



SURBITON

HIGH SCHOOL

Educational Visits and Activities Off Site (EVAOS)

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1. Surbiton High School: Ethos and Aims

Surbiton High School aims to **inspire, encourage and empower** our young people to discover and embrace their individuality in an intellectually rigorous academic environment. Balanced with outstanding pastoral care, our students become compassionate, respectful, courageous, and inquisitive members of the community, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

Our Values

We are compassionate:

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us.

We are respectful:

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

We are courageous:

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

We are inquisitive:

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

We are a community:

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

We achieve these aims through our *Charter for Happiness and Well-being*. Our pupils:

- **are inspired to deploy their highest strengths to tackle all situations**, developing a growth mind-set and a can-do attitude, equipped with the tools to maximise their positive emotions
- **are encouraged to find their niche**, to be fully engaged in educational activities and to meet the highest challenges that come their way
- **are coached and encouraged to develop strong relationships**, to be empathetic and responsive to the needs of themselves and others
- **are empowered to lead a meaningful life**, to be able to understand what their goals are and to know what they are striving for
- **are empowered to draw strength from celebrating their accomplishments**, in order to tackle new challenges



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We achieve these aims through our inculcation of *Learning Habits*. Our children:

- **are inspired in their thinking**, to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources
- **are encouraged to be emotionally invested in their learning**, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions, and becoming absorbed in their learning
- **are empowered to be fully involved in their learning**, growing in interdependence, collaborating effectively, listening empathetically to others, and imitating their learning habits
- **are inspired, encouraged, and empowered to be productive**, planning their learning in advance, revising and reviewing their progress, distilling important information, and developing their own meta-learning

United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at: www.unitedlearning.org.uk

2. Policy Statement

Surbiton High School runs an extensive and varied programme of trips and educational visits, and the School seeks to make reasonable adjustments to the organisation of visits and activities so that those with Special Educational Needs or disabilities are not prevented from participation. These range in scope from day trips organised within academic subject areas all the way up to international residential expeditions lasting a number of weeks. The main criteria for the approval to organise a trip or visit is that it underpins United Learning's ethos: 'the best in everyone'. It is expected that a School trip or visit will fulfil some or all of the following aims:

- Providing all pupils with a broad, balanced, challenging and enriching educational experience.
- Empowering pupils to be intellectually curious, creative and independent learners.
- Creating opportunities for leadership and challenge.
- Inspiring a lifelong love of learning.
- Ensuring relationships are based on mutual respect.
- Encouraging hard work and commitment.
- Offering pupils a diverse range of co-curricular activities and enrichment programmes.
- Working in partnership with parents; encouraging them to be actively involved in their child's education.
- Preparing pupils for their subsequent education and their future lives.
- Celebrating success and achievement.



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3. General Statement

The Assistant Principal (Compliance, Health and Safety) is trained as the EVC (Educational Visits Coordinator) and acts on behalf of the Principal in approving risk assessments and overseeing and giving final authorisation for all trips and visits.

The welfare of staff and pupils during an off-site activity is of paramount importance. The Principal or EVC reserves the right to refuse approval for a trip or visit on the grounds of concerns over Health and Safety. The Health and Safety code for off-site activities is covered by the procedures for trips and visits. All procedures and pro-formas are filled in on the School MIS and are included in the appendices at the end of this document. The contents are designed to ensure that every employee who leads or accompanies a School trip or visit understands precisely what they and every other individual must do to ensure the Health and Safety of all employees, pupils and all other persons who are affected.

The Health and Safety objectives for trips and visits are to adhere to the law and to achieve excellent standards of Health and Safety practice in accordance with our training and any additional information which is supplied by the employer. In addition, we comply with the legal requirements for Risk Assessment for the maintenance of safe systems of work and for adequate regular review of our Health and Safety documentation and working practices. Surbiton High School is committed to ensuring that pupils are safe both in School and on School activities or visits. To this end, the School aims to ensure the following:

- Supervision of pupils takes into account the age and number of pupils, the activities in which they are engaged and their location and any special needs of pupils
- Staff ratios for supervision are safe at all times that pupils are involved in School activities or on the premises
- Supervision of pupils in remote locations is safe
- Activities involving pupil supervision are overseen by a member of staff
- Mandatory staffing ratios for EYFS provision are enforced

Every employee who leads or accompanies a trip or visit, together with every pupil who studies at the School should read and adhere to the parts of the Health and Safety Code for trips and visits which are relevant to them. All new members of staff are trained in the policy and procedures of organising a School trip or visit as part of their routine induction programme. Furthermore, all members of staff who organise and run a School trip or visit are expected to sign the pro-forma (Appendix 1) to say that they have read all relevant documentation. Party leaders brief all accompanying staff before the visit leaves on the nature and aims of the visit and their specific duties and responsibilities. Part of this briefing includes a reminder to all staff of the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit, always bearing in mind the nature and purpose of the visit set out by the party leader.

All pupils are expected to abide by the Behaviour and Discipline Policy whilst out on a visit representing the School. Any incident on a visit will be dealt with through the terms of the Behaviour and Discipline Policy on the visit itself or (where appropriate) on returning to School.

If any assistance or clarification of information is required as to the policy and procedures for organising and running a trip or visit, please contact the EVA (Educational Visits Administrator). Referrals for decisions to be made concerning the approval of a trip or visit are made, in the first instance, to the Assistant Principal



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responsible for overseeing trips and visits. The Principal reserves the right to have the final decision regarding any matters involving a trip or visit organised and run by the School.

This policy and supporting procedural documentation is informed by:

- Group Health and Safety policy
- Health and Safety Advice on Legal Duties and Powers for local authorities, school leaders, school staff and governing bodies Health and Safety Advice for Schools
- <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- Adventure Activities Licensing Regulations (2004) (for England, Scotland and Wales) <http://www.hse.gov.uk/aala/index.htm>
- Outdoor Education Advisors Panel (<http://oeapng.info/>)

Surbiton High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This policy applies to all members of our School community, including those in our EYFS setting.

Surbiton High School is fully committed to ensuring that the application of this Policy for the Supervision of Pupils on the School site is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

This policy should be read in conjunction with the following documents:

- Group Health and Safety Policy
- Supervision of Pupils on the School Site
- Use of Vehicles
- Safe Practice in Physical Education and School Sport (Association for Physical Education).
- Useful Information for Trip Leaders (available on MIS)

This policy is available on the MIS and School website in accordance with our statement on the provision of information.

This policy is reviewed annually by Charlotte Demetz, (Assistant Principal, Compliance, Health and Safety) or as events or legislation changes require. The next scheduled date for review is Jan 2026, when we move to using the Evolve platform.

4. Key Personnel

- The Assistant Principal in the Senior School who oversees trips, visits and off-site activities and is the designated Educational Visits Coordinator: Charlotte Demetz
- The Senior School Educational Visits Administrator: Jen Crouch



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- The Deputy Head of the Girls' Preparatory School who oversees trips, visits and off-site activities and is the designated Educational Visits Coordinator is David Williams
- The Girls' Prep School Educational Visits Administrator: Kathleen Farr
- The Deputy Head of the Boys' Preparatory School who oversees trips, visits and off-site activities and is the designated Educational Visits Coordinator is Danielle Kilpin
- The Boys' Prep School Educational Visits Administrator: Fiona Meaney

The responsibilities of the EVC include:

- a) Formally review own training requirements on an annual basis
- b) Liaise with the employer to ensure that EVAOS meet the requirements defined in the group Health and Safety Policy
- c) Support the Principal and Governors with the visit and approval process
- d) Assign competent people to lead or otherwise supervise a visit
- e) Ensure the induction and training of leaders and the other adults going on the visit.
- f) Ensure that Disclosure and Barring Checks are in place where necessary
- g) Oversee the parental consent process
- h) Ensure that sufficient emergency arrangements are in place
- i) Keep records of individual visits including any significant findings as a reference for future visits
- j) Implement monitoring and review systems in support of continuous improvement.

5. Procedures

5.1 Supervision of Pupils

A minimum of 2 teaching staff should accompany every visit. An exception may be made, at the Principal's discretion, in the case of small Sixth Form groups, depending on the circumstances and the number of pupils involved, to allow one member of staff only to accompany the group.

The table at 5.2 below is for guidance and it is important to realise that some destinations will have more or less stringent requirements for adult supervision of pupils.

Trip supervisors accompanied by their spouse/partner and/or children should be discouraged and must not be counted in the ratio although the Principal may make an exception if:

- At least two employees are present with a group of 20 or more pupils
- It is a Sixth Form outing
- Their inclusion is expressly approved by the Principal
- They are fully informed of the nature of the visit as well as their duties and responsibilities.

If a joint visit is organised with another school and both schools share supervision, employees of the other school may be included in calculating the appropriate ratio. If female pupils are going on a visit, a male employee should be accompanied by a female employee or vice-versa. With very small groups, the Principal



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has discretion in this matter in light of the nature and duration of the visit. All accompanying persons must be named in the documentation for the trip or visit and approved by the Principal or the EVC acting on their behalf. For day trips, they must be checked against the DBS Barred List (Children) and for residential visits or unsupervised access to pupils, an Enhanced DBS with List Checks is required. Proof of this must be seen by the Principal. All accompanying adults must have been informed about the nature of the aims of the visit and made aware of their duties and responsibilities.

5.2 Suggested number of pupils per full-time adult supervisor

Pupil Age	Museum	Field study	Residential	Expedition
4-7	6	6	N/A	N/A
7-8	8-10	8-10	10	N/A
8-11	12	10-12	10	N/A
11-14	18-20	16	10	N/A
14-16	18-20	16	10	Assess every trip
16-18	20	16-18	10-15	Assess every trip

Any departure from these ratios must be agreed in advance by the Principal or the EVC.

Coach journeys: 2 accompanying persons per coach minimum, with one person to have the register and be responsible for the students on the coach during the journey. Every coach is to have a mobile phone for contact between coaches.

Minibus journeys: 2 accompanying persons, (driver + 1), per minibus carrying pupils on long journeys (over 40 miles), + sufficient relief drivers in the party to keep driving times within legal requirements.

5.3 Remote Supervision of Pupils

After careful Risk Assessment, guidelines should be laid down by the Party Leader and clearly understood by all members of the party:

- The geographical area in which pupils must stay should be clearly defined
- Pupils must be in appropriately sized groups, as determined by the Party Leader
- A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone returning late should understand that they will be penalised. Before dispersal, pupils should be informed of the location where an employee can be found during the whole of the period and exactly where to reassemble.
- If pupils are allowed to leave their residential accommodation, upon leaving and returning, pupils should register with staff.
- Pupils should be reminded that in the UK it is an offence for persons under 18 to buy cigarettes, alcohol and illegal substances. Other laws apply abroad, and pupils must be clearly informed about the Pupil Code of Conduct in relation to these.
- Pupils should be placed in rooms in residential accommodation in at least pairs. If a single room is unavoidable and the accommodation cannot provide a suitable configuration, the situation should



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be risk assessed (via a dynamic risk assessment, if it was unforeseen) and parents contacted to give their consent to their child sleeping in a single room.

5.4 Employees Conveying Pupils in Private Cars and School Minibuses

The use of private cars, particularly pupils' private cars, should be discouraged. Before allowing an employee to use his/her own car to transport pupils, the Business Manager must check and keep copies of:

- Driving Licence (employees must bring any endorsements to the attention of the Principal – 6 penalty points is the usual cut-off point)
- MOT Certificate
- Comprehensive insurance (the School's insurance covers use for the purposes of his/her own employer's business)

Whenever employees are driving, the Risk Assessment relevant to the trip must also include reasonable measures to control driver fatigue.

5.5 Higher Risk/ Adventurous Activities

When these are to be undertaken, the Principal must ensure that appropriate employees accompanying the visit are qualified and competent (approved by AfPE) and that all relevant equipment is provided to the appropriate safety standards and is properly maintained. When planning an activity involving caving, climbing, trekking, skiing or water sports, a check is made that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). It is often practicable for activities to be undertaken at specialist provider centres where qualified and competent staff are available. Parents must be informed in writing of any higher risk/adventurous activities to be undertaken. Risk assessments must take account of these activities and be carefully assessed.

5.6 External Providers

The Principal must be supplied with reassurance regarding the quality and competence of any providers used. For caving, climbing, trekking, skiing or water sports, the provider must hold a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). Reassurance covers documents such as copies of providers' health and safety policies, risk assessments and information concerning the qualifications and competence of employees.

When trip leaders use generic risk assessments provided by an external source, these should be adjusted to suit the needs of the pupils on the visit. The risk assessments must be checked at the initial planning stage. One of the items to check is that all provider staff who will possibly come into contact with pupils have been vetted in accordance with the safer recruitment policy.

5.7 First Aid

For visits that are residential, out of the local area or higher in risk, a trained first aider must be present. For visits to the local area and of a lower risk then a designated first aider must be assigned (see First Aid Policy and Procedures). Health notes are supplied in the trip pack created for the trip leader and should be referred to as necessary. In addition to this, for residential trips, parents are required to confirm up-to-date medical details for pupils attending, as part of the MIS online reply system (automatically generated once final



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approval for a trip is granted). Trip leaders need to collect any required medicines from the School nurse prior to the trip departing and have made any necessary preparations for a pupil's medical requirement; this could include conversations with parents in specific cases.

A general first aid kit must also be taken on all educational visits and trips, which is to be collected from the Welfare team (Senior School) or will be issued by the reception staff (Prep Schools) in advance of departure.

5.8 Behaviour

Exemplary behaviour is expected on all trips and visits and is in line with the School's Behaviour and Discipline Policy and pupil Code of Conduct. Expectations on a School visit include:

- a. Consideration for others extends to members of the public and pupils should ensure that nothing they say or do in the wider community will bring dishonour to themselves or the School.
- b. Everyone is expected to maintain a high standard of appearance.
- c. Everybody should be in the right place at the right time.

If the Behaviour and Discipline Policy or the Code of Conduct is not adhered to on an educational visit / trip, the same sanctions will be applied as if on site.

5.9 Alcohol on School Trips

All drivers (of minibuses, or of a car if a car is used) must drink no alcohol during a period when they may be driving and must ensure that alcohol consumption in the preceding period is such that they are within the law for the level of alcohol in the blood.

On day trips, neither members of staff nor any other person who is counted as an adult for the pupil/adult ratio may consume any alcohol during the period in which they are in charge of pupils. They must also ensure that alcohol consumption in the preceding period is such that they are within the law for the level of alcohol in the blood for drivers (anyone whose blood alcohol level is too high to be in charge of a vehicle should not be in charge of pupils.)

On residential trips, members of staff and any other persons who are counted as an adult for the pupil/adult ratio must ensure that alcohol consumption in the preceding period (before the start of the residential trip) is such that they are within the law for the level of alcohol in the blood for drivers. On 'non-active-duty periods', e.g., evenings when the pupils are all together in a supervised and controlled location, at least 2 members of staff at any time must not consume any alcohol, so that they are able if necessary to take control or drive. Other members of staff or persons who are counted as adults for the pupil/adult ratio may consume modest amounts of alcohol (maximum 3 units of alcohol) with a meal.

The safety and well-being of pupils and staff is central to this standpoint, as is the reputation of the School. It is expected that pupils will adhere to the Code of Conduct in relation to smoking and that staff will not smoke in the presence of pupils.



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6. Organising a School Trip or Visit

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. All final paperwork concerning the trip or visit must be provided a minimum of two weeks prior to departure to ensure thorough checking of administrative details and information. Furthermore, it is expected that staff involved in the initial planning of a visit or expedition will continue to be responsible for the visit until its conclusion and be available to deal with any follow up work afterwards. If circumstances make this impossible, the Principal (or Head of Preparatory Schools, where relevant) will make the final approval for another member of staff to be appointed as a replacement leader.

6.1 Initial procedure

Written approval from the EVC, acting on behalf of the Principal, must be obtained before any pupils are taken off site by staff applying for **Approval in Principle** on MIS. This should be obtained before any pupils are involved or any bookings made.

Once permission has been granted, the organiser of the trip or visit should follow the overview of procedures detailed in **Appendix 2**, together with the pro-formas referred to, all of which are filed on MIS and in **Appendix 3**.

The School maintains an enhanced Travel Insurance Policy, which is renewed on an annual basis.

6.2 Risk Assessment

All trips and visits undertaken by pupils must be risk-assessed by the trip leader at every stage, both through prior planning and by the trip leader and all accompanying staff remaining vigilant for new and emerging risks during the visit.

Generic risk assessments produced by external providers should be adjusted to suit the needs of the pupils attending the visit.

Risk assessments should:

- Take into account the needs of all pupils, including those with SEN and specific medical needs (detailed in the Individual Care Plan). The trip leader must check these in advance and plan to manage the risks accordingly.
- Include planning in the eventuality of a fire. Precautions and procedures must be detailed for all venues and instances whilst travelling.
- Include Plan B procedures for unexpected situations. No activity that has not been risk assessed may be undertaken by pupils.
- Pre-empt matters arising from weather. In the case of bad weather or the threat of bad weather whilst on an educational visit, the trip leader must make sure that they have a contingency in place
- Specify when the SLT contact should be used.
- Assess risks inherent in activities requiring specialist clothing and equipment.
- Cover plans for first aid provision. For residential trips, trips out of the local area and activities of a high-risk nature, there must be a trained first aider present. For local lower-risk trips, there should be a designated first aider. Details regarding specific medical needs and/or administration of medicines should be detailed, where applicable.



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- Specify how the risks will be assessed when using different modes of transport.
- Consider how to utilise insurance. All trip leaders will have School insurance details in case of the need to call them whilst on a visit.
- At all times, consider the welfare and safety of the pupils, which is of paramount importance.
- Carefully plan and assess any hazardous activities, to ensure the safety of pupils.
- Consider any adults external to the School that the pupils will come into contact with for prolonged periods of time. The trip leader should ensure that they have checked that accompanying adults have appropriate checks in place, in liaison with HR, and that these are explicit in the risk assessment.
- Make careful note of any matters relating to the safeguarding of pupils, in line with School policy.
- Taken into account any additional security measures which may be required by transport / venues etc.
- Outline plans for pupil supervision, including remote supervision, where applicable.

6.3 Emergency Procedures

In the event of an emergency, trip leaders should refer to the Surbiton High School 'Guidelines for Action to be taken in the event of an accident or critical incident on a school visit' (part of the trip pack) and follow the instructions on the document. Trip leaders should read this document before departing on the educational visit / trip.

If an injury occurs to a member of staff on a school trip, HR and Finance need to be informed as soon as possible and an ARMS report completed on the United Hub.

On return to School, trip leaders must fill out the evaluation form, detailing any near misses or issues that they faced whilst on the educational visit.

6.4 Preparing pupils and parents for an Educational Visit

For all day trips, parents will receive a detailed letter about the purpose of the trip and the activities planned. For all residential trips, the trip leader holds a Parental Information Evening for parents and pupils so that they can go through the trip in more detail, set expectations and answer any queries that the parents or pupils may have. For more expensive residential trips, such as Expeditions or Sports Tours, an evening may be held to launch the trip to parents so they can fully understand what they would be committing themselves to if they signed up. These communications should include information on emergency contact details for parents.

7. Conclusion

It is important that all pupils and accompanying staff enjoy and benefit from their trip. With careful planning and due consideration to the legal requirements involved for any off-site activity, all involved should be able to have complete confidence in the trip.



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Appendix 1 Off-site Activities Health and Safety Code

The welfare of staff and pupils during an off-site activity is of paramount importance. The Principal reserves the right to refuse approval for a trip or visit on the grounds of concerns over Health and Safety. The Health and safety code for off-site activities is covered by the procedures for trips and visits. All procedures and pro-formas are filed in the School MIS. The contents are designed to ensure that every employee who leads or accompanies a School trip or visit understands precisely what they and every other individual must do to ensure the Health and Safety of all employees, pupils and all other persons who are affected.

The Health and Safety objectives for trips and visits are to adhere to the law and to achieve excellent standards of Health and Safety practice in accordance with our training and any additional information which is supplied by the employer. In addition, we will comply with the legal requirements for risk assessment, for the maintenance of safe systems of work and for adequate regular review of our Health and Safety documentation and working practices. This code applies to all members of our School community, including those in our EYFS setting, and those requirements laid out for these particular pupils must be adhered to.

Every employee who leads or accompanies a trip or visit together with every pupil who studies at the School must read and adhere to the parts of the Health and Safety Code for trips and visits which are relevant to them. All new members of staff are trained in the policy and procedures of organising a School trip or visit as part of their routine induction programme. Furthermore, all members of staff who organise and run a School trip or visit are expected to sign the pro-forma to say that they have read all relevant documentation.

If any assistance or clarification of information is required as to the policy and procedures for organising and running a trip or visit, please contact the EVC. Referrals for decisions to be made concerning the approval of a trip or visit are made, in the first instance, to the Assistant Principal responsible for overseeing trips and visits. The Principal reserves the right to have the final decision regarding any matters involving a trip or visit organised and run by the School.

Before taking any pupils on an off-site activity, please read the documentation and sign below.

I have read the documentation on leading / accompanying a School Visit and I have received training on the procedures via INSET training / individual training from the Trips and Visits Coordinator.

Signed: -----

Date: -----



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Appendix 2 Guidance Notes and Check List

Please note that no final bookings should be made until the trip/visit has had Final Approval from the Educational Visits Co-ordinator.

Check list of action to be taken:

<u>Action and Guidance Notes</u>	<u>Suggested time frame</u>	<u>Tick +date</u>	<u>Comment</u>
Staff Party Leader to apply for Approval in Principle on the MIS. EVC checks the appropriateness of the date/s for the proposed visit. N.B: No permanent bookings should be made at this stage EVC to consider educational validity, impact on academic lessons, other events booked on calendar. (There may also be some 'back and forward' at this stage depending on destination/venue availability.)	By half term for trips taking place the following term as rule of thumb. There will be circumstances where flexibility is required due to extenuating circumstances.		
Once the date has been approved in principle, it will be put on the calendar as TBC.			
Staff Party Leader to apply for Final Approval. This will include Risk Assessment Form, Costing Form and Travel Form. <u>ALL forms must be complete before final approval is applied for.</u> Note: if the trip is being organised by an external company, it will still be necessary for the Staff Party Leader to complete all School paperwork and to ensure that any documentation from the external company (e.g. risk assessment) is in electronic form. A risk assessment must also be completed for any part of the visit NOT covered by the external company. A generic risk assessment must be adjusted to cater for the needs of the pupils on the visit. EVC will check that pupil/staff ratio, risk assessment, staff member nominated to be in charge of first aid and trained first aider when required. In addition, to check the educational validity and impact on academic lessons. EVC will then grant Final Approval and TBC is removed on calendar. If an issue is identified at this point, then appropriate action will be taken – additional staff recruited for trip or look for an alternative date for example.	Four weeks before the trip is due to leave.		Nominated staff in charge of First Aid:
Staff party leader sets up the online reply after Final Approval. Finance Manager will set up a trip account after receiving alert from MIS upon Final Approval of a trip.	Ideally four weeks before the trip is due to leave.		
Staff Party Leader to send letter and link to online reply to parents. This goes through the Friday communication and the letter (proofed) must be with the MIS team by 4.00pm on a Thursday.	Four weeks before the trip is due to leave.		
Staff Party Leader to make any bookings necessary – person to liaise with or responsible for in brackets. This may include:			



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Coach (Heidi Lavender) Canteen informed (Louise Buckley) Packed lunch ordered (Louise Buckley) Minibus (Staff Party Leader through MIS) Other transport – flights/trains (Staff Party Leader) School mobile phone Text messages service (MIS team) All invoices to Finance Department.			
For residential trips, Staff Party Leader to set up date with SLT member responsible for the calendar (CED) for a Parents' Information Evening.	Meeting to take place at least a month prior to departure		Date & time:
Staff Party Leader to ensure the online reply closes with a full set of responses.	Minimum of two weeks prior to departure.		
Staff Party Leader to email pupil list to colleagues for trips/visits that will have an impact on academic lessons.	Minimum of two weeks prior to departure.		
Trip Pack sent to Staff Party Leader . This pack will include all original documentation plus additional documents including pupil emergency contact details, first aid list, uncollected child policy, travel cover insurance documents, emergency procedure document.	Once all documentation has been received – normally a week prior to departure.		
Staff Party Leader to order medical kit through Welfare Centre All Accompanying Staff to enter cover requests on the MIS and set cover work if necessary.	Minimum of a week prior to departure		
School mobile phones booked for trip given to Staff Party Leader – an email confirming the hand over will also be sent if not handed to Staff Party Leader in person. For residential trips, the Staff Party Leader must set up the text messaging service. For day trips, this is best practice.	Usually a few days prior to departure.		
Trip evaluation form reminder email sent to Staff Party Leader through MIS asking for completion.	Staff Party Leader to complete evaluation form on MIS.		

There is also a document available on MIS, as an aide-memoire for Trip Leaders:

[Useful Information for Trip Leaders](#)



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Appendix 3 Trips and Visits Forms

The forms below are screenshots from our online Trips and Visits System found on the MIS.

[Quick Links](#) [Communication](#) [Data Reports](#) [HR](#) [Attendance](#) [Timetable](#) [Reports](#) [Examinations](#) [cdemetz](#)

Trips and Visits

Chloe Rogers - Costa Rica 2024 Trip
Friday 18 October 2024 to Tuesday 29 October 2024

[tails](#) [Pupils](#) [Staff](#) [Costing](#) [Duty officers](#) [Risk assessment](#) [Travel](#) [Online reply](#) [Text messages](#) [Final approval](#)

Please edit the information below

Department

Co-curricular *

Please enter the name of the department running the trip/visit

Name of trip/visit

Costa Rica 2024 Trip *

Please enter a short name for the trip/visit

School

Senior School * ▾

Type

Long/residential trip/visit * ▾

Abroad

Yes - request passport details * ▾



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Trips and Visits

Chloe Rogers - Costa Rica 2024 Trip
Friday 18 October 2024 to Tuesday 29 October 2024

Details

Pupils

Staff

Costing

Duty officers

Risk assessment

Travel

Online reply

Text messages

Final approval

Please select a risk from the list below or you may [add a new risk](#) or [add a generic risk](#)

- ✖ **Risk identified:** Illness related to pupils' pre-existing medical conditions

Risk controls: Trip Leader and First Aider to read through pupils' Health Notes provided in Trip Pack. Take note of Individual Care Plans (provided with Trip Pack, if required). If relevant, remind pupils to bring and carry their medication with them.

Further action necessary: Trip Leader to collect First Aid Kit from the Welfare Centre prior to trip. Be aware of any special medication enclosed. Check with the School Nurse whether any confidential/pastoral issues need to be known that are not listed in the pupils' Health Notes. Designated First Aider to carry First Aid kit at all times.

- ✖ **Risk identified:** Accident / sudden illness arising on trip

Risk controls: Designated First Aider to carry First Aid kit with them at all times.

Further action necessary: Duty Officer to be contacted in the event of sudden illness or serious accident.

Upon return to School, appropriate paperwork to be completed.

- ✖ **Risk identified:** Food allergies / reactions

Risk controls: Trip Pack will contain details of any known allergies / intolerances.

Trip Leader to ensure that the First Aid Kit has been collected from the Welfare Centre and is readily available throughout the trip. All group members to know where it is located. At least one member of staff will be First Aid trained and assigned as the designated First Aider.

If student feels unwell, they must inform their group leader who must then inform First Aider.

Pupils with allergies to be vigilant if they purchase food.

Further action necessary: Trip Leader to brief pupils as necessary and check that they are carrying any relevant medication, such as EpiPens.

Duty Officer to be contacted in the event of a serious reaction.

- ✖ **Risk identified:** Crash, accident or emergency situation during plane, coach journey.

Risk controls: Follow signposted or announced instructions for emergency situations and keep pupils calm.

If possible, gather the whole group together and register the pupils. Supervise them closely. Make sure that they have removed any earphones that may block instructions announced. Ensure that they are not using their mobile phones and that they are concentrating on effecting their way out of the situation safely. Do not talk to the press.

Further action necessary: Brief pupils of emergency procedures prior to departure.

Read the guidelines at the back of the Trip Pack regarding action to be taken in the event of an accident or critical incident on a School visit.

- ✖ **Risk identified:** Risk of being stalked or attacked by a group or member of the public.



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Appendix 4 Procedures for Supervision of the Home to School Coach Service

- The “Home to School Coach Service” is currently operated by Royale European Coaches and the first point of contact with them is the School’s Transport Manager, who has delegated responsibility from the Director of Finance and Operations. **In an emergency, the Transport Manager will liaise with the Director of Finance and Operations and / or the Senior Vice Principal should be contacted.**
- When pupils disembark the coach at the School site, the School then acts in loco parentis to those pupils
- The School also acts in loco parentis to pupils as they are boarding the coach at the School site
- When pupils board the coach to go either to or from School, they are electronically registered to confirm their presence. The School, pupils’ parents and Royale European are able to monitor who is on the bus and its location. The coach driver will take note, in particular, of the smallest children using the Home to School Coach Service to ensure, where possible, that they disembark the coach at the correct drop-off point
- Where Surbiton High Boys’ Preparatory School pupils use the Home to School Coach Service in the morning, should the coach arrive at School before 8.25am, they will be dropped off at Surbiton Assembly Rooms and accompanied by either the member of staff on duty or the driver to the Breakfast Club who will ensure that they are handed over to staff. If arrival is after 8.25am, boys will be dropped off at the SAR Reception.
- Royale European’s Risk Assessment is available in Common Docs on MIS



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Appendix 5 Educational Visits Coordinator

Responsibilities:

The Educational Visits Co-ordinator [EVC], Charlotte Demetz (Senior School), David Williams (Girls' Preparatory School) and Danielle Kilpin (Boys' Preparatory School) will take necessary and appropriate action to ensure that the requirements of the School Health and Safety Policy are met in full with regard to off-site educational visits.

In particular the EVC will:

- Act on behalf of the Principal
- Be specifically competent, relative to the size of the School and the types of off-site activities proposed. Evidence of competence will be through the practical leadership over many years of off-site education and the completion of training in risk assessment as well as a thorough knowledge of the policy for Activities Outside School and Educational Visits. The EVC will have undertaken formal and documented risk assessment training.
- Ensure safe working practices and procedures including those relating to fire safety
- Ensure risk assessments are undertaken to eliminate possible hazards
- Ensure that the main objectives of the visit are addressed and that a Plan B is in place if these aims cannot be addressed
- Formally reviewing own training requirements and the needs of others with regard to off-site educational visits on an annual basis and report to the School Health & Safety Coordinator
- Liaise with the employer to ensure that educational visits meet the employer's requirements, including those of risk assessment, as set out in the Group Health and Safety Policy
- Support the Principal and LGB members with approval and other decisions
- Assign competent people to lead or otherwise supervise a visit
- Assess the competence of leaders and other adults proposed for supervision of visits; these may need accreditations from an awarding body – assessment may include practical observation or verification of experience
- Ensure the training of leaders and the other adults going on a visit
- Organise thorough induction of leaders and other adults taking pupils on specific visits
- Review the contents of the policy annually and inform colleagues of any changes
- Ensure that the Disclosure and Barring Service certificates are in place as necessary
- Work with group leaders to obtain the consent or refusal of parents and to provide the details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis
- Organise the emergency arrangements and ensure there is an emergency contact for each visit
- Keep records of individual visits including reports of accidents and 'near accidents', sometimes known as 'incidents'. Report to be submitted to EVC on request.
- Review systems and, on occasion, monitor practice in support of continuous improvement



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8. Document Information

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