



SURBITON

HIGH SCHOOL

Educational Visits and Activities Off Site (EVAOS)

Contents

| | |
|---|----|
| 1. Surbiton High School: Ethos and Aims | 2 |
| 2. Policy Statement..... | 3 |
| 3. General Statement | 4 |
| 4. Key Personnel | 5 |
| 5. Procedures..... | 6 |
| 5.1 Supervision of Pupils..... | 6 |
| 5.2 Suggested number of pupils per full-time adult supervisor | 7 |
| 5.3 Remote Supervision of Pupils | 7 |
| 5.4 Employees Conveying Pupils in Private Cars and School Minibuses | 7 |
| 5.5 Higher Risk/ Adventurous Activities | 8 |
| 5.6 Exchange Visits | 8 |
| 5.7 External Providers..... | 8 |
| 5.8 First Aid | 9 |
| 5.9 Behaviour..... | 9 |
| 5.10 Alcohol on School Trips | 9 |
| 6. Organising a School Trip or Visit..... | 10 |
| 6.1 Initial procedure | 10 |
| 6.2 Risk Assessment..... | 10 |
| 6.3 Emergency Procedures | 11 |
| 6.4 Preparing pupils and parents for an Educational Visit | 11 |
| 7. Conclusion | 11 |
| Appendix 1 Off-site Activities Health and Safety Code..... | 12 |
| Appendix 2 Guidance Notes and Check List | 13 |
| Appendix 3 Trips and Visits Forms..... | 15 |
| 8. Document Information | 31 |



SURBITON

HIGH SCHOOL

1. Surbiton High School: Ethos and Aims

Ethos

- We are a vibrant learning community, which **inspires** every child to discover and embrace their individuality, to grow in their intellectual curiosity, and to enjoy their independence
- We acknowledge that there is no such thing as a typical Surbiton High School pupil and that impressive academic results are just one aspect in our rich tapestry of educational provision; therefore, we **encourage** every child to grow in compassion, respect and an outward looking attitude, living out the School's motto: *Amor nos semper ducat (May love always lead us)*
- We **empower** every child to thrive, developing social and emotional intelligence to become rounded and grounded in their character, demonstrating kindness and service to others

Aims

- Surbiton High School aims to **inspire, encourage and empower** our young people to discover and liberate the very best of themselves, exceeding their potential in an intellectually rigorous and challenging academic environment, balanced with outstanding pastoral care and support

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

- 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

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



SURBITON

HIGH SCHOOL

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.

Furthermore, trips and visits organised by Surbiton High School subscribe to some or all of the following United Learning core values:

- **Ambition** – to achieve the best for ourselves and others;
- **Confidence** – to have the courage of our convictions and to take risks in the right cause;
- **Creativity** – to imagine possibilities and make them real;
- **Respect** – of ourselves and others in all that we do;
- **Enthusiasm** – to seek opportunity, find what is good and pursue talents and interests;
- **Determination** – to overcome obstacles and reach success.



SURBITON

HIGH SCHOOL

3. General Statement

The Assistant Principal (Innovation and Organisation) 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



SURBITON

HIGH SCHOOL

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: Supervision of Pupils on the School Site, Use of Vehicles and Safe Practice in Physical Education and School Sport (Association for Physical Education).

This policy and supporting procedural documentation is available on the United Hub, MIS and School website in accordance with our statement on the provision of information.

This policy is reviewed annually by James Flynn, (Assistant Principal, Innovation and Organisation) or as events or legislation changes require. The next scheduled date for review is October 2021.

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: James Flynn
- The Senior School Educational Visits Administrator: Sufia Wright
- 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 Sally Johnston
- The Boys' Prep School Educational Visits Administrator: Fiona Meaney



SURBITON

HIGH SCHOOL

The responsibilities of the EVC include:

- a) Formally review own training requirements on an annual basis and report to the School Health and Safety Co-ordinator
- 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 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.



SURBITON

HIGH SCHOOL

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, + 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 employees.
- 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 Code of Conduct in relation to these.

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 Principal must check and keep copies of:

- A completed *Driver Declaration Form*
- 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.



SURBITON

HIGH SCHOOL

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 Exchange Visits

These usually involve groups of pupils travelling to another country and staying with host families and may be organised by a specialist company or in conjunction with a school in that country.

- The Principal will normally expect an employee to be resident in the country during the stay and will consider whether appropriate procedures exist for contacting School and parents in case of emergency. Pupils must be given the contact details of the employee and it must be made clear to pupils and to host families when the employee will be available at an agreed location.
- Host families should be subject to DBS checks (or the equivalent overseas) and, where not available, proper assurances from the other school/organisation must be obtained. This can include a signed letter from the Head of the host school endorsing the families that will be hosting pupils. If there is any doubt about the safeguarding of pupils staying with host families, the matter must be referred by the Principal to the Head of Independent Schools.
- Parents must be fully informed of the arrangements and given all necessary details in connection with the host families.
- Employees should accompany pupils on both outward and return journeys in accordance with the ratios listed previously.
- Unambiguous instructions should be given to pupils concerning their own safety.
- Host families must be informed of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever an employee is advised of the illness of/accident involving etc. a pupil, they should personally investigate immediately and, if the situation warrants, inform the Duty Officer and the pupil's parents straight away.

5.7 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.



SURBITON

HIGH SCHOOL

5.8 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 by the EVA 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 replies system (automatically generated once final 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 nurse (Senior School) or will be issued by the reception staff (Prep Schools) in advance of departure.

5.9 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.

5.10 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.



SURBITON

HIGH 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.

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 paper work concerning the trip or visit must be with the EVA 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 Senior 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 Principal (or the EVC, acting on her behalf) 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



SURBITON

HIGH SCHOOL

be a designated first aider. Details regarding specific medical needs and/or administration of medicines should be detailed, where applicable.

- 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 created by the EVA) and follow the instructions on the document. Trip leaders should read this document before departing on the educational visit / trip.

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.



SURBITON

HIGH SCHOOL

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 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 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: -----



SURBITON

HIGH SCHOOL

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> |
|---|--|-------------------|---|
| <p>Staff Party Leader to apply for Approval in Principle on the MIS. JBF checks the appropriateness of the date/s for the proposed visit.</p> <p>N.B: No permanent bookings should be made at this stage</p> <p>SLT member to consider: educational validity, impact on academic lessons, other events booked on calendar.</p> <p>(There may also be some 'back and forward' at this stage depending on destination/venue availability.)</p> | 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. | | | |
| <p>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></p> <p>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.</p> <p>EVC (JBF) 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 by EVA.</p> <p>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.</p> | Four weeks before the trip is due to leave. | | Nominated staff in charge of First Aid: |
| <p>Staff party leader sets up the online reply after Final Approval.</p> <p>Finance Manager will set up a trip account after receiving alert from MIS upon Final Approval of a trip.</p> | 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. | | |



SURBITON

HIGH SCHOOL

| | | | |
|---|--|--|--------------|
| Staff Party Leader to make any bookings necessary – person to liaise with or responsible for in brackets. This may include: Coach (Heidi Lavender) Canteen informed (Marinke Overwater) Packed lunch ordered (Marinke Overwater) Minibus (Staff Party Leader through MIS in liaison with Daniel Rodas and the PE Department) Other transport – flights/trains (Staff Party Leader) School mobile phone (EVA for relevant School) Text messages service (MIS team) All invoices to Finance Department. | | | Drivers: |
| For residential trips, Staff Party Leader to set up date with SLT member responsible for the calendar (JBF) 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. | | |
| EVA to send Trip Pack 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 School Nurse (Anne McCool) | Minimum of a week prior to departure | | |
| All Accompanying Staff to enter cover requests on the MIS and set cover work if necessary. | | | |
| EVA to hand over any School mobile phones booked for trip to Staff Party Leader – an email confirming the hand over will also be sent if not handed to Staff Party Leader in person. | Usually a few days prior to departure. | | |
| For residential trips, the Staff Party Leader must set up the text messaging service. For day trips, this is best practice. | | | |
| Trip evaluation form reminder email sent to Staff Party Leader through MIS asking for completion. | Staff Party Leader to complete evaluation form on MIS. | | |



SURBITON

HIGH SCHOOL

Appendix 3 Trips and Visits Forms

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

Trip Information

The screenshot shows a web-based form titled "GCSE and A Level course theatre trip to see 'A Very Very Very Dark Matter' 21/11/18" with the date "Wednesday 21st November 2018". The form has a navigation bar with tabs: Trip info (selected), Pupils, Staff, Costing, Duty officers, Risk assessment, Travel, and Final Approval. The form fields are as follows:

- Department:** Drama and Dance
- Name of trip/visit:** GCSE and A Level course theatre trip to see 'A Very Very Very Dark Matter' 21/11/18
- School:** Senior School (dropdown menu)
- Type:** Short trip/visit (dropdown menu)
- Destination:** The Bridge Theatre
- Destination address:** 3 Potters Fields Park, London, SE1 2SG
- Purpose of trip/visit:** To see a play they will write about in their end of course written exam.
- Departure date/time:** 21/11/2018 13:00
- Return date/time:** 21/11/2018 18:00
- Year groups:** 10, 11, 12, and 13
- Estimated number of pupils:** 92
- Estimated adult:pupil ratio:** 1:10
- Number of periods missed:** 2
- Are there young people with significant medical or additional needs?** Yes. List: Kitty Castledine - wheelchair user, Millie Adams - diabetes.
- Does the group include young people from outside the organisation?** No.

At the bottom of the form, there is an "Update information" button and a link "select a different trip/visit".




SURBITON

HIGH SCHOOL

Pupils

Quick Links Communication Data Reports Attendance Timetable Reports Examinations jflynn



Management Information System

INSPIRE | ENCOURAGE | EMPOWER

THURSDAY 4th OCTOBER 2018 17:45:19

British School Girls' Ski Race 2019

Thursday 24th January 2019 to Wednesday 30th January 2019

Trip info

Pupils

Staff

Costing

Duty officers

Risk assessment

Travel

Final Approval

There are 0 pupils on this trip/visit

No pupils found - you may [add new pupils](#)

[select a different trip/visit](#)

© SHS | School web site | Twitter @SurbitonHigh | Back to Top ^

Computer: 6offstaff



SURBITON

HIGH SCHOOL

Trip leader and accompanying staff

cess, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

[Quick Links](#)

[Communication](#)

[Data Reports](#)

[Attendance](#)

[Timetable](#)

[Reports](#)

[Examinations](#)

[jflynn](#)



Year 7 Nower Wood Ecology Trip - Day 1

Wednesday 5th June 2019

[Trip info](#)

[Pupils](#)

[Staff](#)

[Costing](#)

[Duty officers](#)

[Risk assessment](#)

[Travel](#)

[Final Approval](#)

There is one member of staff on this trip/visit

Please select a member of staff/other person from the list below or you may [add a new member of staff/other person](#)

| Name | Leader | Deputy Leader | First Aider | Minibus Driver |
|--------------|----------------------------------|--------------------------|--------------------------|--------------------------|
| Rachel Lucas | <input checked="" type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

[select a different trip/visit](#)



SURBITON

HIGH SCHOOL

Costing

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

CEIN 2018
Friday 23rd November 2018

[Trip info](#) [Pupils](#) [Staff](#) [Costing](#) [Duty officers](#) [Risk assessment](#) [Travel](#) [Online reply](#) [Text messages](#) [Final Approval](#)

The totals calculated below are based on 24 pupils and 2 adults

No cost involved for this trip/visit ☐

Travel Company Costs (Residential Trips Only)

Number of free adult places from travel company

Cost per pupil charged by travel company

Cost per adult charged by travel company

Total cost charged by travel company

Fixed Costs
These costs remain the same even if you edit the number of attendees

Coach travel

[Add another additional cost - fixed](#)

Total additional costs - fixed

Variable Costs
The totals will change if you edit the number of attendees

Train/plane/bus travel (per pupil)

Train/plane/bus travel (per adult)

Entrance fees/tickets (per pupil)

Entrance fees/tickets (per adult)

Meals (per person)

✖ Lunch and Dinner (per adult)

✖ Taxis for teachers (per adult)

[Add another additional cost - variable](#)

Total additional costs - variable (pupils)

Total additional costs - variable (adults)

Total Costs

Overall total costs

Contingency fund (at least 10% - £121.26)

The contingency fund should cover things such as emergencies, pupil hardship and staff expenses. All expenditure will need be signed off by the EVC and receipts are required.

Final Costs

Final total costs

Final cost per pupil

[Update costing](#)



SURBITON

HIGH SCHOOL

Duty Officer

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



Management Information System



SURBITON

HIGH SCHOOL

INSPIRE | ENCOURAGE | EMPOWER

Thursday 4th October 2018 17:43:13

The details of the duty officer have been saved

GCSE and A Level course theatre trip to see 'A Very Very Very Dark Matter' 21/11/18

Wednesday 21st November 2018

[Trip info](#) [Pupils](#) [Staff](#) [Costing](#) [Duty officers](#) [Risk assessment](#) [Travel](#) [Final Approval](#)

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

| | Name | Daytime | Evening | Mobile | |
|---|---------------|---------------|---------|--------|---------------------------|
| ✖ | James Flynn | 020 8546 5245 | | | move down |
| ✖ | Matthew Close | 020 8546 5245 | | | move up |

[select a different trip/visit](#)



SURBITON

HIGH SCHOOL

Risk Assessment

| Quick Links | Communication | Data Reports | Attendance | Timetable | Reports | Examinations | jflynn |
|---|---------------|--------------|------------|---------------|-----------------|--------------|--------------|
| CERN 2018 Friday 23rd November 2018 | | | | | | | |
| Trip info | 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 | | | | | | | |
| <p>Risk identified: Meeting at the airport / safety on the plane: risk of pupils becoming separated from the group or incident occurring due to lack of information issued to pupils</p> <p>Risk controls: Have a central meeting point with clear times set for staff and pupils to meet. Pupils to stay in groups of 3 or more. Pupils given flight information. Remind pupils of departure gate and check information monitors. Keep a watch for students who may be called over by security and stay with student until free to leave.</p> <p>Ensure all watch and comply with rules of safety film before take-off. Check girls in at airport, customs and onto the aircraft. Pupils told to remain seated in their allocated seats when not moving around cabin.</p> <p>Pupils to be seated together, where possible, and made aware of staff seat numbers.</p> <p>Further action necessary: Trip Leader to carry out head count throughout check-in process and border control until cleared.</p> <p>Trip Leader to retain pupils' passports and boarding cards when checking in as a group.</p> <p>Trip Leader to have copies of pupils' passports and EHIC cards.</p> <p>edit risk</p> | | | | | | | |
| <p>Risk identified: Luggage: risk of pupils not being permitted to bring their luggage on-board or loss of items</p> <p>Risk controls: Pupils to have clear instructions on what is allowed in hold and hand luggage. Pupils told of the weight limits and maximum permissible dimensions of hold and hand luggage. Pupils to pack any valuable items in hand luggage. Pupils to be aware they cannot have more than 100ml in bottles in their hand luggage and these must be in a plastic bag. Pupils told of the importance of keeping hand luggage with them at all times.</p> <p>Further action necessary: Trip Leader to give a written guide to pupils regarding appropriate items to pack for trip to avoid pupils bringing too much with them.</p> <p>edit risk</p> | | | | | | | |
| <p>Risk identified: Terrorism / emergency incident at airport</p> <p>Risk controls: Keep group together and calm. Follow instructions from authority, e.g. police, airline official, or meet at agreed place outside building in absence of any authority.</p> <p>Carefully monitor the girls throughout and if there is any sign of a disturbance move to a safe area.</p> <p>Make sure every member of staff has a register of pupils that they are responsible for. If there are any concerns then pupils should gather with their member of staff and remain with them.</p> <p>Get to a place of safety; the Run, Hide, Tell rule applies but staff to follow advice of the police and keep the girls with them. When safe to do so, staff to take mobile phones off the girls and make sure to ring the school/duty officer. Trip leader to explain to the girls that they would ask them for their phones in the unlikely event of an emergency so that they are prepared. This is to manage the messages to parents and also avoid adding to the panic that girls and parents would be feeling. Trip leader to make sure the staff are briefed on this and know what they would do if there was a concerning situation. This message is to be delivered to the girls with caution and in a factual way so that they feel reassured. Group to stagger their departure, if appropriate and possible, when walking from place to place in order to minimise the size of the group and prevent becoming as much of a target.</p> <p>Further action necessary: Trip Leader to provide pupils and parents with staff emergency contact number(s) prior to trip.</p> <p>In case of airport emergency, contact Duty Officer.</p> <p>edit risk</p> | | | | | | | |
| <p>Risk identified: Risk of parental concern owing to lack of communication</p> <p>Risk controls: Trip Leader to inform parents regarding text message forwarding in place, and will advise parents that the group has taken off on time, or of any delays. Trip Leader can then advise parents again, approximately 1hr before arrival at SHS.</p> <p>During School hours, parents can contact the main school reception who can, in turn, contact the trip leader if needed.</p> <p>Outside of School hours, parents can use the School mobile phone to contact the trip leader, if needed.</p> <p>In cases of emergency outside of School hours, when no School mobile phone has been booked for the trip, parents can contact the Duty Officer via the trips direct dial line.</p> <p>Further action necessary: Trip Leader to include the trips direct dial number in letters to parents, where applicable.</p> <p>Trip pack contains emergency contact information for all pupils and staff.</p> | | | | | | | |





SURBITON

HIGH SCHOOL

Travel

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



**SURBITON**
HIGH SCHOOL

INSPIRE | ENCOURAGE | EMPOWER

Thursday 4th October 2018 18:01:11

Strawberry Hill House
Wednesday 7th November 2018

[Trip info](#) [Pupils](#) [Staff](#) [Costing](#) [Duty officers](#) [Risk assessment](#) [Travel](#) [Online reply](#) [Text messages](#) [Final Approval](#)

Please enter the information requested below

Emergency phone number at destination

Contact number

Method of transport

Travel operator

Tour no/reference

Flight numbers

Insurance details

Have the catering staff been informed?

Total cost per pupil for fee billing

[select a different trip/visit](#)



SURBITON

HIGH SCHOOL

Online Reply Short Visit

Trips and Visits Policy Pro Forma

Thursday 1st January 2015

- Trip info
- Pupils
- Staff
- Costing
- Duty officer
- Risk assessment
- Travel
- Online reply
- Text messages
- Final Approval

Your online reply is shown below - you may [amend the details or add further questions](#)

Permission form for a Short Visit

For short educational off-site visits which depart from, and return to, School within the working day (8am to 4.30pm). Also for local evening visits such as theatre visits.

Destination

-

Date(s)

Thursday 1st January 2015

Time of departure

12.00am

Approximate time of return

12.00am

Transport is by

Not found

Party leader

Miss A Davies

Department

Trips & Visits

Permission slip for a Short Visit

I give permission ☒ for PUPIL'S NAME to take part in this educational visit to - on Thursday 1st January 2015.

PUPIL'S NAME's emergency contact numbers and medical information are as shown on his/her "details" pages on the MIS. I agree to authorise members of staff, during the course of this visit, to approve such medical treatment for PUPIL'S NAME as is deemed necessary in an emergency.

PUPIL'S NAME has read and agrees to abide by the School's Code of Conduct for Health and Safety.

Send reply

[select a different trip/visit](#)



SURBITON

HIGH SCHOOL

Online Reply for a Long/Residential Visit

Residential Riding Trip Scotland March 2015

Sunday 29th March 2015 to Saturday 4th April 2015

Trip info

Pupils

Staff

Costing

Duty officer

Risk assessment

Travel

Online reply

Text messages

Final Approval

Your online reply is shown below - you may [amend the details](#) or [add further questions](#)

Permission form for a Long/Residential Visit

For long distance, foreign, higher risk or adventurous visits

Destination

Scotland

Departure date/time

Sunday 29th March 2015 09:00:00

Return date/time

Saturday 4th April 2015 18:00:00

Travel arrangements

Not found

Permission slip for a Long/Residential Visit

Does your child have any conditions requiring medical treatment?

☐ ☐ *

Does your child have any allergies (e.g. to medication or specific foods)?

☐ ☐ *

Does your child have any special dietary requirements?

☐ ☐ *

To the best of your knowledge has your child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

☐ ☐ *

Home phone number

*

Parent's mobile phone number

*

Parent's work phone number

*

Emergency contact name

*

Emergency contact address

*

Emergency contact phone number

*

Pupil's mobile phone number

*



SURBITON

HIGH SCHOOL

- [v] *

Other activities

I agree to the pupil taking part in any/all of the activities (where applicable) contemplated as listed in the Visit Programme, (including, for Senior School pupils on foreign trips, drinking a modest quantity of wine with a meal), except where specified here

I give permission [v] for **PUPIL'S NAME** to take part in this educational visit to Scotland from Sunday 29th March 2015 to Saturday 4th April 2015.

I have parental responsibility for the above named pupil and have completed the information requested. I have read and understood and I consent to the matters set out above and below and in the Visit Programme or other relevant information. I agree to inform the School as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

PUPIL'S NAME has read and agrees to abide by the School's Code of Conduct for Visits. He/she will do his/her best to ensure the safety of himself/herself and other members of the party. He/she will obey the laws of the country he/she is visiting. He/she will at all times act with courtesy and consideration for others and do his/her best to uphold the good name of the School.

Consent of parent/guardian for a Long/Residential visit

Transport

I consent to the pupil travelling by any form of public transport and/or in a motor vehicle driven by the Party Leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

Health

I certify that to the best of my knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason on medical grounds why the pupil should not be a member of the party for this trip.

Passport etc (for foreign visits only)

I certify that the pupil has a current passport and (if applicable) all necessary visas and satisfies the entry requirements of the country to be visited, and requirements for readmission to the United Kingdom.

Accident/illness

I consent to the pupil receiving medication as instructed and any emergency dental, medical or surgical treatment, including inoculations, general or local anaesthetic, surgery or blood transfusion, as considered necessary by the medical authorities present. I also consent to the trip's designated First Aider administering the following over-the-counter medication as considered necessary: Paracetamol, Ibuprofen, Antihistamine and Imodium.

Unsupervised time (Senior School only)

I consent to my daughter having unsupervised free time in the daytime in a group of at least three girls with the prior permission of the Party Leader.

Swimming and other activities

I have certified above whether the pupil is/is not a competent swimmer. I agree to the pupil taking part in any/all of the activities (where applicable) contemplated as listed in the Visit Programme, (including, for Senior School pupils only on foreign trips, drinking a modest quantity of wine with a meal), except where specified above.

Personal effects of the pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. I will not hold the School responsible for losses unless caused by the negligence of the School.

Unforeseen costs or liability

I understand that circumstances could arise in which the School or a teacher personally incurs unforeseen costs arising out of my child's medical or welfare needs or arising out of deliberate or accidental acts or omissions on the part of my child (alone or with others). I understand that not every cost or liability will be covered by insurance and that there may be an uninsured excess. I agree, as a condition of my child being allowed to go on this trip, that all such costs and liability, to the extent occasioned by a genuine need or caused by or contributed to by the act or default of my child, will be added to my account with the School and will be payable by me, except where caused by the negligence or other wrong doing of the School or its Staff.




SURBITON

HIGH SCHOOL


Text Messaging

access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

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



Management Information System

**SURBITON**
HIGH SCHOOL

INSPIRE | ENCOURAGE | EMPOWER

Thursday 4th October 2018 18:12:48

Year 12 Trip to Parliament

Friday 7th December 2018

[Trip info](#) [Pupils](#) [Staff](#) [Costing](#) [Duty officers](#) [Risk assessment](#) [Travel](#) [Online reply](#) [Text messages](#) [Final Approval](#)

You must [set up text message forwarding](#) before your trip/visit departs

No text messages have been sent regarding this trip/visit

You can send a text message to the parents of pupils on this trip/visit by entering it below

From SHS6thForm ▼

0 characters / 0 messages

Send message

[select a different trip/visit](#)

© SHS | School web site | Twitter @SurbitonHigh | Back to Top ^

Computer: 6offstafff



SURBITON


HIGH SCHOOL

Final Approval

access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

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



**SURBITON**
HIGH SCHOOL

INSPIRE | ENCOURAGE | EMPOWER

Thursday 4th October 2018 18:08:21

Year 7 Nower Wood Ecology Trip - Day 1

Wednesday 5th June 2019

[Trip info](#) [Pupils](#) [Staff](#) [Costing](#) [Duty officers](#) [Risk assessment](#) [Travel](#) [Final Approval](#)

Approval in principle was granted on Friday 6th July 2018 by Elaine Morgan

The application for final approval was received on Friday 27th July 2018 at 12:20:01

To grant or reject final approval for this trip/visit please click the relevant button below

You may enter some notes below, which will be emailed to the leader along with your decision

[Grant final approval](#) [Reject final approval](#)

[select a different trip/visit](#)

© SHS | School web site | Twitter @SurbitonHigh | Back to Top ^

Computer: 6offstafff




SURBITON


HIGH SCHOOL

Evaluation

place your bookmarks here on the bookmarks bar. [import bookmarks now...](#)

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



**SURBITON**
HIGH SCHOOL

INSPIRE | ENCOURAGE | EMPOWER

Thursday 4th October 2018 18:05:28

Workshop with 'Punchdrunk' theatre company
Monday 24th September 2018

[Trip info](#) [Pupils](#) [Staff](#) [Costing](#) [Duty officers](#) [Risk assessment](#) [Travel](#) [Online reply](#) [Text messages](#) [Final Approval](#) [Evaluation](#)

Please enter the information requested below

Quality of travel

- ▼

Quality of accommodation

- ▼

Were the educational objectives and outcomes met?

Please include 'what went well' and 'even better if'

Would you repeat this trip/visit in the future?

- ▼

Any problems you should make us aware of

Enter evaluation

[select a different trip/visit](#)



SURBITON

HIGH SCHOOL

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 Business Director. **In an emergency, the Transport Manager will liaise with the Business Director or Senior Vice Principal.**
- **In the absence of the Transport Manager the Business Director 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 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.



SURBITON

HIGH SCHOOL

Appendix 5 Educational Visits Coordinator

Responsibilities:

The Educational Visits Co-ordinator [EVC], James Flynn (Senior School), David Williams (Girls' Preparatory School) and Sally Johnston (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



SURBITON

HIGH SCHOOL

Annual Safety Audit

A Health and Safety checklist will be issued annually by the Health and Safety Co-ordinator and must be completed in accordance with the instructions given. It is the duty of the EVC to ensure the form is returned to the Health and Safety Coordinator. Any significant Health & Safety issues must be reported immediately to the Health and Safety Coordinator.



SURBITON

HIGH SCHOOL

8. Document Information

| | |
|---|--|
| Version Number | 5 |
| Reason for Version Change | Annual Review |
| Name of owner/author | James Flynn |
| Name of individual/department responsible | James Flynn, Assistant Principal (Innovation and Organisation) |
| Target Audience | Public |
| Date issued | 28 th January 2021 |
| Where available | United Hub, MIS, School website |
| Review Date | October 2021 |