



# The Henrietta Barnett School

## Educational Visits Policy

### 1. Introduction

Learning is enriched by the provision of well organised and led extra-curricular and educational visits both residential and non-residential. The Henrietta Barnett School (the 'School') has a long history of operating a successful and broad programme of such activities. Visits and trips can be linked directly to support and stimulate curriculum learning or be provided to help support extra-curricular objectives and the general spiritual, moral, social and cultural development of students.

This Policy should be read in conjunction with other relevant policies including the School's Safeguarding Policy, Health & Safety Policy, First Aid & Supporting Students with Medical Conditions Policy, Behaviour Policy, Charging and Remissions Policy and Positive Mental Health Policy. It conforms to Health & Safety on Educational Visits guidance (Department for Education 2018) and Barnet's Guidance on Educational Visits (2016).

Organising off-site activities carries with it a tremendous responsibility. The well-being, health and safety of all students and staff must be paramount at all times in planning and executing such activities. This document provides concise and supportive guidance for the planning and management of off-site visits and related activities. It is available electronically on the School's Shared Drive and on the School Website, along with a number of other supporting documents including the Educational Visits Code of Conduct.

### 2. Definitions

There are three main categories of off-site activities:

#### a. School Journey ('residential')

This is an activity lasting more than one day and therefore involving one or more nights away. It includes field courses, overseas visits, etc.

#### b. School Visit

This is an organised activity lasting one day or less, not involving any nights away.

#### c. Local Activity

This is an activity that takes place locally, either as part of lessons or extracurricular activities. They do not always involve charges to students, often do not require transport and are usually of short duration. They include local studies, surveys, sports matches, etc.

In this document, the phrase "off-site activity" includes all three of the above categories.

### 3. Procedures

#### a. Approval

- Any proposed activity must be discussed with and supported by the member of staff's line manager, whether a middle or senior leader. As well as outlining the educational objectives of the visit and the anticipated student benefits, this discussion should

include possible staffing of the activity, eligibility of students and any safety or supervision problems.

- Wherever possible, proposed activities should be submitted before the School calendar is drawn up (normally April of the preceding academic year). This should be through an online "Trip Request" Google form which is then approved by the Director of Studies (cover and calendar), EVC, School Business Manager and Headteacher (or Headteacher in their absence). It must contain the names of those who are willing to staff the trip. Any decision to conditionally approve the activity will be made in accordance with the details of this policy. This will include consideration of the competence of the trip leader to undertake this role and a check of costings by the School Business Manager. No communications regarding the trip should be made before all approvals have been given and no financial transactions/commitments should be entered into unless exceptional permission has been granted by the School Business Manager.
- Once the proposal form has been approved by all parties, the trip leader will be sent confirmation of final approval by email calendar request from the Director of Studies.
- When an activity is approved, the member of staff in charge of the activity will be asked to complete the necessary forms and information for the trip with the Educational Visits Co-ordinator (EVC). For residential, high risk activities or trips abroad, this information must be completed as soon as possible and at least six School weeks before the activity is due to begin. There must be at least one female member of staff and a First Aider on any residential trip. The trip organiser must also ensure that a comprehensive risk assessment is undertaken and that any issues encountered are addressed. Any doubts or difficulties should be discussed with the Director of Studies (or in their absence the Headteacher). A summary of this assessment must be recorded on form EV5. This risk assessment will be checked by the EVC for compliance.
- The School has insurance that covers journeys, trips and visits unless insurance is already included within a package deal. However, separate insurance must be arranged for:
  - i. any participant who is not a current member of the School
  - ii. any activity which involves particular risks or dangers (e.g. rock climbing, canoeing, skiing, some water sports).
  - iii. As the UK is no longer a part of the European Union, the trip leader must check that the insurance for the visit covers healthcare, including Emergency health care for all students, staff and other participants on the trip.
- Any concerns about insurance cover should be discussed and agreed with the School Business Manager.
- Procedures for organising sports fixtures are covered separately for staff in the protocols in the staff shared area.
- The EVC will keep a record of documents for all off-site activities.

#### **b. Staffing**

- I. Before final approval is given, staffing must be confirmed and DBS checks carried out on any accompanying adult who is not already a School employee. Staffing ratios must be determined based on the risk assessment undertaken. Accompanying staff should be linked to the purpose of the trip i.e. an academic/curriculum trip should be staffed by members of the relevant department. A pastoral/year group trip should be staffed

by members of the relevant pastoral team (Head of Year/Key Stage/tutors). Where the staffing requirements need additional members of staff, this should be discussed with the Director of Studies and then requests to members of staff to accompany the trip can be made.

- II. All off-site activities must have a named person in charge and wherever possible a named deputy who would be able to take over the leadership of the activity if circumstances required. The activity leader must discuss the suitability of any accompanying adult, who is not member of the teaching staff, with the Director of Studies (or in their absence the Headteacher), before inviting that person to take part in the activity. The staffing of any off site activity should include at least one member of staff with significant experience of previous off-site activities.
- III. For all visits, there should be a responsible adult with a first-aid qualification or first aid training appropriate to the environment. Sometimes this may not be possible if visiting, for example, another school for a lecture, in which case this must be discussed with the Director of Studies before the trip goes ahead to ensure this aspect of preparation is covered. All school trips should have a minimum of two staff accompanying it.
- IV. The activity leader is responsible for ensuring that all accompanying adults, especially non-teachers, are fully briefed and aware of their responsibilities well before departure. These responsibilities should be stated clearly in the planning procedures. This must include safety and emergency procedures and a risk assessment.
- V. In certain circumstances, Key Stage 4 and Sixth Form students may travel unescorted on visits and journeys, including to and from venues, provided that the agreement of the Director of Studies (or in their absence the Headteacher) and parental consent have been obtained in advance.
- VI. On all off-site activities and at all times, staff are '*in loco parentis*' and should be fully aware of the responsibility that this entails. Therefore, no member of staff may drink any alcohol at all whilst accompanying a school trip as they are potentially always on duty.
- VII. If students are partaking in any activity where the risk of injury may be considered greater than when in School, the person supervising that activity must be a suitably and appropriately qualified instructor (for example as defined in section 21-29 of the Barnet guidance document <https://www.barnet.gov.uk/educational-and-recreationalvisits> ).

**c. Charges for Journeys & Visits**

- I. The amounts that parents can be charged in respect of visits are determined by the legal requirements of the Education Reform Act and the School's policy on Charging and Remissions, available on the School website. This will include an additional charge to cover administration (2.7% for activities & trips that are not residential), lesson cover for the absent teachers and the ParentMail charges. If there is any doubt as to how any of this applies to any visit or journey, the matter should be discussed firstly with the School Business Manager and then if necessary with the Headteacher.
- II. If an activity takes place during School hours, and no alternative activity is offered, students cannot be charged for participating. In these cases, it is usual to ask parents for a voluntary contribution in order to cover the costs. The phrase 'If insufficient contributions are received, it will be necessary to cancel the event' should be used in ParentMails where this applies.

- III. ParentMails to parents must explain that all monies paid (including deposits) are nonrefundable unless the trip is cancelled. They must also make clear that if it is necessary to remove their child from a School activity due to inappropriate behaviour before or during an activity, all monies paid may be forfeited. Reference should be made to the Educational Visits Code of Conduct signed by parents and pupils.
- IV. Parents should be given a reasonable amount of time to produce deposits to secure a place on an activity. Places must not be allocated on a first come, first served basis for trips. Selection procedures, if oversubscribed must be outlined to parents in the original trip letter. Students in receipt of the Pupil Premium will be allocated places first.
- V. In general, the total cost of an off-site activity should be covered by the charges made to parents. Total costs and charges per pupil must be determined by the organiser, bearing in mind the need to provide value for money, and made clear to parents in the letter telling them of the proposed activity. The charges made per student must be calculated as accurately as possible and not designed to make a profit or to cover any necessitous student or any who might withdraw. If, at the end of an activity, there is a significant amount of money unspent, a ParentMail will be sent to parents giving them the option to donate this money to School funds or to receive a refund.
- VI. A contribution from School funds, at the discretion of the Headteacher, can be expected to support disadvantaged students including, but not restricted to, those whose parents are in receipt of income support and who are taking part in an activity that is an essential part of the curriculum. Parents are also able to apply to one of the Bursary Funds (The Phyllis Starr Fund and The Louisa Fund). Details of how to apply are available on the School Website.
- VII. To support disadvantaged pupils, guidelines for 'Supporting disadvantaged students' can be found on the S drive under staff Shared/Trips, visits, minibuses and are summarised below. If any of the trips below cost more than £30 this must be discussed in advance with the Director of Studies.

Type of Trip	All Pupils	Disadvantaged Pupils
*Curriculum activities / trips up to the value of £30	Voluntary Contribution only (shortfall must be met by dept subject to trip being viable)	Automatic Subsidy where cost is up to £30 (for PP and bursary pupils) from PP funding
Curriculum residential trips	Voluntary contribution to cover travel, activities and transport only. Board and lodging is treated separately and is compulsory and met by parents	In line with Pupil Premium Strategy Statement, contributions towards these activities up to £350/year per PP students will be considered by the Director of Studies. Further individual contributions may be considered in extraordinary circumstances.
Year group Enrichment trips / activities	Cost to be met by parents	
Year group residential trips	Cost to be met by parents	

Theatre Trips	Cost to be met by parents
Other Optional Residential Trips	Cost to be met by parents
Duke of Edinburgh Award	Cost to be met by parents

\* Curriculum trip - a trip or activity that is a necessary part of the curriculum and therefore compulsory for students to attend.

- VIII. Students and parents should be given a guideline as to the amount of spending money required. If this is below £20, it is acceptable for students to keep this themselves. However, for larger amounts, spending money should be collected and retained by the teacher in charge and issued to students when required.
- IX. Wherever an off-site activity involves costs, a copy of the ParentMail, including cost code, to parents containing information on payments required must be sent to the School Business Manager who, on confirmation of the trip from the Director of Studies (or in their absence the Headteacher), will open an account. All financial transactions must take place through official School accounts handled by the School Business Manager's team. Receipts must be given for all monies collected and invoices/receipts produced for all expenditure. A final account will be drawn up by the Finance Office at the end of each activity and a copy given to the activity organiser.

#### **d. Communication**

- I. Once a trip is approved, the organiser must check any pastoral information with the Assistant Head (Pastoral and Personal Development and relevant Head of Key Stage. II. Any student due to be involved in an off-site activity where there is any cause for concern should be discussed with the appropriate Head of Key Stage, and if necessary Assistant Head (Pastoral and Personal Development) / Director of Studies, who will make the final decision whether to involve the student in the activity. This may also involve completing a Risk Assessment for the student.
- III. A ParentMail, including consent request, which must be approved by the Director of Studies (or in their absence the Headteacher), will be sent to parents of students who are eligible to apply for a place on an off-site activity. If there are any times during an activity where there is planned to be remote supervision, this must be detailed clearly in the letter to parents and acknowledged on the signed parental consent slip.
- IV. Bear in mind that parents should be provided with as much information as possible about the activity. The following headings cover most of the essentials, but are not necessarily exhaustive.
  - a. Dates of the activity
  - b. Objectives of the activity
  - c. Cost of the activity
  - d. Times of departure and return
  - e. Location of departure and return
  - f. Mode of travel including the name of the travel company

- g. If residential, details of accommodation including security and supervisory arrangements on site
  - h. Details of activities planned
  - i. Standards of behaviour expected as outlined in the Educational Visits Code of Conduct document signed by parents and pupils; for residential trips this may be during a pre-trip briefing meeting.
  - j. Any items students should not take on or bring back from the activity
  - k. Any items which students must not purchase or acquire whilst on the activity
  - l. Clothing and equipment to be taken
  - m. Requirement and restrictions on spending money
  - n. The School's right to remove any student from the activity whose behaviour prior or during the activity is unacceptable and the possible forfeit of monies paid in this case
  - o. A mobile telephone number for parents to contact the group leader, or a member of the Senior Team in an emergency and, where possible, phone numbers of any hotel, hostel etc.
- V. The ParentMail to parents may also be used to obtain information required from parents, however the expectation is that student information will be taken from student records. This information will vary according to the nature of the activity. The following headings may be considered as necessary and taken from student records on SIMs or requested from parents:
- a. Any allergies, medical or emotional requirements the student may have
  - b. Any medication the student is taking (the dosage and who administers it)
  - c. Any dietary requirements
  - d. Name address, telephone number of the student's GP
  - e. Parental home and daytime telephone numbers and addresses
  - f. Alternative contact telephone number and address
  - g. Any other information which the parent thinks should be known.
- VI. On School journeys or day visits abroad, parents should be encouraged to attend a briefing meeting (usually online) at which written details of the proposed activity should be provided. For all residential trips, the Leader will organise in the weeks before it departs a parent briefing (usually online) to share essential details and information including expectations whilst on the trip; they should make reference to the Education Visits Code of Conduct in this meeting.
- VII. Students should apply for a GHIC card (which replaces the EHIC card) for any visits to an EU country or Switzerland. A current EHIC card may be used if it is still valid according to its date.
- VIII. For any visit abroad, students and parents must take responsibility for their own passports ensuring they are in date and securing the necessary visas required for travel. [https://travel-europe.europa.eu/etias/who-should-apply\\_en](https://travel-europe.europa.eu/etias/who-should-apply_en). A photocopy of the collective passport must be kept by the deputy leader of the activity. Similarly, if students submit their passport, a photocopy must be made and kept by the deputy leader. The group leader will then retain the passports and return them at the end of the trip.

- IX. Whenever a School journey is due to depart early in the morning or return late in the evening, parents should be reminded of the need to consider our immediate neighbours and minimise any noise. Similarly coach companies must be given parking instructions and asked to avoid leaving their engines running. Staff will also need to ensure that students minimise any noise.
- X. Whenever a trip is due to depart or return outside of normal School hours, the trip leader should inform the Estates Manager of the details so that any caretaking requirements can be met.
- XI. Parents must be informed that they will not be contacted during a School journey unless there is a problem. Similarly the trip leader must decide whether students will be allowed to take their own mobile phones and inform them of this decision in advance of the departure date.
- XII. The member of staff in charge of the activity must take a mobile phone and ensure that the School has the phone number. They must also ensure they have contact numbers on the EV7 which has the relevant numbers for the Director of Studies, Headteacher, Chair of Governors and LBB, for the Director of Studies and the Headteacher, and a copy of the student emergency contact details with them at all times during the activity. In addition, on residential trips, the School mobile phone must be taken and parents given the number in writing before the trip takes place. The Safeguarding phone number held by the Assistant Head (Pastoral and Personal development) must be sent to parents via ParentMail before the trip departs. Where possible, parents should also be provided with an emergency phone number of the hotel/centre where students are staying. It should be stressed to parents that these numbers are for emergency use only.
- XIII. If there is to be a serious delay in the return of a trip, students will, where possible, be given the opportunity to phone their parents. If this is not possible the School contact must be informed and will either contact the parents by ParentMail or arrange for a notice to be displayed at the School telling parents of the delay.
- XIV. It must be made clear to students and their parents that the same rules apply on a School visit as apply at School; this is emphasised in the signed Educational Visits Code of Conduct which parents and pupils have signed. This includes the fact that smoking or drinking alcohol is not permitted on School activities, and the possession or taking of any illegal substance is strictly forbidden as is the possession of illegal items, e.g. knives.

#### **e. Final Preparations**

- I. All details of the activity should be completed and passed to the EVC at least 10 days before departure together with an accurate list of students involved in the activity. In some cases, where the majority of a year group are involved, it may be useful to provide an additional list of students not taking part in the activity.
- II. Where an activity involves students missing normal lessons, a list of names should be emailed to all staff at least 5 working days before the activity.
- III. The leader must attend a briefing with the Head of Key Stage, the EVC, Well Being and Safe guarding officer and the Director of studies before the trip leaves to discuss pastoral and medical matters for any pupils on that trip.

## **f. Health, Safety and Supervision**

- I. Good organisation and thorough preparation are the best way to avoid problems. The most important part of the organisation of any off-site activity is to ensure the adequate supervision of students and safety of all members of the activity. At all times, staff involved are “in loco parentis” and must understand the responsibility that this entails. They have a duty to maintain good order and discipline and to safeguard the safety and well-being of all students and staff. The points below are useful guidelines but cannot cover every situation. Any doubts on matters of supervision, health or safety must be discussed with the Director of Studies (or Headteacher) before the final arrangements for the activity are made.
- II. Providing the balance between total supervision and giving young people the experience of using initiative and developing independence in unfamiliar surroundings is a matter of fine judgement. The essential requirement is that situations should be assessed and positive decisions made rather than matters be allowed to develop by default or through ignorance. Children can be oblivious to very real risks and dangers: it is essential that adult leaders are not.
- III. All persons involved in a visit should have specific responsibilities which they should be clear about prior to the visit taking place and these should be clearly stated in the planning process. Thorough briefings for staff and students should be held before each activity.
- IV. During an off-site activity, all staff are responsible for the students involved. At all times they must know where students are and provide adequate and appropriate supervision. Large parties must be split into small manageable groups, each responsible to a specific adult.
- V. Where the activity organiser deems it appropriate to allow students to explore a venue under remote rather than direct supervision, students must always be in groups of no less than three. At such times there must always be a member of staff at a designated point and students must all know where this point is and how to get to it. Staff must also be confident that all students know the time at which they must report. Students must also be issued with details of activity staff contact number.
- VI. Where students have the opportunity to shop, they must be reminded of the items that they are not allowed to buy.
- VII. Bored young people can get into trouble. ‘Free time’ may be appropriate, but if so must be planned and timetabled in advance. In general, there should be a full programme of activities to keep all students busy.
- VIII. On a School journey, at least one adult member of staff must be on duty or on call at all times during the night. No member of staff should have consumed alcohol within the previous 12 hours.
- IX. The teacher in charge of the activity must have a record of all medical and dietary conditions for all students on the trip. Medication needed by students must be kept securely by teaching staff. Only a designated member of staff may give medication to students in conjunction with medical records and parental consent forms. All medical treatment must be documented and the record retained.
- X. Any accidents; incidents involving child protection issues; or health and safety problems must be reported to the Assistant Head (Pastoral and Personal Development) or the Headteacher without delay.



- XI. Any student who is in breach of any regulations for the activity should be spoken to and sanctions taken as appropriate. If there is concern that this behaviour is putting at risk the health, safety or wellbeing of the student or others in the group, the teacher in charge of the activity must phone the Director of Studies or the Headteacher to discuss whether to contact parents, to ask parents to collect the student or to send the student home with appropriate accompaniment.
- XII. In all cases of serious misbehaviour, a full report must be submitted to the Headteacher on return from the activity.

#### **g. Post Visit**

On the first School day after an activity:

- I. The activity organiser should ideally give a brief verbal report to the Director of Studies (or in their absence the Headteacher) and the relevant Head of Key Stage.
- II. Any serious problems of misbehaviour from students must be reported to the Assistant Head (Pastoral and Personal Development) or Headteacher as appropriate.
- III. Any concerns with regard to the conduct of any member of staff or any other adult involved in the activity must be reported to the Headteacher.

#### **h. Transport**

- I. Use of public transport is encouraged. It is possible to apply for free travel for school groups on London Transport to certain destinations at certain times. Further details are available at <https://tfl.gov.uk/fares/free-and-discounted-travel/travel-forschools> The EVC will help to arrange this, at least four weeks' notice must be given.
- II. Staff and other adults who wish to drive students in their own car must:
  - i. have a suitable licence and insurance cover
  - ii. have received written permission from parents
  - iii. have completed a 'Private car use' document (EV6 available for staff in the staff shared area and gain approval from the Director of Studies or the Headteacher. They are also responsible for ensuring that the vehicle is roadworthy
- III. For sports fixtures, where students are not transported by coach or School minibus, parents must be made aware that:
  - i. it is their responsibility to make suitable arrangements for their child's transport to and from a sporting event
  - ii. it remains their responsibility should they allow their child to be given a lift by other adult.
- IV. If an activity leader wishes to use parents, volunteers or other students to transport participants, they must ensure that the drivers are aware of their legal responsibilities for the safety of the students in their cars and written agreement from parents of participants must be obtained.
- V. The activity leader must ensure that all adult drivers (staff and volunteers) have current valid DBS clearance unless there is another adult who is DBS cleared with them.
- VI. Drivers must ensure that students wear a seat belt at all times.

- VII. Drivers should avoid being alone in a car with only one student. If there is no way to avoid this, then they must ensure that the trip leader or School contact knows and has approved the journey.

#### **i. Emergency Procedures**

- I. The first priority is to ensure the health and safety of all students and staff and activity leaders must give all staff detailed instructions on emergency procedures before the activity begins.
- II. In the event of an accident or emergency, the activity leader will usually take charge. The priorities are:
  - a. assess the situation
  - b. take action to safeguard all members of the group
  - c. attend to any casualties
  - d. inform emergency services if appropriate; who to contact is detailed on the EV7 and given to the trip leader and Director of Studies and includes Embassy information where appropriate.
  - e. inform the lead contact at School
  - f. inform anyone else who needs to know of the incident (e.g. Embassy, police, insurers, tour operator).
- III. A member of staff must always accompany a student who it is decided has to be taken to hospital.
- IV. All relevant details or witness accounts of an incident should be written down accurately and as soon as possible including times, dates, names and addresses of witnesses and circumstances and retained by the activity leader or most senior member of staff.
- V. If an incident occurs, no information should be given to any unauthorised person including the media. The activity leader should wait and act upon advice from the School contact when faced with such enquiries. All media contact must go through the Headteacher.
- VI. No-one in the group should discuss legal liabilities with other parties.
  - a. If contacted by the group leader, a school contact person will need to assess the situation and take appropriate action. They should: notify the Headteacher who will contact relevant School parties
  - b. consider whether to contact parents of particular students
  - c. follow the guidance detailed on the emergency card EV7
  - d. refrain from releasing any information to the media but refer any enquiries to the Headteacher.
- VII. The group leader must carry an emergency card, EV7, with them at all times. This must contain all the telephone numbers needed in an emergency.

#### **j. Links to other policies / documents**

Other relevant policies to be read in conjunction with this one include: Safeguarding; Health & Safety; First Aid & supporting students with medical conditions and administration of medicines; Behaviour; Equality, Charging and Remissions and Positive Mental Health; Educational Visits Code of Conduct

**4. Threat from terrorism** – threat level checked regularly and EV5 updated

This Policy will be updated/reviewed annually. It was last updated and reviewed in February 2025.