5 EXTRA CURRICULAR ACTIVITIES

5.1 REPRESENTING THE SCHOOL IN COMPETITIVE FIXTURES

5.1.1 Pupils selected to represent the school are expected to do so even if this causes them inconvenience.

5.1.2 Members of school teams will wear school uniform when travelling to and from fixtures except when instructed that some other form of dress would be appropriate.

5.1.3 With the Headmaster's permission pupils may miss lessons in order to take part in representative competition at school, city, county, national or international level.

5.1.4 The Director of Sport will maintain a record of the successes of school teams and individual pupils which will be celebrated in school and reported in the local press whenever possible and on the school website.

5.1.5 The Headmaster must be informed of:

a. the events that are taking place (particularly those events which are of local or national status) in which pupils are involved;
b. the results of all fixtures.

5.1.6 In order to make it easier to ensure that all essential information about competitive fixtures has been passed to those who need to know, fixture sheets (available from the Director of Sport or from the common room) should be completed and posted on CR board, and copied to the Headmaster**.**

5.1.7 All fixtures should, if possible, be listed on the fixture list; details should be given in advance to the Deputy Head. In the case of sporting fixtures, the Director of Sport or the Director of Rowing should also be informed.

5.1.8 Where possible a fixture card or list should be produced at the start of each new season and distributed to all relevant staff including Headmaster, Deputy Head, Head Groundsman, Catering Manager and School Bailiff.

5.1.9 Fixtures during the school day (i.e. returning to school by 3.50 p.m.) should be kept to a minimum and must be approved in advance by the Headmaster.

5.1.10 If pupils need to miss taught lessons:

a. permission must be sought in advance from the Headmaster or Deputy Head;
b. a list of pupils involved must be posted on the CR notice board well in advance (at least three days' notice should, if possible, be given). In the case of pupils in the fifth or sixth forms, subject teachers should be approached by the member of staff organising the fixture or by the pupils concerned.

5.1.11 If a subject teacher objects to a pupil missing a taught lesson the objections must be fully considered by the person arranging the fixture. The Deputy Head should be called upon to help in the case of difficult decisions.

5.1.12 Team lists for fixtures outside the school day (i.e. finishing after 3.45 p.m., or taking place during weekends or school holidays) should indicate:

a. the staff in charge;
b. the location of the event;
c. the travel arrangements, including any involvement of parents (see below);
d. the starting and finishing times of the fixture and expected time of return to school;
e. those pupils taking part.

5.1.13 Parents of pupils travelling to and from fixtures should be informed of the travel arrangements

5.1.14 Arrangements regarding emergency contacts must be made for parents so that information can be effectively relayed in the event of a major time delay or other problem. If possible a mobile telephone should be taken on any trip outside school time.

5.2 CONDUCT IN SCHOOL SPORT

5.2.1 There should be no foul or abusive language in any arena of school sport, internal or external.

5.2.2 Teams should never seek to claim unfair advantage by verbal abuse or any other means.

5.2.3 Open criticism of, or dissent from, refereeing decisions by those playing or watching is unacceptable.

5.2.4 Any pupil who is in breach of the above guidelines will be formally warned - with further sanctions to include suspension from matches.

5.2.5 The school has a responsibility for the conduct of every aspect of its sport - including the behaviour of supporters (pupils, parents and other adults alike).

5.2.6 Staff in charge of individual teams should assume responsibility for the conduct of their teams and supporters and should be conscious of their role as exemplars to both.

5.2.7 Guidelines for parents:

a. Teachers and coaches give their time and energy to the development of all players in the team including your son or daughter. Please give them your support.
b. Winning and losing are essential aspects of a young person's education and parents should step back from the competitive nature of the game and allow their child to develop.
c. Encourage your child always to play by the rules.
d. The decisions made by the official(s) should be respected and should not be questioned publicly. Parents should never try to influence the result of a game or interfere in the running of it.
e. Please help the school to keep verbal and physical abuse out of sporting activities – both on and off the field.

5.2.8 Guidelines for players:

a. Try your best to understand the rules and play by them.
b. Always accept decisions made by the officials.
c. Control your temper and avoid petulant behaviour.
d. Be a good sport and try to appreciate good play from both teams.
e. Remember that you are an individual playing in a team game and that it is the team that is important.
f. Don't try to gain unfair advantage through gamesmanship. Treat your opponents as you would like to be treated yourself.
g. Try to remember that the members of staff in charge of teams give up their own time to do this and that you should give them your full co-operation at all times. This means attending training sessions regularly and behaving impeccably in matches.

5.2.9 Guidelines for teachers and coaches:

a. Try to be reasonable in your demands of the pupils' time, energy and enthusiasm. They may have many other interests.
b. Remember that the pupils are playing for enjoyment, and winning is only part of this. Individuals should not be ridiculed or berated for making mistakes or losing matches.
c. Try to maintain high standards of coaching and discipline and show understanding of the pupils' growth and development.
d. Equipment should meet all safety standards and should be appropriate to the age and ability of the players involved.
e. Always insist that the rules of the game are adhered to and that respect is shown to the opposition.
f. Set a good example yourself by never questioning in public the decisions of the officials.

5.2.10 Guidelines for referees:

a. Dissent should be dealt with firmly and the appropriate laws applied strictly.
b. If a player commits a sending-off offence do not show leniency because it is merely a school match. Players must learn at an early stage to abide by the rules. If necessary, send a report to the member of staff accompanying the team who will be able to take the appropriate action.

REPRESENTING THE SCHOOL IN COMPETITIVE FIXTURES – JUNIOR SCHOOL

5.2.11 Pupils selected to represent the school are expected to do so even if this causes them inconvenience.

5.2.12 Members of school teams will wear school uniform when travelling to and from fixtures except when instructed that some other form of dress would be appropriate.

5.2.13 With the Head of Junior School's permission pupils may miss lessons in order to take part in representative competition at school, city, county, national or international level.

5.2.14 The Head of Junior School must be informed of:

a. the events that are taking place (particularly those events which are of local or national status) in which pupils are involved;
b. the results of all fixtures.

5.2.16 In order to make it easier to ensure that all essential information about competitive fixtures has been passed to those who need to know, team sheets should be completed and posted on Games board, and, in the event of 'away' fixtures, posted in school office, together with risk assessment.

5.2.17 All fixtures should, if possible, be listed on the fixture list; details should be given in advance to the Deputy Head of Junior School. In the case of sporting fixtures, there should be liaison with the Head of PE and Head Groundsman over the use of facilities.

5.2.18 Where possible a fixture card or list should be produced at the start of each new season and distributed to all relevant staff including Head of Junior School, Deputy Head of Junior School, Head Groundsman, Catering Manager and School Bailiff.

5.2.19 Fixtures during the school day (i.e. returning to school by 3.30 p.m.) should be kept to a minimum and must be approved in advance by the Head of Junior School.

5.2.20 If pupils need to miss taught lessons:

a. permission must be sought in advance from the Head of Junior School
b. a list of pupils involved should be posted on the CR notice board well in advance (at least three days' notice should if possible be given).

5.2.21 If a subject teacher objects to a pupil missing a taught lesson the objections must be fully considered by the person arranging the fixture. The Head of Junior School should be called upon to help in the case of difficult decisions.

5.2.22 Team lists for fixtures outside the school day (i.e. finishing after 3.30 p.m., or taking place during weekends or school holidays) should indicate:

a. the staff in charge
b. the location of the event;
c. the travel arrangements, including any involvement of parents (see below);
d. the starting and finishing times of the fixture and expected time of return to school;
e. those pupils taking part.

5.2.23 Parents of pupils travelling to and from fixtures should be informed of the travel arrangements

5.2.24 Arrangements regarding emergency contacts must be made for parents so that information can be effectively relayed in the event of a major time delay or other problem. A mobile telephone, first aid kit and any other required medication should be taken. Staff should carry parental contact details at all times. A risk assessment form should be completed for any fixture away from school. Parental consent forms are required for any off-site activities, including sporting events.

5.2.25 The Webmaster and the Director of Marketing and Development must be kept fully informed of forthcoming events and of results so that appropriate publicity may be arranged.

5.3 FINANCIAL ARRANGEMENTS FOR SCHOOL TRIPS

5.3.1 At a preliminary stage of planning and before the trip is advertised, the financing of the trip should be discussed and agreed with the Bursar.

Accompanying Adults

5.3.2 The cost for any adults (members of staff, parents or other adults) who are accompanying the pupils in a supervisory capacity on a compulsory school trip may be subsidised or covered in its entirety by the school. For optional trips, the cost may be subsidised or covered by the pupils going on the trip.

5.3.3 The skills and/or experience which accompanying adults will contribute to the trip should be made clear to the Headmaster (and the Head of Junior School where appropriate) and the supervisory duties expected of those adults should be identified.

5.3.4 The costs incurred by other adults choosing to go on the trip (not in a supervisory capacity) and by dependants of staff going on the trip should *not* normally be borne by the school or the pupils except under circumstances approved in advance by the Headmaster (and the Head of

Junior School where appropriate).

Charging Pupils for Trips

5.3.5 ***Principle: any school trip whether compulsory or optional should be paid for by the parents of those pupils. Where necessary the cost may be spread over all three terms of the appropriate year. The cost of trips which are necessary in order to satisfy the requirements of GCSE or GCE examination specifications may be subsidised by the school.***

5.3.6 If there is an expectation that a pupil will attend a particular trip at additional expense not included in the school fee, at least one term's notice must be given to parents (this applies to residential trips in the Junior School, but less notice is required for other trips). Parents must be given the option to withdraw their child from that trip. If the trip is a requirement of the curriculum, that requirement must be made clear in advance of the pupil choosing the subject at AS/A2 or GCSE.

5.3.7 Parents receiving bursary assistance may apply for help meeting the cost of any extra charges to fee bills including school trips of all kinds. The list of pupils wishing to enrol on a trip will allow the bursar to identify such pupils.

5.3.8 For all optional or voluntary trips (and this applies equally to holiday trips and to educational trips) it is expected that an additional charge to parents will be made to meet all the costs of the trip.

5.3.9 One of the matters to be discussed with the Bursar before the details of any trip are publicised is whether the trip is subsidised by the school, paid for entirely by the school or paid for entirely by those going on the trip.

5.3.10 The costs to be considered for any trip include entrance fees, transport, insurance, accommodation and subsistence. This list is not exhaustive.

5.3.11 In all cases, the accounts of any trip or visit must be transparent. Parents have a right to enquire into the details of the financing and funding of such trips and how the money that they are paying is being used.

5.3.12 Where a trip is organised during a normal school day over the lunchtime period, parents must be offered the option of a school packed lunch at no extra cost though the option of pupils bringing their own lunch with them may also be made. The number of pupils out of school and the number of packed lunches required must be notified to the Catering Manager in advance of the day.

5.3.13 A summary of all trips and visits planned for the forthcoming school year in the senior school will go to all parents with the Headmaster's letter at the end of the Summer Term as well as to all new parents at the time of the new parents' meeting in June.

5.3.14 Letters will be sent home to specific year groups during the term preceding the first collection of costs for compulsory trips.

5.4 MISSING LESSONS FOR EDUCATIONAL VISITS

This refers to trips, visits and fieldwork organised by staff, which take pupils out of lessons **[other than sporting fixtures]**

5.4.1 It is recognised that fieldwork, gallery and theatre visits, conferences and lectures can be valuable educational experiences.

5.4.2 Some public examination specifications require activity outside the classroom.

5.4.3 Lessons can be seriously disrupted by the absence of a large proportion of the pupils and such disruption must be minimised.

5.4.4 In organising a trip that takes pupils out of lessons due consideration must be given to the disruption caused to other subjects and colleagues, to the need for pupils to catch up the lessons missed and to the fact that other subjects may also be taking the same pupils out of lessons.

Limitations

5.4.5 Disruption to lessons should be limited to one trip per year group per academic year per department unless specific permission to exceed this limit has been given, in exceptional circumstances, by the Headmaster/Head of Junior School.

5.4.5 Permission for a trip requested with less than four weeks' notice is likely to be denied.

5.4.6 Trips out of school for Fifth Form, Lower Sixth and Upper Sixth should not be planned post half term in the Lent Term or in the first half of the Summer Term other than for legitimate academic reasons (e.g. conference where otherwise a student would miss the chance of hearing a top class academic or public figure). Heads of Departments should assure themselves in advance of the value of any courses organised by an outside body.

5.4.7 Form tutors (especially in Sixth Form) must monitor pupils' absences and should alert trip organisers about any pupil for whom the frequency or timing of absences may be causing difficulties.

5.4.8 Field trips should operate within the above policy and are subject to a 50/50 (work day/holiday or weekend) rule. Those departments where field trips take pupils out of school for a number of days are encouraged to offer time, directly or indirectly, to their students in which they may catch up with work missed in other subjects.

5.4.9 General Studies lectures will mean Sixth Form pupils missing lessons. Every effort will be made to ensure that these lectures are not always at the same time of the week and are limited to the Michaelmas and Lent Terms only.

5.4.10 Other pupil absences must be monitored by form tutors and any concerns should be raised with the Group Head/Deputy Head of Junior School at the earliest opportunity. In the Sixth Form, in particular, the cumulative effect of illness, sports fixtures, open days, interviews *and* academic trips/visits can quickly become problematic.

APPENDIX 1

EDUCATIONAL / OFFSITE VISITS POLICY *(Ref: ISI Handbook, Part 3; ISSR 7)*

Introduction

All offsite visits and activities that are organised and undertaken by the school are regarded as "educational visits". Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

Aims and Objectives

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The school's Headmaster and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

Types of visits organised by the school

The school offers a wide range of educational visits, including:

- ***Day/part day trips for example theatre visits, enrichment activities***
- ***Residential trips such as Manor Adventure for the Removes and Ullswater for the Third Year***

Compliance

The school's policy is to comply with OEAP's guidance and best practice. The school's Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- ***Incident Management Plan found in All Staff/School/Policies current***
- ***Pupil Care Policy (incl. child protection) – also found as above and on school website***
- ***Equal Opportunities/Inclusion/SEN Policy***

Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed.

All paperwork and guidance can be accessed by all staff from the school intranet: Staff share/All Staff/Trips.

Roles and responsibilities

The Headmaster has overall responsibility for all the school's educational visits.

If the Headmaster is absent or unavailable, the Deputy Head will act as the appointed deputy, and fulfil the same responsibilities regarding the management and approval of educational visits.

The School's Educational Visits Coordinator (EVC) is Russell Hornby (appointed December 2006, trained November 2003). The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff and Headmaster, including recommendations regarding the approval of visits. EVCs should attend refresher/update training at least every 2 years.

The EVC role has support provided by Lee Parkes (appointed 06/11, trained 30/11/11). This role involves supporting the EVC with checking paperwork, assisting the Junior School and giving advice to staff where necessary.

The Governing Body is responsible for overseeing educational visits, with the day to day responsibility delegated to the Headmaster. The Deputy Headmaster/Bursar assists with the approval of res/overseas/high risk visits along with the EVC.

Advice and Guidance

Staff should seek advice and guidance regarding educational visits from:

- the school EVC
- the school Assistant EVC
- the Deputy Head
- other experts with specialist/local knowledge

Training

The EVC provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided is maintained by Lynda Disley and stored in the Deputy Head's office. Work is in hand to produce reports from training information within the HR database. Reports will be produced from the PASS HR module from September 2013.

The school ensures the following training opportunities with regard to educational visits are made available:

- ***Training for SMT annually during INSET with additional regular emergency cover training.***
- ***Training for EVC including update courses every 2 years***
- ***Training for all staff during annual INSET sessions***
- ***Training for NQTs and new staff during annual INSET sessions***
- ***Training for coaches and others provided by EVC as required.***

Monitoring

To assure quality of standards on educational visits:

- ***the school's EVC may accompany at least one visit per year to monitor real practice, and to assist with the review of policies and procedures***
- ***Records of these monitoring visits are stored in the EVC's office.***
- ***The school's EVC will complete the Manager Review (an audit of our school's educational visits policies and procedures that is accessible for managers) and share the findings with the Audit &Compliance committee. This will be completed at least every 3 years or whenever a new Deputy Head is appointed. Proposed actions in response to the review will be carried out in accordance with the target completion dates stated on the Review form, and will be reviewed annually by the EVC.***

The EVC should review the Trips Policy annually and will report to the Audit & Compliance committee at least every three years. The risk management group will request an annual review of evaluation forms.

Every Group Leader must contact the emergency cover on return of visit.

For Category 3 or 4 and sub-Category A trips, an evaluation form must be completed on return of the visit and any issues raised must be followed up by the EVC and relayed to the Risk Management Group. If there are any concerns, these should also be logged with the Headmaster

1. Planning and approval procedures

Visits should be recorded, checked, and approved in accordance with the following procedures:

Category 1 - DAY VISITS (ROUTINE)

Local visits that take place frequently or regularly throughout the year, or over a specific period of time (e.g. a series of six weekly visits) e.g. visits to local library/away sports matches.

Category 1 visits should be recorded using:

- ***Form A or Sports Fixture Approval (to be found in staff share/trips/trips paperwork)***

Category 1 visits should be checked and approved:

by the Deputy Head (with EVC support)

Category 1 visits should be submitted for approval:

- at the beginning of the academic year to obtain "blanket approval" for the year and/or
- at least 2 weeks in advance of the first of a series of visits.

Category 2 – DAY VISITS (NON ROUTINE)

One-off or occasional visits e.g. day visit to London/Liverpool University Revision day

Category 2 visits should be recorded using:

- ***Form A (to be found in staff share/trips/trips paperwork)***

Category 2 visits should be checked and approved:

by the Deputy Head (with EVC support)

Category 2 visits should be submitted for approval:

- at the beginning of the academic year and/or
- at least 2 weeks in advance of the first of a series of visits.

Category 3 – UK RESIDENTIAL VISITS

Visits that involve one or more nights away from home in UK or overseas

Category 3 visits should be checked and approved:

by the Deputy Head (with EVC support)

Category 3 visits should be submitted for approval:

- at the calendar meeting at the end of the previous academic year for "big trips" or
- at least 6 weeks in advance of the visit

Category 4 – OVERSEAS VISITS

Residential or day visits to any place outside England/Scotland/Wales.

Category 4 visits should be checked and approved:
by the Deputy Head (with EVC support)

Category 4 visits should be submitted for approval:

- at the calendar meeting at the end of the previous academic year (Big Trips meeting)

For visits with significant financial commitment, "Outline Approval" should be obtained before firm bookings are made.

If any of the above 4 types of visit involve what may be regarded as "High risk activities or environments" they MUST be given an additional subcategory "A" classification:

Sub Category "A" – HIGH RISK ACTIVITIES and ENVIRONMENTS

All day visits, or residential or overseas visits that involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school life e.g. a weekly climbing day visit = 1A, a day visit to dry ski slope = 2A, a residential stay at outdoor centre = 3A, an overseas trekking expedition = 4A. All Sub Category "A" visits should be checked and approved:

by the Deputy Head (with EVC support)
All Sub Category "A" visits should be submitted for approval:

- at the beginning of the academic year or at least 6 weeks in advance of the visit

For visits with significant financial commitment, "Outline Approval" should be obtained before firm bookings are made. All staff who lead visits are required to meet with the school EVC to discuss information and assurances.

2. Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the schools insurance.

3. The Group Leader

The Overall Group Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Headmaster.

- ***Overall Group Leaders should normally have been an Assistant or Deputy Leader on a similar visit.***

The Headmaster might require Group Leaders of more complex and demanding visits (e.g. ski visits or overseas expeditions) to have much broader leadership experience.

- ***For certain visits, specific levels of competence/experience may be required by the school e.g.Ski leader training/Summer Mountain Leader Award***

4. Deputy, Assistant and Volunteer Leaders

Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the Group Leader, if necessary. Assistant Leaders should be chosen carefully, and must be assessed and approved as suitable and competent to fulfill their roles and responsibilities by the Headmaster, EVC and Group Leader.

- ***King's policy regarding involvement of children of staff on a visit***
  Pupils on School visits must be a member of the school and within the current age group of the trip and therefore be able to participate fully in the trip.

The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care. Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately. Young people on overseas educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the group's leaders to have an appropriate and current first aid qualification (6-8 hours of emergency aid training is the minimum training recommended for leaders on educational visits)

- ***First aider provision and ongoing training provided by SJC (via HSE approved company) and records are kept on the HR module of PASS (see note on previous page. This is being done over summer holiday and will be made available to appropriate staff to be agreed from September 2013)***

5. Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The Schools "Guidance for the Management and Leadership of Offsite Visits" provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Deputy Head, after consultation with the EVC and Overall Group Leader, as part of the risk assessment and management process. It is generally good practice to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong. For overseas visits, a minimum 1:10 ratio must be kept and/or a minimum of 2 adults should normally accompany the group, as additional reserve capacity and flexibility are often vital in these circumstances. Particular consideration should be given to staffing levels and qualifications required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision.

6. Selection and suitability of accommodation or venues to be visited

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe. Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom "Quality Badge". However, if necessary, the Overnight Accomodation Questionnaire can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures. When planning a visit, the Group Leader (and other leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited. If the trip is self organized, an inspection is vital. If an organizing company is used, the company should be checked as to its competence to organise the trip. If approved, there is no statutory need for an inspection visit.

7. High risk activities and environments

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability. All Category 1 and 2 (Day), Category 3 (UK Residential) and Category 4 (Overseas) visits that involve high risk activities and environments are classified as subcategory "A" and must be approved by the EVC and Deputy Head. Leaders and other supervisors must be sufficiently competent to supervise pupils in the activity/environment. Competence derives from knowledge, experience, training and personal qualities and may be evidenced by holding the relevant National Governing Body (NGB) award where appropriate.

The school keeps a record of staff qualifications, training and leadership experience. This is stored on PASS in the HR module.

Group Leaders should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The EVC will sometimes ask to see and check these plans.

8. Risk assessments and management

The school has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels. The Group Leader should undertake an appropriate risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders before the visit takes place. Appropriate written evidence of this process should be provided.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management – it should therefore be of real practical value to the leaders and group members, not just a paper exercise. A set of written generic risk assessments and a blank specific visit form is available on staff share/all staff/trips

Specific procedures

- all relevant generic risk assessment forms are reviewed, amended, and agreed at the start of each academic year by the EVC and Assistant EVC.
- these generic forms are stored in a clearly marked file (staff share/allstaff/trips/risk assessment forms) and staff are encouraged to reference these if unsure about agreed practice or before undertaking visits that they are less familiar with.
- new leaders/volunteers are asked to read all relevant forms and add their signed agreement before assisting with the leadership of a visit.
- an additional specific visit risk assessment should be completed by the visit leaders for each visit to record and share information about potential hazards and precautions that may be particularly noteworthy for that specific group, doing particular activities, at specific sites on that visit.
- completed assessments are checked/approved by the school EVC/Assistant EVC

9. Insurance and finance arrangements (including charging arrangements)

The school has a comprehensive travel insurance policy which covers almost all activities. If there are any exceptional activities the Finance office will contact the insurers to clarify whether an additional premium is required. The school insurance should be used for all trips, with any claims being dealt with by the Finance Office. Copies of the school insurance policy can be provided to external travel companies if required to ensure that they are satisfied with the level of cover provided by the school's policy.

Specific procedures

- Pupils should not be told that a trip is happening before it has been approved using the Form A.
- Once the Form A has been approved the trip will be allocated a code which will be used to ensure that all income and expenditure is clearly identified against the appropriate trip.
- Before advertising any trips which are chargeable the group leader should discuss estimated costs and provisional billing arrangements with the finance office.
- No firm commitment should be entered into until the overall costs have been discussed.
- All trips should be self- financing unless specifically agreed with the Bursar
- Trip costings should include all costs incurred by pupil and staff (including staff travel and subsistence) except where authorized by the Bursar.
- Insurance is chargeable on trips which include overnight stays at the rate of £1.75 per pupil per day.
- The estimated cost of the trip and billing arrangements should be clearly indicated in any communication promoting the trip
- Deposits for overseas trips should be non-refundable. This should be made clear in any forms signed by parents consenting to the pupil taking part in the trip. In the event of non-participation due to medical reasons the Finance Office will issue an insurance claim form.
- Any changes to pupil attendance on chargeable trips should be notified to the Finance Office in writing
- All receipts and unused moneys relating to trips should be returned to the Finance Office as soon as possible after the conclusion of the trip

10. Overseas visits

All overseas visits (Category 4) require approval a year in advance at a big trip calendar meeting. Because of the additional complexity and financial commitment involved, staff planning overseas visits should seek outline approval for the visit at this meeting, before parents or the school make commitments. The level of staffing required for overseas visits should reflect not only the direct supervision needs, but also the contingency plans made for emergencies. Pupils must carry an information card in the relevant foreign language in case they get lost to help re-unite them with the group. Partner schools abroad are expected to make maximum practicable use of the facilities for vetting that are available in their own country. New organisers of ski visits, overseas expeditions, or other complex overseas visits should obtain specific training and guidance from the EVC before organising a visit.

11. Transport

As part of the overall risk assessment process, the Group Leader must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific legal requirements are met. Leaders should refer to the School's generic risk assessments that give detailed recommendations for all standard forms of transport.

The school hires coaches/buses from:

- Companies that have already been checked and approved by the School's Bursar's Office

For the safe supervision of pupils on coaches/buses, group leaders are required to:

- sit in various locations, spread throughout the coach
- carry a first aid kit and a school mobile phone

The Bursar and Group Leader must ensure the safety of pupils travelling by private car, and should therefore:

- assess and decide if the driver is suitably qualified, experienced and competent;
- inform parents and obtain their written consent (this may not be possible in emergencies);
- gain assurance on main points of reference – insurance, licence, roadworthy, seatbelts, etc;
- carry out suitable Child Protection checks where necessary;
- ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts – individual school policies may require the use only of full 3-point seatbelts)
- ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, keeping to speed limits etc).
- drivers have appropriate insurance – inc business cover for employees

For visits that require the use of staff cars, drivers must:

- submit MOT certificate and driving licence to the Bursar's office (annually)
- The School holds occasional business use insurance
- Drivers must comply with the Driving at Work Policy (*found in All Staff/School/Policies current)*

FOR VISITS THAT REQUIRE THE USE OF VOLUNTEER'S CARS. DRIVERS MUST:

- ***Follow the Driving at Work Policy***
- ***The school may also consider a DBS or List 99 check***

For visits involving the use of the students' own cars (if applicable):

Any private arrangements between pupils are not covered by school control, but if pupils are used as drivers on official school visits the same arrangements as above will apply for transporting pupils. However, by the nature of their age, these drivers will be inexperienced, and there is a significantly higher risk. The school will only use this option where the Headmaster/Bursar has been assured of the suitability of the driver and vehicle. The parents of the passengers and of the driver must be fully informed and give their written consent.

Particular caution should be applied if a pupil (e.g. a sixth former) is the driver.

- ***No sixth former may drive another pupil on an official school vsist without full written consent of the parent of that pupil and the Headmaster.***

For visits involving the use of minibuses (if applicable):

The school follows National regulations and guidance, and all minibus drivers have been assessed and approved by the Bursar's Office (from Sept 2011, all new minibus drivers will be required to successfully complete the MiDAS courses, and existing minibus drivers will be required to complete the MiDAS course at least once every 4 years – refer to Driving at Work Policy).

12. Parent/Guardian information and consent

The Group Leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved. Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual "rolling" consent for routine visits, or specific consent for a particular visit/activity. There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about or incur additional costs.

Any special/medical needs of pupils are collated by the Group Leader and supervising staff are briefed and trained accordingly. Parents are asked to give written consent to the administration of First Aid and 'over the counter' medication as deemed necessary.

A trip report will be produced which provides emergency contact details and any key medical conditions and the school nurse should be contacted where the report indicates that there may be a condition which impacts on the pupil's participation in the trip. These reports will be sent electronically to the group leader on request and should be deleted/destroyed when the trip is completed. Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit.

13. Staff briefing and emergency procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit. Staff should be aware of their expected roles and responsibilities before, during and after a visit. All staff should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required. Part of the planning for emergencies must involve the recording of one or more Emergency cover who should be available at any time during the visit. The Group Leader must have immediate access to the emergency contact details of the emergency cover and the parents of those on the visit. The school first aid kits are available from SJC if deemed appropriate on the risk assessments. All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use.

14. Briefing and preparation of young people

Providing relevant information and guidance to pupils is an important part of preparing for all school visits. Pupils must be briefed about safety arrangements and what clothing/equipment should be brought. Leaders must ensure that pupils clearly understand the serious consequences of unacceptable behaviour or conduct, and the consequences of non-compliance. During any time that remote supervision takes place the visit leader must ensure that pupils are aware of the supervision and emergency contact arrangements, and that they have the necessary skills, maturity, responsibility, knowledge and equipment to operate safely as an independent individual/group. Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group. It is good practice to teach pupils how to recognise dangers and manage risks sensibly. For instances of remote supervision, parental consent should be sought.

15. Documentation (and visit records)

Visit details are *stored by the EVC* along with supporting documentation (e.g. risk assessments) and are *retained in the school's central "Educational Visits" filing cabinet.* This information is stored until such time that the EVC decides that all issues/ incidents arising from the visit have been dealt with fully. If no significant incidents occurred during the visit, the school disposes of the paperwork **at the end of the following academic year.** If a minor incident occurred during the visit, the school disposes of the paperwork **after a period of *6 years.*** If a significant incident occurs during a visit that could be investigated at a later date, all relevant details are ***retained until the young person becomes* 21. These documents will be held by the EVC along with all completed evaluation forms in a locked filing cabinet.**

16. Visit Approval

Low risk day visits (Cat 1 and 2) are approved by the Deputy Head (with EVC guidance and support) using the school's Form A.

Day visits involving high-risk activities or environments (Cat 1A or 2A) are approved by EVC/ Deputy Head.

UK and overseas residentials (Cat 3 and 4) including those involving high risk activities or environments (Cat 3A and 4A) are approved by EVC/Headmaster/Deputy Head at the "Big Trips" meeting a year in advance.

The Group leader must carefully check all visit forms before submitting for approval.

17. Visit approval status and feedback

The procedure for Managers (Deputy Head/EVC) to notify the Group leader of approval decisions and to give feedback involves:
For All visits – By signed hard copy of Form A with comments

If a visit is not approved or only given "Outline Approval" by a manager, they must give reasons for their decision and state clearly any changes that would be necessary

If a visit does not obtain the correct level of approval, it may not be covered by the School's insurance and support.

18. Amendments to visits

If there are significant late changes to visit plans that have already been approved or submitted for approval, the Group leader must notify all relevant approving authorities (EVC/Deputy Head) of these changes, and ensure that their additional consent is given. There should be a clear system for the notification and approval of amendments to visit plans, so that there can be no misunderstanding or confusion by any parties involved.

For All visits – both the EVC and Deputy Head should be notified in writing. For significant amendments that require further consideration and approval, the Overall Group Leader should re-submit Form A for re-approval.

19. Post visit review and evaluation

It is good practice for Group leaders, on return from a visit, to review the visit with the EVC or Assistant EVC, and to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits. In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't). It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts. Group leaders should *ensure they take a notebook or equivalent to record details of any incidents. These can then be copied or added to the school accident book on return home.* Serious incidents must be notified to RIDDOR (HSE's "Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995),

Post visit reviews and accident/near misses records are reviewed *annually* by the Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made.

After any major accident, the school will undertake a review of the incident and their emergency procedures. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Deputy Head, and these will taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body.