



# ST EDMUND'S SCHOOL CANTERBURY

## SCHOOL GUIDELINES FOR SCHOOL OUTINGS, EDUCATIONAL TRIPS, EXPEDITIONS AND TOURS

**THIS POLICY IS PREPARED IN CONJUNCTION WITH THE SCHOOL SAFEGUARDING POLICY AND  
KEEPING CHILDREN SAFE IN EDUCATION 2025**

**THESE CAN BE FOUND ON THE SCHOOL WEBSITE HERE:**

**<https://www.stedmunds.org.uk/about-us/policies-inspection-reports/>**

### Introduction

St Edmund's School recognises the significant educational value of well-planned and safely managed educational visits, off-site activities, and residential trips in supporting pupils' learning, personal development, and wider school experience. Such opportunities contribute to the spiritual, moral, social, and cultural (SMSC) development of pupils, enhance curriculum delivery, and help prepare them for life in modern Britain.

This policy is designed to ensure that all educational visits and off-site activities are planned, approved, and conducted in accordance with the Independent School Standards Regulations (ISSRs), the Health and Safety at Work Act 1974, and relevant statutory guidance, including the Department for Education's Health and Safety on Educational Visits (DfE, latest edition) and Keeping Children Safe in Education (KCSIE, latest edition). It also aligns with our safeguarding duties under the Children Act 1989 and 2004 and our obligations under the Equality Act 2010 to ensure that visits are inclusive and accessible.

The safety, welfare, and safeguarding of pupils and staff are paramount. All visits are risk-assessed, led by competent staff, and subject to appropriate parental consent and governance oversight. This policy applies to all pupils in the school, including those in the Early Years Foundation Stage (EYFS), and covers day visits, residential trips, overseas travel, adventurous activities, and any off-site learning experiences. It is reviewed annually, or sooner if there are changes to legislation or best practice, to ensure continued compliance with legal requirements and the expectations of the Independent Schools Inspectorate (ISI).

### 1. Aims

The aims of this policy are as follows:

- to set out the School's approach to the planning and implementation of Educational Visits in order that everyone involved understands their responsibilities and can participate fully;
- to establish a framework for managing risks and challenges to the health, safety and welfare of pupils on Educational Visits that is proportionate;
- to actively promote the well-being of pupils;
- to help promote a whole school culture of openness, safety, equality and protection from all forms of harm and abuse;
- This policy forms part of the School's whole school approach to promoting child safeguarding and wellbeing, which seeks to ensure that the best interests of pupils underpins and is at the heart of all decisions, systems, processes and policies.

## **2. Regulatory Framework**

This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- Statutory framework for the Early Years Foundation Stage (DfE, September 2021);
- Education and Skills Act 2008;
- Children Act 1989;
- Childcare Act 2006;
- Equality Act 2010;
- Health and Safety at Work etc Act 1974;
- Data Protection Act 2018 and UK General Data Protection Regulation 2018 (UK GDPR); and SEND Code of practice: 0 to 25 years (DfE and Department of Health, January 2015);
- Package Travel and Linked Travel Arrangements Regulations 2018.

The school adheres to the HSE's guidance requirements in relation to work experience.

Not all the guidelines given below are relevant to every trip. If you have any doubt as to which of the procedures are appropriate to your trip, please discuss it with the Senior School Assistant Head (Co-curricular) or Junior School Head of Co-Curricular.

## **3. PREPARING AND EXECUTING THE EDUCATIONAL VISIT**

### **3.1 APPROVAL VIA EVOLVE**

- \* Visit Forms are logged and approved via EVOLVE.
- \* Approval for Senior School trips must be given by the Assistant Head (Co-curricular) and the Director of Studies. Residential and Overseas trips must also be approved by The Head.
- \* Approval for Junior School trips must be given by the Junior School Head of Co-Curricular. Residential and Overseas trips must also be approved by the Junior School Head Teacher.
- \* An EVOLVE Visits Form and Risk Assessments must be completed for **all** trips (barring the exceptions below) leaving the school site, as well as on-site activities provided by an outside organisation. Visit forms must be completed at least 3 weeks prior to the trip taking place.
- \* Those considered to be a routine and integral part of school life (e.g. away sports fixtures, music outreach, part of Outdoor Education) and that are not covered on SOCS should be logged on EVOLVE as a Local Area Visit. See Local Learning Visits Policy for more details.
- \* The DSL will be notified of all trips logged through EVOLVE. The DSL will inform of any necessary additional measures that should be in place for individuals (pupils and staff) ahead of the activity/trip.

### **3.2 RISK ASSESSMENT**

- You should regard a risk assessment as a routine procedure in your planning of a trip out of school. It is a legal requirement to make a risk assessment before undertaking a trip away from school (The Management of Health and Safety at Work regulations 1992).
- Prior to completing your risk assessment, you should request that the provider send you any relevant risk assessments that may support you.
- At this stage, you should also confirm the provider's level of Public Liability insurance. If the provider has the Learning Outside the Classroom (LOtC) quality badge, then they will have an adequate level of insurance and the quality of their provision and risk management procedures are good. You can check on Kaddi (via EVOLVE) or <https://www.lotc.org.uk/providers/lotc-quality-badge-2/> If providers do not have the LOtC badge, please request proof of their level of Public Liability insurance.
- Risk assessments should be uploaded to your Visit Form in EVOLVE after outline approval is given.
- **Generic risk assessment forms** can be downloaded via the RESOURCE tab in EVOLVE. You will find a generic Short Trip Form and a generic Residential Trip Form alongside travel RAs. Your RA will need to be edited and all specific risks considered.
- **STAGED risk assessments** should also be completed by the trip leader alongside generic RAs ahead of trips. Access the STAGED template using the Resources area in Evolve. For residentials and adventurous activities – schedule a meeting with the key teachers involved to complete the STAGED RA together.
- A risk assessment has three objectives:
  - Potential safety problems are identified and understood.
  - Checking that existing control measures (i.e. the school's standard procedures) are adequate.
  - If they are not, to identify what additional measures would reduce the risks.
- The degree of detail and complexity in a risk assessment will depend on the nature of the group/trip/venue/activity.
- The Senior School Assistant Head Co-Curricular, Junior School Head of Co-Curricular and Health and Safety Manager are on hand to assist this process at any stage.
- The following information and procedures should be regarded as the school's standard "control measures". For many trips, following these will be sufficient to ensure a well-planned and safe trip. For more complex trips, residential trips, and any involving potentially hazardous activities, a risk assessment must show that the broader risks have been understood and measures have been implemented to reduce them.
- Risk assessment is an on-going, dynamic process, and should continue throughout the trip as the group leader and staff respond to situations and incidents during the course of the visit.

### 3.3 INFORMING PARENTS

- There are some kinds of activity for which you would not normally ask specific parental consent, when cost is negligible (less than £20) and/or when permission may be assumed simply by pupils being members of the school. Such activities include:
  - Participation in school teams
  - Participation in concerts
  - Attendance at lectures, debates or conferences accompanied by a member of staff
  - Activities off-campus organised for boarders at weekends.
- For academic field trips which are not residential, it is generally sufficient simply to inform parents about the trip via EVOLVE, whilst inviting them to contact you if they have any concerns about the arrangements. The more major/ expensive/ lengthy/ unique the trip, the fuller the letter will need to be. Letters can be attached to EVOLVE Consent forms.
- *A letter to parents will include:*

- Purpose of the visit
- Venue/itinerary
- Type of activity, including explanation of any “risk activity”
- Date(s)
- Time of departure and return, including arrangements for pick-up
- Transport
- Basic requirements: dress, kit, equipment, food/drink, pocket money, extra clothing and footwear, etc.
- Any documentation, passports, finances needed.
- Costs and method of payment
- Staffing and supervision
- Contact telephone numbers (if other than school)
- Contact address (if appropriate)
- For residential trips it will also be necessary to add information on:
  - Accommodation (including information about security and supervisory arrangements)
  - Contact telephone numbers (if other than school)
  - Contact address
  - Pupil code of conduct
  - Insurance cover provided or needing to be purchased by parents.
  - A statement to the effect that, in the case of thoroughly unacceptable behaviour, the group leader reserves the right to return a pupil home at parental expense.
- In the case of a major trip (e.g. an exchange, a tour abroad, any extended residential trip, or an adventure trip) parents should be invited to a meeting at which arrangements can be outlined in detail and parents may ask questions.
- Parents will need to be informed of the outline for how positive COVID cases will be dealt with.

### 3.4 PARENTAL CONSENT

- Parental consent can be easily gathered using EVOLVE and is required for all trips involving:
  - A cost of more than £20 per pupil.
  - Trips beyond the Local Learning Area (beyond walking distance from school) that are not a standard part of the school day.
- For adventurous activities and remote supervision, parents must be briefed carefully and thoroughly and asked to sign in advance that they accept such activities.
- On residential trips, parents should be asked to give their consent for emergency medical treatment. Consent Forms through EVOLVE have this as standard.
- Consent Forms via EVOLVE will ask parents to check and verify the medical information we hold on ISAMS. Parents can also add up to date information if necessary. Evolve will also hold emergency contact details for parents and guardians.

### 3.5 STAFF:PUPIL RATIOS

- The recommended ratio for Senior School one-day academic field trips is at least one adult for every 15 pupils. The recommended ratio for Junior School is at least one adult for every 10 pupils.
- Ratios may need to be more favourable under certain circumstances. Factors to take into consideration are:
  - Age, gender and ability of the group.
  - Pupils with special educational or medical needs.
  - Behaviour of pupils.
  - Experience and competence of staff.
  - Nature of activities.
  - Duration and nature of journey.

- Type of accommodation.
- First Aid cover.
- There must be enough members of staff to cope effectively with an emergency.
- Trips to remote areas, abroad, overnight, or involving hazardous activities should be more generously staffed.
- On all trips away overnight there must always be at least two members of staff and on mixed trips away overnight at least one member of staff of each sex (this may be relaxed if a residential centre provides staff). A rule of thumb on residential trips is one member of staff to 10 pupils.
- When a school minibus is used and driven by a teacher, beyond the local area (more than 30 minutes' drive away) should have two members of staff on board.

### 3.6 STAFFING AND SUPERVISION

- There must be a designated competent group leader. A deputy should also be nominated. The group leader is responsible for:
  - Planning and preparation (as specified in this document), including risk assessment.
  - Briefing of parents, pupils and staff.
  - Risk assessment.
  - Supervision and conduct of the visit/trip.
  - Welfare and safety of pupils and staff.
  - Operating emergency procedures where necessary.
  - Communicating with pastoral, safeguarding and SEND staff on pupils with complex needs
- There must be a clearly established line of responsibility, ensuring that all adults and pupils on the trip know and accept who is the leader, deputy and so on.
- Staff must be suitably experienced, competent (e.g. with the age of the group) and, where relevant to the activity, qualified. Group leaders should be aware of their own levels of competence, take advice from experts if necessary, and identify the skills and experience of other members of staff and plan to accommodate these.
- Supervising adults should be well briefed by the group leader and have a good understanding of their responsibilities on the trip, the emergency procedures, the information in the risk assessment and information about individual pupils.
- *Expert* staff (at outdoor centres, for example), may be of great assistance, and may, indeed, be essential, but remember that the ultimate responsibility for the welfare of your pupils is with the St Edmund's members of staff.
- Whatever is planned must be within the capability of the pupils and, where physical activity is involved, training may need to be part of the preparation. Forethought, care, and a prudent concern for the safety and welfare of all involved should ensure both success and peace of mind.

### 3.7 PREPARING PUPILS

- Pupils should be carefully briefed before a visit, especially in matters of conduct and safety.
- Support SEND pupils who may be anxious with details relating to the itinerary and modes of transport, what to wear, which staff will be their 'go to' person should they have a question. Producing and sharing a visual PowerPoint presentation highlighting details of the trip and activities is advised.
- Pupils should understand:
  - Aims and objectives of the visit/activity.
  - Background information about the place to be visited.
  - Relevant foreign culture/customs.
  - How to avoid specific dangers.
  - Safety precautions.
  - Standards of behaviour expected.

- Rules about ringing home (how to avoid causing concern or confusion at home).
- Emergency procedures.
- Rendezvous procedures.
- What to do if separated from the group.
- Items banned from bringing on the trip and from purchasing during the trip.
- Staff roles.

### 3.8 DISCIPLINE AND GROUP CONTROL

- Make sure that your requirements are clearly explained, and thoroughly understood by all (supervising adults and pupils) before the trip.
- Make it clear where you devolve responsibility (e.g. to an instructor), ensure that the pupils know that the instructor is to be obeyed whilst they are in his/her care.
- On some major trips it may be sensible to produce a written code to be given to each member of the party covering, for example, some of the following:
  - Daily timetable or itinerary.
  - Sleeping arrangements (keep a list to hand).
  - Rules on segregation of sexes.
  - Lights out/morning routine.
  - Room tidying and checks.
  - Items not to be carried or taken on the trip.
  - Standards and type of dress.
  - Personal hygiene.
  - Arrangements for free time.
  - Catering.
  - Emergency procedures, such as fire drill (precautions should be checked on arrival).
  - No locking of rooms at night (fire!).
  - General standard of behaviour/punctuality/meeting points (e.g. on ferries).
  - Respect for hotel staff, drivers, instructors, other guests, etc.
  - Safety precautions (sun cream/clothing on ski trips, for example).
  - Pocket money kept centrally if appropriate.
  - Security of all personal belongings, valuables and passport.
  - Respect for cultural norms of the host nation.
- Be at pains to stress the danger inherent in visiting a country where the traffic drives on the right.
- Ensure that your group is conversant with any code particularly relevant to their activity, e.g. mountain code, country code, the codes of National Bodies under whose auspices an activity is being pursued.
- Should a pupil's behaviour become problematic, the lead teacher will follow the school's behaviour policy. The lead teacher will make a professional judgment as to how to act depending on the incident, making sure the safety of all concerned is at the forefront of any decisions. The Lead teacher may contact the emergency SLT contact to discuss options.

### 3.9 SECURITY

- Regular head counts are essential, particularly before leaving any venue, on boarding transport, at mealtimes and bedtimes, etc. Registers and roll calls should be taken using EVOLVE.
- On any walk there must be adults at the front to lead and adults at the back to prevent stragglers. Road crossings must be supervised wherever possible.
- It is helpful for pupils to be easily identifiable (e.g. by wearing uniform) especially in crowded urban areas and for younger children. Consider using badges with the name of the school and an emergency contact number.
- Rendezvous points should be established and children should be briefed on what to do if they become separated from the main group.

- On residential visits all group members should carry the address/phone number of the accommodation.
- Pupils should be well prepared for remote supervision:
  - Telephone numbers and emergency contacts if lost.
  - Money.
  - Maps and plans.
  - Knowledge of how to summon help.
  - Knowledge of out of bounds areas/activities.
  - Rendezvous point.
- In advance of residential visits, group leaders should do their best to follow these guidelines:
  - To secure a floor plan of rooms.
  - Rooms should be grouped together with staff rooms adjacent, the immediate area being exclusively for the group's use if possible.
  - Male and female sleeping/bathroom facilities should be separate.
  - Pupils' doors should have locks but members of staff must have access.
  - Balconies, windows and electrical connections should be safe.
  - To secure assurances from the accommodation manager that all his staff (including temporary employees) have been checked as suitable to work with young people.
  - To ascertain whether security arrangements are in place if there is no 24-hour reception.
- On arrival there should be a briefing to explain the layout of the accommodation, its fire precautions and exits, its routines and regulations. There should be a fire drill.
- Whenever a group enters a public building, there must be a member of staff inside and outside until all pupils have entered or left.

### **3.10 MEDICAL**

- The group leader must consult The Medical Centre/ISAMS for details of pupils' medical conditions (including allergies) and follow up by discussing the child's needs with the parents, especially if they have included additional medical information on the EVOLVE consent form.
- In the first instance, check with the Medical Centre regarding any special requirements for your destination, e.g. inoculations that might be necessary. Check also arrangements for emergency treatment abroad and secure consent to emergency treatment (Consent Form via EVOLVE has this).
- Members of staff responsible for leading expeditions in this country, and abroad, which involve an overnight stay of one or more nights, MUST obtain from the Medical Centre a medical record form for each participating pupil to facilitate emergency hospital treatment should it be necessary. The form will offer parental consent for such treatment, plus a list of allergies, etc.
- Any medications must be given by an adult with appropriate training. Record the administration of any medicines – date, time, name of medicine, dose.
- In an emergency, the school Medical Centre can be contacted for extra information 24 hours a day (during term-time) – telephone: 01227 649062
- COVID testing kits are available for all overnight trips

### **FIRST AID**

- Group leaders should have a good working knowledge of first aid and ensure that an adequate first aid box is taken. (The Medical Centre will advise and provide.)
- For adventurous activities, visits abroad or residential visits it is sensible if at least one of the adults is a trained first aider.
- On every trip an adult should be appointed to be in charge of first aid arrangements.
- Supervising adults should know how to contact the emergency services and they should know the location of the nearest hospital.



## **EMERGENCY PROCEDURES**

- If anything goes seriously wrong, contact the Head/ Head of Junior School then the Senior School Assistant Head (Co-curricular) / Junior School Head of Co-Curricular at once.
- If an accident or emergency happens on a visit, the main factors to consider are:
  - Establish the nature and extent of the emergency as quickly as possible.
  - Ensure that everyone in the group is safe and looked after.
  - Establish the names of casualties and get immediate medical attention for them.
  - Ensure a member of staff accompanies casualties to hospital and the rest of the group are kept together and adequately supervised. An embargo should be placed on members of the group contacting parents/the outside world.
  - Establish reliable link with outside world (telephone is best).
  - Notify police if necessary.
  - Notify British Embassy/Consulate if abroad.
  - Inform the school contact person.
  - Notify insurers, especially if medical assistance is required.
  - Notify the provider/tour operator.
  - Record accurately and as soon as possible all facts, evidence, witness details.
  - Keep a written record of events, times, contacts, decisions after the incident.
- Details to be passed to the school:
  - Nature, date and time of incident.
  - Location of incident.
  - Names of casualties.
  - Details of injuries.
  - Names of others involved.
  - Action taken so far.
  - Action yet to be taken.
  - Details of staff deployment.
- Legal liability should not be discussed with other parties.
- No one should talk to the media under any circumstances – all media enquiries should be referred to the Head.
- Do not deal directly with parents. The Head or, if s/he is not available, the school contact person will contact parents with reference to the school's Emergency Procedures and Disaster Recovery Plan and will act as link between the group and parents. S/he will liaise with the Chairman of Governors.

### **3.11 SPECIAL EDUCATIONAL NEEDS**

If there are pupils with SEND ask yourself:

- Can the activity/visit be adapted to enable a pupil to participate at a suitable level?
- Is the pupil able to understand and follow instructions?
- Will additional supervision be necessary?
- Is there a supervisor available who knows the pupil well?
- The trip leader should add specific plans to the risk assessment for pupils with specific additional needs. This may need to be added once they have had a conversation with the DSL/ SENCO.

### **3.12 USING COMMERCIAL OPERATORS AND CENTRES**

- If using a commercial operator, make sure all arrangements are confirmed in writing.



- Make sure commercial operators are reputable: they must be members of ABTA. School tour operators are required to carry out regular safety checks at their destinations. You should ask for written details of such checks and ask for names/addresses of customers who have recently used the operator and destination. References should be taken up. If necessary, check with the British Council (telephone: 0161 957 7755).
- If using a centre, you should obtain written or documentary assurance that providers have assessed the risks (a copy of their risk assessment) and have an appropriate health and safety policy in place. Adventurous training providers (including activities such as caving, climbing, trekking, skiing and water sports [not including rowing] should have a licence from the Adventure Activities Licensing Authority. You should ask for their licence reference number and check with the Authority that the license is valid by contacting AALA@hse.gsi.gov.uk
- The group leader should obtain written assurances from the centre as to management and staffing levels, equipment, emergency plans, and adequate public and third party insurance. Expert staff (e.g. instructors at outdoor or water sports centres) must have current qualifications and DBS clearance (this is for both day visits and residential trips). Staff must also have experience in the field in which they are supervising. Details must be checked when planning a trip and you must have evidence on paper that members of staff are properly qualified.
- The standard of accommodation should be checked. Make a preliminary visit if at all possible/appropriate. Alternatively, you should seek references from another school that has recently used the tour operator or visited the venue.
- The demarcation of responsibility between school and centre is a fundamental issue. Clear transfers of responsibility are vital. The group leader and school staff must know when he/she will be responsible for the safety of pupils and when the centre assumes responsibility. This must be established in writing with the centre. At this point, appropriate information with regard to SEND, pastoral and safeguarding needs must be communicated with the external provider and any care plan agreed.
- The website Kaddi (accessed via EVOLVE) is useful at the planning stages as much of the above information can be obtained, and the providers on here are also reviewed by other schools.

### 3.13 TRANSPORT

- Adhere to DfE guidance on the requirements for driving minibuses.
- Book transport. Seek advice, if necessary, on coach firms. Only reputable firms may be used: drivers must be qualified and vehicles properly maintained.
- If travelling in a school minibus, read the guidelines on use of minibuses.
- During a school journey sufficient stops should be agreed with the driver so that group members have regular breaks.
- Group leaders are responsible for organising head counts at every point of embarkation and for supervising safety at stops (e.g. traffic at motorway services).
- Group leaders are also responsible for ensuring that seat belts are worn.
- Supervising adults should sit **amongst** pupils on trains, buses, etc. On ferries pupils must be clearly briefed on the extent of their freedom to roam, rendezvous times and points, discipline and emergency procedures.

#### *On return:*

- No pupil may be dropped off without parental contact, and then you must wait until the parent arrives.
- On arrival back at school you should wait until all children have been collected by their parents unless you know that other arrangements have been made and these arrangements have been agreed by both you and parents.

### LATE RETURN

If your return is delayed, contact all parents with amended timings. You can use the communications tab using EVOLVEgo to communicate timings with parents if you wish. Also telephone the Senior School Assistant Head (Co-Curricular) or the Junior School Head of Co-Curricular or school contact person to give a revised estimated time of arrival. It may also be appropriate to ask pupils to telephone home on their mobiles if they have them.

### **3.14 CATERING**

Inform the caterers if meals are to be missed. Submit a catering request form well in advance (minimum 48 hours' notice) if you require packed meals, late meals, etc.

### **3.15 LIAISON WITH COLLEAGUES**

- You should inform colleagues in plenty of time in advance if any disruption to lessons is planned. This may be done through the weekly staff briefing and by putting a list in the Common Room of all pupils involved.
- Ensure that pupils make a polite request to staff if they need to miss any lessons or other activities.
- Pupils should be reminded to check for clashes with music lessons and warn their music teachers in plenty of time.
- Junior School staff should also check with the Director of Music at Canterbury Cathedral if any choristers are involved with trips.
- Lindsay Murphy ([lrn@stedmunds.org.uk](mailto:lrn@stedmunds.org.uk)) should be informed so as to update the main School calendar

### **3.16 FINANCIAL MATTERS**

- Parents should be billed in advance – usually you will need to send appropriate information to Accounts before the end of the term prior to the trip so that this can be added to their next bill.
- Trips costing less than £100 per pupil can be added to the parents termly bill. All trips costing more than £100 should be discussed with the accounts team as to how payment will be received and managed.
- Do not deal with school trip money through your own account. Seek advice from the Bursar/Accounts team regarding sensible procedures to ensure that there can be no doubts about financial propriety.
- Observe strict accounting practices, keeping accurate records of all payments received, and made, with receipts as appropriate.

### **3.17 INSURANCE**

- Check with The Bursar whether or not the school insurance cover is sufficient for the trip/activity. Is additional cover needed? If using a commercial operator, what is available through the operator or centre?
- Any trip abroad, residential trip or involving adventurous training activities is likely to require specialist insurance. Consult with The Bursar at the early planning stage.

### **3.18 LEGAL RESPONSIBILITY**

- The standard of care which has to be exercised by members of staff towards their pupils is that which would be exercised by "reasonably careful parents" towards their own children. In this context the test of the "reasonably careful parent" must be applied not in relation to the parent at home, but in relation to parents applying their minds to this particular aspect of school life, or this activity within the school context.
- Where a member of staff has done all that a reasonably careful parent would have done in the particular circumstances, there is unlikely to be any question of legal liability, even though a pupil may have been injured.

- Make sure, therefore, that you know all the applicable regulations and requirements for the trip/activity you are undertaking, and are able to comply with them.
- If a legal claim against a member of staff does arise under common law, the school as the teacher's employer will be liable, though individual teachers can be liable for negligence under Criminal Law.

### 3.19 FOREIGN TRAVEL

Early enquiries about the validity of passports, visa requirements etc. will avoid panic when departure is imminent. For foreign nationals you may have to make particular arrangements, e.g. for visas. The school requires pupils going on school overseas trips to hold a passport which remains in date for at least six months after the return date of the trip.

## 4. CHECKLIST FOR MAJOR TRIPS (Residential)

### A. Take with you:

- Travel tickets, visas, plus copies.
- A copy of letters confirming essential arrangements/booking forms/confirmation invoices, etc., and contact details for the accommodation.
- Details of location of local hospital/medical services.
- Full insurance details, with claim forms and the company's contact details.
- A copy of the detailed itinerary.
- A full list of party members and accompanying adults, with addresses, telephone numbers of parents/contacts.
- A recent photograph of all members of the party.
- A note of the contact telephone numbers for the school contact person and a contact number for the Head.
- Parental consent forms (medical consent may be needed to be produced at a hospital).
- A first aid kit appropriate for the type of journey (including travel pills, etc.).
- Passports (if appropriate).
- List of passport numbers/place of issue.
- Photocopies of all passports for those attending the trip
- An outline of the emergency procedures.
- Cash/credit cards/cheque book/travellers cheques/emergency funds.
- COVID testing kits

### B. During the trip:

On arrival at a hostel/hotel:

- Notify all pupils and staff of the fire evacuation procedure
- Check all rooms for:
  - damage and report at once to hotel management.
  - appropriate rooming and facilities (balconies, toilets etc).
- Allocate appropriate rooms for staff members (on corridors where pupils are roomed).

### C. Leave with the Senior School Assistant Head (Co-Curricular) or the Junior School Head of Co-Curricular:

- A copy of the itinerary, including contact telephone numbers and full details of expected time of return.
- Group leader's mobile phone number.
- A copy of each party member's parental consent form.
- The name, address, telephone and fax numbers of tour operators/ferry companies/coach companies/accommodation, etc.
- A copy of insurance documents.

- A copy of travel documents.
- Agreed care plans for any pupils with complex needs. See DSL and SENCO ahead of all trips with a list of pupils attending.

EOC September 2025

**Signed:**  
**Chairman of Governors**

**Date:**

**Review Date:** Sept 2026

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