriate first aid provision must be available on all educational trips. The level of provision required will depend on the nature, duration, location and activities involved and will be determined through the risk assessment process.

A suitably stocked first aid kit must be taken on every trip. First aid kits are available from the Medical Centre.

At least one accompanying member of staff should hold a current first aid qualification. If this is not possible, the Trip Leader must consult the EVC before the trip proceeds.

7.4. Medical Emergencies

In the event of a medical emergency, the Trip Leader shall take appropriate action to secure

medical assistance and ensure the welfare of the participant.

Where a pupil requires treatment by a doctor, attendance at a medical facility or admission to hospital:

- Appropriate emergency services should be contacted without delay.
- Parents or carers should be informed as soon as reasonably practicable.
- The Senior Deputy Head should be notified at the earliest opportunity.
- The School's emergency and critical incident procedures should be followed where required.

7.5. Medical Records and Reporting

Medical information must be handled and stored securely and shared with staff only as required for them to fulfil their responsibilities.

Any accident, illness, injury or medical incident occurring during a trip must be reported in accordance with the School's Accident Reporting and Critical Incident procedures. Relevant records shall be completed on the School's designated reporting system following the trip.

If on a trip any student is taken to a doctor or to hospital it will be the normal procedure for parents to be informed, and the Trip Leader must also contact the Senior Deputy.

8. Supervision

- Every trip must have a clearly designated Trip Leader.
- The level of adult supervision must realistically reflect the purpose and nature of the trip, the age, maturity and experience of the students, the experience of the accompanying adults, the type of activity, and any special needs or disabled students.
- The EVC and the Senior Deputy will ensure that the allocation of staff to a trip is appropriate and made with due regard to experience, expertise and the ability to manage the group in a manner which ensures the participants' safety and safeguards the reputation of the school.
- It would be unusual for a residential trip to be staffed only by teachers who identify as female: if this is a possibility at the trip planning stage, it should be discussed with the EVC and/or Senior Deputy.
- While each trip will be judged on its individual merits, the school recommends a staff/student ratio of 1:10.
- Where the School is travelling abroad and/or to a remote area or is undertaking more challenging activities, a higher level of staffing may be required. This must be discussed with the EVC and/or the Senior Deputy.

The Trip Leader must ensure that:

- Students know how to contact an adult member of the party at any time. The Trip Leader should consider providing them with a "contact card" showing the name, address and telephone number of the group's accommodation as well as the name of the school and Trip Leader and any other contact telephone numbers (and in the appropriate foreign language if abroad).
- All staff have access to a list of all students on the trip, including any relevant medical information (such as allergies), and to emergency contact details for each individual.
- Checks and roll calls are frequent, and appropriate to the age of the group as well as to the level of congestion in the area. A roll must always be called when students re-join any transport before departure.
- The whole group is aware of the procedure to employ if separated from the group.

- Students should not wander around on their own unsupervised: in an appropriate context they may split up in small groups, typically of at least three. Refer to the section below regarding indirect supervision such as this.
- On arrival at a residential site, students and staff are made aware of the fire procedures for the building (these should have been checked, as far as is possible, prior to the trip being undertaken).
- Particular care is taken when travelling with a group: where possible, position staff (or older students) strategically at the front and back when on foot.

Arrangements for dismissing students at the end of a trip must be clear, and the process should be orderly. Please refer to the EVC for guidance: in due course it will be published as an Appendix to this policy.

8.1. Indirect Supervision

Indirect Supervision forms an important part of many trips, both to enhance the educational value by giving students a degree independence as well as to inculcate a sense of responsibility. In some cases such as Duke of Edinburgh expeditions, it is necessary in order to fulfil specific objectives of the trip. The Trip Leader remains responsible for students even when they are not in direct contact with them. Indirect supervision should therefore only be employed when:

- The environment is assessed as safe and appropriate;
- Students are required to always remain in groups; and
- The Trip Leader is confident that students are mature and responsible enough to manage the expectations placed upon them.
- In the event that indirect supervision is appropriate, the trip leader must communicate a clear framework to manage the situation safely. That guidance should include the following:
- Permitted area: the specific area in which students must remain (with boundaries clearly defined).
- Group size: students must always remain in groups.
  - Groups of three or more are strongly recommended.
  - Students must never be alone
- Reassembly arrangements: clear instructions for where and when groups must reassemble (including what to do if they are delayed).
- Emergency procedures: what students must do in an emergency, including:
  - who to contact first,
  - where to go for help, and
  - what information to provide (location, nature of emergency, names involved).
- Staff locations: where the Trip Leader and supporting staff will be located for the duration of indirect supervision, and how they can be contacted if needed.
- For more extended periods of indirect supervision, students should be given check-in times (e.g. every hour: it could be a little longer depending on the age of the students) where staff can register them.
- How to contact staff: students must be able to contact staff at all times, including ensuring they have the contact details for the school trip mobile phone(s).

9. Behaviour Expectations

Students should remember that the provision of trips at Whitgift depends entirely on the willingness of staff to give up their time and energy. It is, therefore, unacceptable for staff to have to experience the stress and inconvenience of dealing with thoughtless or deliberately

poor behaviour. The highest standards of behaviour are expected from all students on a school trip.

- Whilst on a school trip students represent the school and, as such, are expected to display good manners, common sense, honesty and consideration for others.
- Hotel/Hostel rooms should be kept tidy, and noise should be kept to a minimum so that other guests are not disturbed.
- No guest can be taken into a hotel/hostel room without the permission of the trip leader.
- Use of social media must be entirely appropriate and not bring the school into disrepute.
- Students should not take unnecessary risks and, if abroad, should be sensitive to local customs and cultures.
- The instructions of staff should be always followed. This is particularly important when travelling and in relation to reporting times, evening curfews and bedtimes.
- Poor behaviour brings the school into disrepute and is unacceptable.

When parents host students at Whitgift, DBS checks are taken for the hosting families.

10. Transport and Travel Arrangements

Further information regarding transport is detailed in the Transport Policy.

With regard to educational trips, the Transport Manager will:

- Respond to timely requests from trip leaders for vehicular transport on UK-based school trips with reference to the School's list of trusted providers
- Ensure that the relevant coach and minibus hire firms have undergone appropriate assessment in line with the OEAPNG, and are reputable
- Ensure that any staff or non-staff drivers have the appropriate qualifications and, if necessary, insurances for driving that vehicle;
- Provide advice to trip leaders on managing school vehicles' safety in order to inform the trip-specific risk assessment
- Ensure that first aid is available on school vehicles.
- Making travel arrangements beyond the UK are the responsibility of the trip leader – often in conjunction with a tour operator – who must ensure appropriate due diligence is undertaken, with reference to the OEAPNG.
- It is the trip leader's responsibility to consider driver welfare and fatigue, particularly if travel is scheduled at the end of a part- or full working day, and to adjust trip plans accordingly. If the schedule involves a sufficiently long journey, the driver(s) must be required to keep a simple log (one per vehicle) in order to ensure sufficient rest breaks that comply with EU drive time limits.

Each Trip Leader retains responsibility for all transport-related elements of their trip – including the associated assessment of risk – such as consideration of alternative scenarios in the event of a change of plan (e.g. that necessitated by an emergency).

11. Finance and Budgeting

The School is committed to ensuring that educational and co-curricular trips are planned and managed in a financially responsible and transparent manner.

The cost of a trip should be proportionate to its value and should be communicated clearly to

parents and carers at the earliest opportunity.

When planning a trip, the member of staff responsible for the trip (the trip leader) must give consideration to affordability, accessibility and inclusion.

Where appropriate, the School will seek to reduce financial barriers to participation whilst maintaining the viability of the activity.

The Trip Leader is responsible for preparing an accurate budget for a proposed trip and ensuring that all anticipated costs are identified and accounted for prior to approval. They must also ensure that all pupils meet the deposit and instalment deadlines, taking appropriate action for outstanding funds in a timely manner.

The Educational Trips Co-ordinator (EVC) and relevant budget holder shall review the financial viability of the proposal as part of the approval process.

For assistance in budgeting please contact the Finance department.

11.1. School Trip Financing

1) School Funded trip essential to fulfil curriculum (compulsory)
Where the trip is deemed by the Department concerned to be essential to fulfil the requirements of the school's prescribed syllabus and participation is enforced by the school, at least part of the cost should be borne by the Department.

Heads of Department will need to include an appropriate provision when submitting their annual budget and will ensure that parents are aware of the dates and costs of the trip before the student starts the course.

Staff places must be included in calculating the trip cost and therefore be included in budget submissions.

Where a trip is likely to have a cost to the school and it has not been budgeted, an alternative funding source or approval by the Executive Team must be obtained before any communication with parents.

2) Parent Funded trips useful to fulfil curriculum (non-compulsory)
Where a trip is expected to cost more than £250 and is deemed to be 'useful' and materially enhance the curriculum delivery but is not 'essential', this must be made clear in the letter to parents advertising the trip.

All costs of such trips must be borne by the pupils attending the trips. No costs, including staff travel, accommodation, subsistence or other associated expenses, may be charged to the department budget.

3) Non-Essential Trips (non compulsory)
Where the trip is deemed non-essential, and is not required for curriculum delivery, the full cost of the trip must be self-financing.

The cost of staff places must be included in the overall total and apportioned to students. Funds can be obtained directly from the families of pupils attending the trip and/or through other Income streams e.g. sponsorship, fundraising, sports camps.

11.2. Budgeting for a Trip

The Trip Leader is responsible for budgeting the trip and ensuring that there are sufficient funds obtained to cover the full costs of the trip which include, but are not limited to:

- transport and travel costs
- accommodation costs
- activity fees and entrance charges
- insurance premiums and excesses
- staffing costs, including travel and accommodation (see below)
- contingency provision for unforeseen expenditure; and
- any additional administrative/operational costs associated with the trip.
- A contingency of 10% should usually be added to the calculated Trip cost to cover any unexpected costs that will not be covered by insurance, such as unsupported cancellations or variations in pupil attendance etc.
- Any budgetary issues must be raised with the trip leaders Line Manager as soon as they are identified.

11.3. Staff Costs

Reasonable costs associated with staff attendance on trips form part of the overall cost of delivering the trip.

The cost of staff places must be included in the overall trip total and apportioned to students. Costs to consider / include:

- travel expenses
- accommodation costs
- meals / subsistence
- Vaccination / Visa costs
- activity participation costs; and
- other expenses necessarily incurred in fulfilling supervisory responsibilities.

11.4. Financial Assistance

Families experiencing financial hardship are encouraged to discuss their circumstances confidentially with the Trip Leader.

Financial assistance, if provided, must be a department (school) cost i.e. the trip price for all pupils must not include subsidy of another pupil.

If the pupil receives a Bursary and the trip is a compulsory curricular trip, then funding will be provided up to the percentage value of the Bursary a pupil receives.

The Whitgift Benevolent Society (WBS) can be approached to support on parent funded trips. Support is usually capped at £750/pupil. Niyaz Haji is the current WBS representative within school.

Communication with Families

Parents and carers must be provided with clear information regarding:

- Whether the trip is essential, compulsory or voluntary
- the total cost of participation
- payment schedules and deadlines

- cancellation and refund arrangements
- any insurance arrangements relevant to the trip; and
- any additional expenditure which families may reasonably be expected to incur.

The Trip Leader must take reasonable steps to ensure that all published costs are accurate and reflective of the anticipated expenditure associated with the trip. If the letter is at an early stage in trip planning, then a maximum cost can be stated but this must cover all possible costs, and the Trip Leader must make sure that this is not set too low.

11.5. Funding whilst on a Trip

The Pleo payment platform (Mastercard) allows staff to incur related trip costs without the need for delayed reimbursement of spend incurred on personal cards through the staff expenses process.

The Trip Leader, and a sufficient number of chaperones, should have virtual access to Pleo. It is recommended that at least one staff member on the trip has a physical Pleo card.
Trip leaders must review Pleo limits (monthly and per transaction) for all staff required to purchase whilst on a trip. Any amends need to be requested through the Pleo app or emailed to finance@whitgift.co.uk ahead of the trip.

Should cash be required, the Trip Leader must contact the Finance office prior to trip departure as there may be previously unused local currency.

If there is no cash or it an insufficient amount, then local currency can be drawn from ATM's using a physical Pleo card.

All cash withdrawals should be limited to the minimum amount reasonably required for trip activities.

Receipts / proof of payments must be uploaded for any cash paid out. Any surplus cash after the trip must be returned to the Finance office.

11.6. Financial Records and Reconciliation

Appropriate financial records must be maintained for all trips. Trip Leaders are responsible for complying with School financial procedures and submitting any required documentation within prescribed timescales and including correct account, department and Trip Activity codes.

Following completion of the trip, any required financial reconciliation shall be undertaken in accordance with School procedures, with significant variances or financial concerns reported to the relevant budget holder.

Where there is underspend of £35 or more per pupil on a trip, families will be offered an option to accept a refund or donate the applicable refund to the WFA.

11.7. Unforeseen/additional costs

In the event that an insurance claim is required the Finance team should be informed immediately (finance@whitgift.co.uk) so that the appropriate procedure can be followed.

All trip leaders must take details of the School's travel insurance policy with them and should initiate the claims process directly with the insurers as soon as the claim arises, particularly in the event of medical issues.

Managing the Trip Account
If you require any further assistance regarding the financing of school trips, please consult the Finance Manager.

12. Insurance Arrangements

- For each school trip, the Trip Leader should ensure adequate insurance is in place as provided by the school's insurers (AVIVA Insurance) or by separate insurance for specific trips. Details can be obtained from the Chief Operating Officer (COO).
- Parents must be made aware of any insurance cover that has been arranged. Copies of travel insurance arranged must be sent to parents.
- Where the School is engaging an external agency, the EVC shall satisfy himself/herself about the adequacy of the agency's insurance cover.

PLEASE NOTE THAT THE TRAVEL INSURANCE POLICY HAS AN EXCESS OF £50 PER PERSON. IN THE TRIP CORRESPONDENCE, PARENTS SHOULD BE AWARE THAT IF AN INSURANCE CLAIM IS SUCCESSFUL, THE PAY-OUT WILL BE LESS THE £50 EXCESS. IF PARENTS ARE NOT HAPPY WITH THIS THEN THEY EITHER NEED TO PUT IN PLACE THEIR OWN EXCESS INSURANCE POLICY OR ARRANGE THEIR OWN TRAVEL INSURANCE POLICY (BUT ALL POLICIES HAVE AN EXCESS).

STAFF SHOULD ALSO BE AWARE WHEN MAKING REFUNDS THAT THEY DEDUCT THE EXCESS BEFORE DOING SO, SO THAT THE SCHOOL DOES NOT END UP BEARING THE COST OF THE EXCESSES.

13. Emergency Procedures

- Trip Leaders must make sure that students are fully briefed about the local conditions which they are likely to face; students must also be aware of how to respond if they encounter any difficulty or emergency. They should know how to contact either the Trip Leader or another adult.
- All adults on a trip should have a list of students and their parents' emergency contact numbers or the school's contact details for emergencies.
- Parents must be informed at the earliest appropriate opportunity if an emergency occurs.
- In the event of an accident or illness, parents must be informed as quickly as is reasonably possible.
- In the event of an emergency, guidance to staff is provided by the relevant Appendix to the Critical Incident Policy. Staff are expected to have reviewed it before departure and to easy access for reference.
- As listed in the Critical Incident Policy, the School have access to advice from Pharos Response who can be called at any time (i.e. 24/7) on their emergency line: 0118 380 0999.

14. Rules Applying to all School Trips

Published School Rules are to be strictly adhered to throughout a school trip. Every student should have a current copy of the School Rules and Community Expectations and they are available on the school website. Further copies are obtainable from the School Office.

Students' attention should be drawn to the following rules;

Alcohol

The purchase and/or consumption of alcohol on a school trip by students is not permitted.

Whilst UK law regarding the minimum age at which alcohol may be purchased and consumed is more relaxed in some countries beyond the UK, the zero tolerance approach articulated above regarding alcohol for students on school trips will be consistently applied by staff regardless of location.

Students are forbidden to take alcohol out as a gift for host families and may not purchase alcohol on their return as a gift for parents.

Students on exchange trips should be reminded that the ban on the consumption of alcohol always applies to students of all year groups during the trip, including when they are not under the direct supervision of members of staff (such as when they are with host families).

Staff are not permitted to purchase and store alcohol for students.