

# Educational Visits Policy

## Sept 2024



### St Aloysius' College

Hornsey Lane,  
Highgate,  
London  
N6 5LY

Last Review Date:	Sept 2024
Next Review Date:	Sept 2027
Governor's Signature:	



## **Rationale**

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good school practice. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes St. Aloysius' College a supportive and effective learning environment.

## **Purposes**

Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively, teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

## **Roles and Responsibilities**

### **Visit Leader**

Visit leaders are responsible for the planning of their visits. They should obtain permission for a visit from the EVC (Educational Visits Coordinator) through the online Evolve system prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

- The Visit Leaders must notify the EVC of all staff and any volunteers who will be involved in the trip on Evolve.
- Visit leaders should ensure that local trips are logged onto Evolve at least 15 working days before the trip is due to go. Residential and Overseas trips must be logged onto the Evolve system at least 2 months in advance. These will require Governor and LA authorization.
- The Visit Leaders should check that all the relevant DBS checks have been undertaken for any staff involved in the trip.

### **The Educational Visits Coordinator (EVC)**

The EVC will support and challenge colleagues over visits and learning outside the classroom activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans before submitting them to the Head and, in the case of residential and overseas visits, to the Local Authority. The EVC manages the staff School Trip Applications, including any accompanying documents.

### **The Head Teacher**

The Head Teacher has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the Governors for approval.

### **The Governing Body**

Approval will be sought from the Chair of Governors, or another identified governor if the Chair of Governors is not available, for all adventure, residential and overseas visits. The Governing Body is responsible for the final approval of all visits that are either overseas, residential, and/or involve an adventurous activity.

### **Key personnel**

Key personnel within the school are:

- **Educational visits support:**
- **EVC (Educational Visits Co-ordinator):**

Outside the school: Eoghan Galgey (Assistant Headteacher, Catholic Ethos & Personal Development)

- The Local Authority and Islington Council (in case of serious emergency)

### **Guidelines**

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

The following guidelines support the planning and implementation of educational visits organised at St Aloysius College.

### **Educational Visits Coordinator**

The EVC will endeavour to ensure that:

- They have appointed a suitable Group Leader.
- All necessary actions have been completed before the visit begins.
- The Risk Assessment is complete and that it is safe to make the visit.
- Training needs have been met.
- The Group Leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively.
- The Group Leader has relevant skills, qualifications and experience if acting as an Instructor, and knows the location of the activity.
- All supervisors on the visit are appropriate people to supervise children and have appropriate clearance.

- The Governing Body (or delegate) has approved the visit if necessary, this is applicable to all residential visits.

### **Group Leader**

One member of Staff, the Group Leader, is responsible overall for the supervision and conduct of the visit, and should have been appointed by the Headteacher.

The Group Leader should:

- Appoint a Deputy.
- Be able to control and lead pupils of the relevant age range.
- Be suitably qualified if instructing an activity and be conversant in the good practice for that activity if not.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Undertake and complete a comprehensive Risk Assessment.
- Have regard to the health and safety of the group at all times.
- Know all the pupils proposed for the visit to assess their suitability.
- Observe the guidance set out for Teachers and other adults below.
- Ensure that pupils understand their responsibilities (**see responsibilities of pupils below**).
- Ensure that the visit has been authorised by the appropriate body which may include the Headteacher, EVC, Chair of Governors.

### **Other Teachers and Adults Involved in a Visit**

Teachers on school-led visits act as employees of the Governing Body. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Headteacher and Governors if some of their time on the visit falls outside normal hours. Teachers and other adults on the visit must:

- Do their utmost to ensure the health and safety of everyone in the group.
- Care for each individual pupil as any reasonable parent would.
- Follow the instructions of the leader and help with control and discipline.
- Consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

### **Responsibilities of Pupils**

The group leader should make it clear to pupils that they must:

- Not take unnecessary risks.
- Follow the instructions of the leader and other adults.
- Dress and behave sensibly and responsibly.
- Look out for anything that might hurt or threaten anyone in the group and tell the Group Leader about it.
- Should not undertake any task that they fear or that they think will be dangerous.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The safety of all members of the school is a priority. The curricular aims of the visit for these pupils should be fulfilled in other ways.

### **Parents**

The group leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits. The Group Leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

Special arrangements may be necessary for parents for whom English is a second language;

#### **Parents must:**

- Provide the group leader with emergency contact number(s).
- Sign the relevant consent forms.
- Give the Group Leader relevant information about their child's health which might be relevant to the visit.

### **Planning Off-Site Visits**

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

The Headteacher is responsible for planning all off-site visits. In practice, the detailed planning is delegated to the organiser of the visit or the group leader, but the Headteacher must be satisfied that the person planning the visit is qualified to do so and has the necessary experience. The Educational Visits Coordinator is available to liaise with and support the planning of visits

The organiser / group leader must agree all plans with the Headteacher.

### **Trips Abroad**

#### **Passports, Visas and EHIC •**

- The Group Leader should make a copy of all Passports and Visas, and retain a copy throughout the visit.

- It should be noted that passports must be valid for 6 months *after* the return travel date.
- A second copy should be given to the EVC before departure.
- All pupils and staff will need either an in date and valid EHIC or a New GHIC card.

### **Tour Companies and External Providers**

Only licensed providers (e.g. Adventurous Activities Licensing Authority AALA) may be used. It is also advisable to obtain recommendations from other schools that have used the provider if the company is otherwise unknown to you.

### **Insurance**

- St Aloysius's insurance policy provides group cover for all members of parties involved in non-hazardous visits. Details can be obtained from the Business Manager.
- Hazardous activities require separate insurance and you must discuss this with the Business Manager. If you are using a licensed provider, you must obtain details of their insurance arrangements and parents/carers should be given a copy of the policy schedule.

### **Travel Arrangements**

- If you are hiring a coach the vehicle should not be more than ten years old. It is important that coach bookings are made well in advance of your proposed visit. If you are using a coach supplied by a Tour Operator, staff must check to ensure that coaches meet our minimum requirements by asking the Tour Operator to supply relevant details and the coach company's Risk Assessments. If you are hiring a minibus the vehicle should not be more than five years old.
- Pupils must be required to wear safety belts in all vehicles. It is the Group Leader and staff who are responsible for ensuring that this requirement is enforced on all journeys.
- For travel by train and underground, particular care needs to be given to the risk of some Pupils being separated from the rest of the group and this must be set out in the Risk Assessment.
- When travelling abroad Pupils need to be briefed on matters such as securing passports and visas, baggage security and airport security checks.
- Parents/carers must be clear about the travel arrangements when they sign the consent form.

- Wherever possible the cheapest travel mode should be used, unless there are clear reasons not to (e.g. duration of journey). Pupils should use their free travel passes / Oyster cards whenever possible.

## **Money**

If money is collected from Pupils, it must be done carefully and transparently so that there is no risk of an accusation being levelled at staff or St Aloysius.

- All payments for trips and visits should be made via Parent Pay.
- Any money being collected for use by students on the trip should be checked and the amount must be verified at the moment and point of collection – staff should not accept a sealed envelope without opening it first.
- Staff and Pupils must sign a receipt to confirm the agreed amount being collected. The receipts must be kept until after the end of the visit.
- Staff are responsible for the money given: Staff must ensure that it is secured at all times. All spending on the visit (e.g. parking, entry fees) should be agreed in advance (as part of the Application for Approval). It should not be assumed that unplanned spending during the visit will be reimbursed. It can only be reimbursed if receipts are provided. If in doubt, contact the Business Manager and get authorisation before committing to the expenditure.

## **Risk Assessment**

A Risk Assessment should always be carried out whilst planning an educational visit. Generic Risk Assessments are available in the Educational Visits folder in the staff shared area, but these should be changed in order to ensure that they are appropriate for the visit. The risk assessment will decide the adult to child ratio for each visit. (See section on Supervision.)

The risk assessment should include the following considerations:

- What are the risks?
- Who is affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader guarantee that these safety measures will be provided?
- What steps will be taken in an emergency?
- What is the acceptable ratio of adults to children for this visit? (See section on Supervision.)

The Group Leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger. The Group Leader should also take the following factors into consideration when assessing the risks:

- The type of activity and the level at which it is being undertaken.

- The location.
- The competence, experience and qualifications of supervisory staff.
- The group members' age, competence, fitness and temperament.
- Pupils with special educational or medical needs.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.

### **Exploratory Visit**

Wherever possible the Group Leader should undertake an exploratory visit to:

- Ensure that the venue is suitable to meet the aims and objectives of the school visit.
- Assess potential areas and levels of risk.
- Ensure that the venue can cater for the needs of the staff and pupils in the group.
- Ensure that the group leader is familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. In addition, it may be worth seeking views from other schools who have recently visited the venue. In some cases, such as when taking walking parties to remote areas, it may be appropriate to obtain local information from the Tourist Boards.

### **First Aid**

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad it is sensible to have at least one trained first-aid trained member of staff in the group. The group leader should have a clear understanding of how to access first aid and all adults in the group should know how to contact emergency services.

The minimum first-aid provision is:

- A suitably stocked first-aid box;
- A person appointed to be in charge of first-aid arrangements.

First-aid should be available and accessible at all times. The group leader should take this into account when assessing what level of first-aid facilities will be needed. The contents of a first-aid kit will depend on what activities are planned.

### **Supervision**

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

- Sex, age and ability of group.
- Special needs pupils.
- Nature of activities.
- Experience of adults in offsite supervision.
- Duration and nature of the journey.
- Type of any accommodation.
- Competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

As general guidelines, the following minimum ratio of adults to children should be used:

- **LOW** risk local visits on foot: **1:20**
- **LOW** risk local visits by coach/minibus: **1:18**
- **MEDIUM** risk visits/ **LOW risk visits** which are not local: **1:15**
- **HIGH** risk visits/ **MEDIUM** risk visits which are not local: **1:10**

Regardless of these suggested ratios, each visit will be assessed individually through the school's risk assessment procedure for educational visits. These ratios **do not** include residential visits.

At St Aloysius College; wherever possible the ratio should include an extra member of staff in case of illness or accidents.

Where there is more than one Adult Supervisor; a Group Leader, who has authority over the whole party, should be appointed.

All Adult Supervisors must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those with behavioural difficulties. The Group Leader retains responsibility for the group at all times.

If the school is leading an adventure activity, such as canoeing, the LEA or Governing Body must ensure that the group leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The group leader should establish rendezvous points and tell pupils what to do if they

become separated from the party. A school mobile phone should be taken and the number issued to pupils.

### **Preparing Pupils**

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety.

Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

### **Participation**

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit they should not be coerced into activities they fear. Pupils whose behaviour is such that the group leader is concerned for their, or others' safety, should be withdrawn from the activity. On residential visits the group leader should consider whether such pupils will return home early.

### **Information to Pupils**

It is the responsibility of the group leader to decide how to provide information, but they should be satisfied that the pupils understand key safety information. Pupils should understand:

- The aims and objectives of the visit / activity.
- Background information about the place to be visited.
- How to avoid specific dangers and why they should follow rules.
- Why safety precautions are in place.
- Why special safety precautions are in place for anyone with disabilities.
- What standard of behaviour is expected from pupils.
- Who is responsible for the group.
- What to do if approached by a stranger.
- What to do if separated from the group.
- Emergency procedures.
- Rendezvous procedures.

### **Transport and Pupils**

Pupils using transport on a visit should be made aware of basic safety rules including:

- Arrive on time and wait for the transport away from the road, track, etc.
- Do not rush towards the transport when it arrives.
- Wear your seatbelt and stay seated while travelling on transport.
- Make sure your bags do not block aisles on the transport.
- Never attempt to get on or off the moving transport.
- Never throw things out of the transport vehicle's windows.
- Never get off a vehicle held up by traffic lights or in traffic.
- Never run about while transport is moving or pass someone on steps or stairs.
- Never kneel or stand on seats or otherwise impede the driver's vision
- Never distract or disturb the driver.
- Stay clear of automatic doors / manual doors after boarding or leaving the transport.
- After leaving the vehicle, always wait for it to move off before crossing the road.
- If you have to cross roads to get to the transport always use the Green Cross Code.
- If you feel unwell while travelling, tell a teacher or the person who is otherwise responsible for the group.

### **Pupils with Special Educational and Medical Needs**

The Headteacher will not exclude pupils with special educational or medical needs from school visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

### **Communicating with Parents / Guardians**

Parents need to be aware that the teachers on the visit will be acting in their place – '*in loco parentis*' – and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupils' health and safety is useful to parents, and will be included in letter to parents / guardians prior to a visit:

- Dates of the visit.
- Times of departure and return.
- Mode(s) of travel including the name of any travel company.
- Details of accommodation with security and supervisory arrangements on site.
- Names of leader, or other staff and of other accompanying adults.

- Visit's objectives.
- Details of the activities planned and of how the assessed risks will be managed.
- Insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested.
- Clothing and equipment to be taken.
- Money to be taken.
- The information to be given by parents and what they will be asked to consent to.

### **Parental consent**

St Aloysius will seek consent for:

- All visits involving young children.
- Adventure activities.
- Visits abroad.
- Other residential visits.

An annual consent form is completed in order to authorise low risk visits and it is the responsibility of the group leader to ensure that any pupil attending the visit has returned their completed form to school. It is the parent's responsibility to inform the school of any changes to their personal circumstances including current medical issues.

For any visit that is a medium/ high risk or residential visit or any visit that takes place out of normal school hours, a Parental Consent Form will need to be completed for that visit and returned to the Visit Leader.

If parents withhold consent absolutely the pupil should not be taken on the visit unless within the M25 and generic permission has been given, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible. If the parents give a conditional consent the Head teacher will need to consider whether the child may be taken on the visit or not. The School's parental consent form should be completed for each pupil in the group.

It is good practice to invite parents/carers of Pupils going on a visit, accompanied by the Pupils themselves, to a briefing meeting at St Aloysius College, in order for arrangements to be explained and questions answered. This applies to longer visits and especially to overseas visits.

## **Residential Visits**

### **Hostels and Hotels**

The school will bear in mind the following:

- The Group Leader should ideally have adjoining rooms with staff quarters next to the young people's – we will endeavour to obtain a floor plan of the rooms reserved for the group's use in advance.
- The immediate accommodation area should be exclusively for the use of the group.
- Access by staff to Pupil rooms must be available at all times.
- Separate male and female sleeping areas for pupils and adults.
- Ensure that the whole party are aware of the lay-out of the accommodation, its fire precautions / exits, its regulations and routing, and that everyone can identify key personnel.
- Security arrangements – where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors.
- Ensure that locks / shutters etc. work on all the rooms used by the group.
- Storage of clothes, luggage, equipment etc., particularly safekeeping of valuables
- Adequate lighting – it is advisable to bring a torch.
- Provision for sick, disabled pupils or those with special needs.
- Safety in rooms (electrical connections, secure balconies).
- Recreational accommodation / facilities for the group.

### **Coastal Visits**

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. The group leader should bear the following points in mind in the risk assessment of a coastal activity:

- Tides and sandbanks are potential hazards so timings and exit routes should be checked.
- Ensure group members are aware of warning signs and flags.
- Establish a base on the beach to which members of the group may return if separated.
- Look out for hazards such as glass, barbed wire and sewage outflows etc.
- Some of a group's time on a beach may be recreational. Group leaders should consider which areas of the terrain and sea are out of bounds.

- Cliff tops can be highly dangerous for school groups even during daylight. The group should keep to the path at all times. Group leaders should consider whether it is safe for pupils to ride mountain bikes on coastal paths.

### **Swimming**

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group.

Swimming in the sea on a coastal visit should not be allowed. Paddling will only be allowed as part of a supervised activity as part of a geography or science activity where its part of the coursework requirement, preferably in recognised bathing areas which have official surveillance. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

Where paddling is to be allowed on a visit, a ratio of **1 adult:4 children** is a minimum.

### **Farm Visits**

St Aloysius College recognises that farms can be dangerous even for the people who work on them. Taking children to a farm will be very carefully planned, and the risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with E coli 0157 food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed, that it has a good reputation for safety standards and animal welfare and that it maintains good washing facilities and clean grounds and public areas. An exploratory visit should be carried out.

The basic rules for a farm visit will be:

#### **We will never let pupils:**

- Place their faces against the animals or their hands in their mouths after feeding them.
- Eat until they have washed their hands.
- Sample any animal foodstuffs.
- Drink from farm taps (other than in designated public facilities).
- Ride on tractors or other machines.
- Play in the farm area.

### **Code of Conduct and Behaviour**

On all visits Pupils should be reminded of the basic requirements of safeguarding the safety of each other, courtesy and consideration towards members of the public, and conduct that enhances the reputation of St Aloysius College. As far as possible, normal St Aloysius expectations apply. For visits involving overnight stays and overseas visits, a Code of

Conduct should be drawn up and Pupils must sign to confirm their understanding of it. The Code should specify the following as a minimum:

- Pupils carry out the instructions of the Group Leader and staff at all times.
- In mixed groups, girls and boys must not enter each other's' rooms.
- Pupils must be reminded not to carry, have in their possession, or purchase (e.g. as a souvenir) any object that might be deemed an offensive weapon.
- No smoking.
- No consumption of Alcohol will be allowed.
- Pupils must adhere to all deadlines and be in their rooms at the time stated by the Group Leader. The Group Leader must make proper arrangements to check this with frequent roll calls.
- The School Behaviour Policy remains in place.
- Staff Code of Conduct is also expected to be adhered to in line with the school policies and teacher standards.

#### **Appendix One:**

#### **Template Letter and Parental Consent for Day Trips**

Dear Parent/Carer,

School Visit to (Date)

A school visit has been arranged to (describe Visit) leaving school at \_\_\_\_\_ and travelling by (describe method of travel) to the venue.

I can confirm that a risk assessment has been completed by the venue we are visiting in relation to school visits.

We will leave the venue at \_\_\_\_\_ and return to school using the same mode of travel arriving back in \_\_\_\_\_ at approximately \_\_\_\_\_

During the visit, our first priority will be your son's safety and wellbeing and should there be an incident of concern the party will be removed immediately from the venue and re-assembled at (state place) prior to returning to school by the most direct route.

As usual, we do expect pupils to be in full school uniform and behave appropriately in public. I must add that any pupil who shows poor behaviour in the days leading up to the trip will remain in school for the day.

If you would like your son to be part of this visit then I must ask you to sign and return the attached slip below one day prior to the departure of the trip.

Should you wish to discuss any aspect of this trip please speak to the visit organiser who has signed below.

Yours faithfully,

**Pupil Name:**

**Form:**

**Please sign and date the form below if you are happy for your child:**

- To take part in school visits and other activities that take place off school premises in the local area;
- To be given first aid or urgent medical treatment during any school visit or activity

**Please note the following important information before signing this form:**

The visits and activities Not covered by this consent include:

- All visits (including residential visits) which take place during the holidays or a weekend
- Adventure activities at any time
- All visits that are outside the local area.

St Aloysius College will send you full information about each visit or activity before it takes place and you will be asked for consent and to respond to the school, for example if the visit requires payment or if there is a choice of pick up points.

You can, if you wish, tell the school that you do not want your child to take part in any particular school visit or activity, and you should contact the Visit Leader who will be named on the letter.

**Please be aware, that by signing this form, you will not be informed individually about some curriculum activities such as off-site PE at local amenities such as Sports Day or Year-Group visits to local amenities such as religious places of worship; as such activities are part of the school's curriculum and usually take place during the normal school day within the M25. You will, however, be informed if there are special requirements such as particular sporting equipment needed.**

### **Medical Information**

**Please complete the medical information below (if applicable):**

**My son suffers from the following medical condition(s):**

**My son requires the following medication:**

**Any other Relevant Information:**

I confirm that by signing below I consent for my child to attend any Educational School Visit or Event within the local area.

Parent Signature:		Date:	
Parent Name:		Relationship to Pupil:	

**Appendix Two:**

**Medical Information Form for Trips outside of Local Area**

Pupil Name:		Form:	
Home Address:			
Home Telephone:		Mobile Number:	

Failure to disclose relevant information regarding your son's current/future health may invalidate the insurance cover provided for him. This could result in considerable expense to yourself if a problem occurred whilst abroad.

**Please Answer and Sign Every Section**

My son Does Not Suffer From Any Pre-Existing Medical Condition.		Yes		No
Parent Name:				
Parent Signature:		Date:		
My son suffers from the following medical condition(s):		Yes		No
Please provide details of all medical conditions / allergies below:				

<b>Parent Name:</b>			
<b>Parent Signature:</b>		<b>Date:</b>	

**He is required to take the following medication and/or may require the following treatment. I understand that St. Aloysius' staff will not be responsible for holding or administering this medication. (Please specify required medication below):**


<b>Parent Name:</b>			
<b>Parent Signature:</b>			

**I undertake to inform you of any contagious/infectious disease, illness or serious injury that my son may contract between now and departure.**

<b>Parent Name:</b>			
<b>Parent Signature:</b>			

**I give permission for any teacher accompanying the group to act for me in the event of a serious accident and to sign any relevant forms for emergency treatment/operations, including the use of anaesthetics.**

<b>Parent Name:</b>			
<b>Parent Signature:</b>			

**Special Dietary Requirements**

Please detail below any food allergies or special dietary arrangements that we need to be aware of below:

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**GP Details**

Please provide full details of your child's GP below:

<b>Name of GP:</b>			
<b>Address of GP:</b>			
<b>Telephone Number:</b>		<b>Email Address:</b>	

**Provision of General Medication**

If your son/ward is unwell, we are not allowed to give medication unless we have your signed agreement. Please indicate below by ticking the appropriate boxes that you give permission for your son/ward to be given the below medication, if needed:

<b>Paracetamol</b>			
<b>Aspirin</b>			
<b>Ibuprofen</b>			
<b>Hay Fever / Allergy Medication</b>			
<b>Medication for an upset Stomach, e.g.: Rennie</b>			
<b>Parent Signature:</b>		<b>Date:</b>	

**Please Note:**

If there are any concerns for your child, Staff will always seek medical advice and help your child.

**Appendix Two:**

**Pupil Behaviour Contract - Applicable to School Trips**

<b>Pupil Name:</b>		<b>Form:</b>	
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I Agree:

- To maintain the high standard of public behaviour expected in school and do nothing which could harm the reputation of St Aloysius College.
- That I understand that good manners, respect and politeness are expected at all times.
- The school's Consequences System and policies will continue to apply where appropriate.

In addition, you are expected to:

- Observe school rules and national law.
- Be punctual.
- Obey all requests from members of school staff at all times.
- Dress smartly and appropriately as advised by trip leaders.
- Respect the environment (e.g. not dropping litter).
- Accept full responsibility for my own possessions.
- Not be in possession of, under the influence of or distribute alcohol, tobacco (including e-cigarettes), or illegal substances nor substances considered 'legal highs'.
- Not buy or be in possession of any dangerous or threatening items/weapons, including flick knives, BB guns, fireworks, laser pens etc. (including replicas).
- Not sell goods for personal profit.
- Respect property by not vandalising it or trespassing.
- Not engage in intimidation, harassment or bullying, including fighting or violent behaviour (including play fighting).

**I confirm that I have read and accept the above guidelines which apply to all school trips and I understand that any misbehaviour could result in my exclusion from all current and future trips and external events.**

**Pupil Signature:**

**Date:**

**I confirm that I have read and accept the above guidelines which apply to all school trips until such time as my son/daughter leaves St Aloysius College or these guidelines are updated.**

**In addition, I understand that any serious misbehaviour will result in my son being sent home at my own expense and further excluded from future school trips and external events. As well as school sanctions.**

**Parent Signature:**

**Date:**

Parent Name:		Relationship to Pupil:	
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### Appendix Three:

#### Example Risk Assessment

Hazard Observed	Risk Before Control Measures	Persons At Risk	Control Measures	Comments Actions	Residual Risk Rating
Exposure to weather.	Cold injury, heat injury, overexposure to sun.	Pupils and staff.	<ul style="list-style-type: none"> <li>Consider possible weather conditions and plan appropriate programme, clothing and equipment.</li> <li>Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares.</li> <li>Daily weather forecast obtained and plans adjusted accordingly.</li> </ul>	Provide clear information about suitable clothing and equipment to pupils and parents.	Low
Pupil lost or separated from group, inadequate supervision.	Injury, death.	Pupils.	<ul style="list-style-type: none"> <li>Ensure supervising staff competent and understand their roles.</li> <li>Sufficient supervision</li> <li>Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders,</li> </ul>	Plan supervision before visit and brief staff and pupils.	Low

			<p>identification system).</p> <ul style="list-style-type: none"> <li>• Discuss itinerary and arrangements with pupils.</li> <li>• Briefing to all on what to do if separated from group.</li> <li>• Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</li> </ul>		
<b>Illness or injury.</b>	Illness, injury.	Pupils, staff.	<ul style="list-style-type: none"> <li>• First aid is accessible and appropriate</li> <li>• Leaders know how to call emergency services.</li> <li>• Pupils and parents are reminded to bring individual medication and this is securely kept.</li> <li>• First aid and travel sickness equipment carried.</li> <li>• Mobile phones carried if available. Emergency contacts arranged ☐</li> </ul>	Check first aid certificates current. Medication brought by pupils.	<b>Low</b>

Hazard Observed	Risk Before	Persons At Risk	Control Measures	Comments Actions	Residual Risk Rating
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	Control Measures				
Special needs of specific pupils – medical, behavioural, educational.	Illness, injury.	Pupils	<ul style="list-style-type: none"> <li>• Obtain information from parents</li> <li>• Take advice from SENCO if appropriate</li> <li>• Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary.</li> </ul>	Use parental consent form.	<b>Low</b>
Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites, etc.)	Injury, death.	Pupils	<ul style="list-style-type: none"> <li>• Check location as suitable for this mode of supervision.</li> <li>• Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised).</li> <li>• Clear guidelines and emergency procedures set and understood.</li> <li>• Pupils remain in pairs or groups</li> </ul>	Included in information to parents.	<b>Medium</b>

			<p>(buddy system – each responsible for named other).</p> <ul style="list-style-type: none"> <li>• Rendezvous points and times set.</li> <li>• Pupils know how to contact staff.</li> <li>• Staff understand they are still responsible.</li> <li>• Parents informed and consent given.</li> </ul>		
<b>Traffic accident, coach.</b>	Injury, death, separated from group.	Pupils, staff.	<ul style="list-style-type: none"> <li>• Coach from a reputable supplier. DCC approved supplier</li> <li>• Coaches have seat belts that staff ensure are used.</li> </ul> <p>Buses without seatbelts are avoided if possible and never used on high speed roads. Sufficient supervision</p> <p>Suitable embarkation points used (for example, coach park, onto wide pavement).</p> <p>Close supervision and head counts during any breaks in journey and getting on and off coach.</p>	Contact DCC passenger transport dept.	<b>Low</b>

Hazard Observed	Risk Before Control Measures	Persons At Risk	Control Measures	Comments Actions	Residual Risk Rating
<b>Minibus travel.</b>	Injury, death, separated from group.	Pupils and staff.	<ul style="list-style-type: none"> <li>• All use in compliance with DCC 'Notes and Guidance on the Use of Minibuses' and legal requirements</li> <li>• Care always taken in parking in suitable place for disembarkation.</li> <li>• Close supervision and head counts during any breaks in journey and getting in and out of bus.</li> </ul>		<b>Low</b>
<b>Service station and other breaks in journey</b>	Injury, death, left behind/ separated from group.	Pupils	<ul style="list-style-type: none"> <li>• Brief pupils on: <ul style="list-style-type: none"> <li>○ purpose and timings of stop.</li> <li>○ how and where to contact staff.</li> </ul> </li> <li>• Remain in pairs or threes (buddy system – each responsible for named other)</li> <li>• Remind about moving traffic (driving on right abroad).</li> <li>• Careful head count before departure.</li> </ul>		<b>Low</b>

<b>Ferry crossing.</b>	Injury, death, drowning, separated from group.	Pupils	<ul style="list-style-type: none"> <li>• Close supervision on vehicle deck.</li> <li>• ‘Rules’ established and pupils briefed, especially about open deck area.</li> <li>• Remain in pairs or threes</li> <li>• (buddy system – each responsible for named other).</li> </ul> <p>Meeting point agreed throughout crossing and on docking (numbered stairway to coach deck).</p> <p>Careful head count before disembarkation.</p> <p>Planned procedure for missing pupils – for example, member of staff to leave as foot passenger.</p>	Arrange procedures with staff and pupils before arrival at ferry.	<b>Low</b>
<b>On foot.</b>	Injury, death.	Pupils and staff.	<ul style="list-style-type: none"> <li>• Work on foot planned to avoid fast roads wherever possible. Supervision on pavements, roads and especially crossing of any fast roads is pre-planned.</li> </ul> <p>Pupils are briefed about hazards and behaviour required.</p>	Planning	<b>Medium</b>

Hazard Observed	Risk Before Control Measures	Persons At Risk	Control Measures	Comments Actions	Residual Risk Rating
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<p><b>Use of public transport: trains, trams, underground, bus, air travel.</b></p>	<p>Injury, death, separated from group.</p>	<p>Pupils and staff.</p>	<ul style="list-style-type: none"> <li>• Journey is planned and assessed – key risk points identified.</li> <li>• Careful supervision, particularly in crowded areas and entry, exit and change points with head counts.</li> <li>• Large groups divided into small groups each with leader(s).</li> <li>• Pupils know their group and leader(s).</li> <li>• Emergency plan in place – pupils briefed where they are going, what to do if separated from group.</li> </ul>	<p>Planning</p>	<p><b>Low</b></p>
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<p><b>Use of private vehicles.</b></p>	<p>Injury, death.</p>	<p>Pupils, staff.</p>	<ul style="list-style-type: none"> <li>• All use in compliance with DCC driving at work policy</li> <li>• Seatbelts worn at all times.</li> </ul> <p>Specific permission obtained from parents.</p>	<p>Refer to driving at work policy</p>	<p><b>Low</b></p>
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<p><b>Service station and other breaks in journey</b></p>	<p>Injury, death, left behind/ separated from group.</p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>• Brief pupils on: <ul style="list-style-type: none"> <li>• purpose and timings of stop.</li> <li>• how and where to contact staff.</li> </ul> </li> </ul> <p>Remain in pairs or threes (buddy system – each responsible for named other)</p> <p>Remind about moving traffic (driving on right abroad).</p> <p>Careful head count before departure.</p>		<p><b>Low</b></p>
<p><b>Safeguarding</b></p>	<p>Injury, death, abduction, abuse</p>	<p>Pupils and staff.</p>	<ul style="list-style-type: none"> <li>• School has exclusive use of sleeping accommodation.</li> <li>• Staff accommodation adjacent and same floor as pupils.</li> </ul> <p>Pupils can easily contact staff throughout night.</p> <p>Pupils are checked into rooms at ‘lights out’.</p> <p>All adults are appropriately trained in safeguarding/child protection and standards regarding</p>	<p>Pre-visit check and/or check of information/assurance from reputable tour operator.</p>	<p><b>Low</b></p>

			<p>access to bedrooms/ changing areas etc. are agreed</p> <p>Pupils know what to do if concerned</p>		
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Hazard Observed	Risk Before Control Measures	Persons At Risk	Control Measures	Comments Actions	Residual Risk Rating
Hazards while skiing/ during snow activities.	Injury, death.	All	<ul style="list-style-type: none"> <li>• Skiing and snow activities arranged through a reputable ski school</li> <li>• Pupils only taught by qualified ski instructors, leaders or supervisors.</li> <li>• Other supervision provided by school staff pre-approved but only agreed by party leader on site after consideration of all risk factors.</li> </ul>	<p><b>Provider checked</b></p> <p><b>Briefing of Pupils</b></p> <p>Necessity of sensible behaviour and following instructions included in pupil/ parental</p>	<b>Medium</b>

		<ul style="list-style-type: none"> <li>• Pupils understand independent skiing without instructor/qualified leader is not allowed.</li> <li>• Pupils briefed that sensible behaviour (following of resort skiing code) essential, including use of lifts – consequence of unacceptable behaviour – sanctions agreed.</li> <li>• Pupils look after each other while skiing – buddy system – and know what to do if separated from group.</li> <li>• Meeting points agreed for leaders, group and instructors at end of ski sessions.</li> <li>• Pupils know safe procedures for carrying skis/walking in ski boots.</li> <li>• Leaders understand their supervision responsibilities, including for sick or injured Pupils.</li> <li>• Insurance cards are carried by Pupils, or if held by leaders, instructors can contact staff.</li> <li>• Equipment obtained from reputable supplier and specifically fitted for each person. Pupils told not to swap equipment.</li> </ul>	<p>information and consent form.</p> <p>If behaviour on ski slopes puts Pupil or others at risk, Pupil must be suitably supervised and/or lift pass removed.</p> <p>Emergency plan agreed and staff and Pupils briefed.</p>	
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Cold injury, hypothermia, effects of sun.	Injury, death.	All	<ul style="list-style-type: none"> <li>All briefed about suitable clothing and equipment and importance of protection against cold and sun.</li> <li>Pupils clothing and equipment monitored by staff.</li> </ul>	Parents and Pupils briefed.	Medium
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Hazard Observed	Risk Before Control Measures	Persons At Risk	Control Measures	Comments Actions	Residual Risk Rating
Hazards in ski resort.	Injury, death.	All	<ul style="list-style-type: none"> <li>Specific risk assessment for resort completed by leader and code of practice for 'free time' agreed.</li> <li>Pupils briefed about low risk places/areas in resort they may go and times allowed away from hotel and return times.</li> <li>Pupils know value of foreign currency, warned of dangers of icy surfaces and traffic driving on right.</li> <li>No alcohol may be bought or drunk by Pupils</li> </ul>	Completion of resort risk assessment by leader either on previsit or on arrival. Agree code of practice and brief staff and Pupils.	Medium

			<p>(possibly agree other rules for over-age pupils).</p> <ul style="list-style-type: none"> <li>• Pupils stay in pairs/groups (buddy system).</li> <li>• Pupils know where and how to contact staff member and what to do if separated from group.</li> <li>• Leaders know when they are 'on duty' and understand they have responsibility for pupils at all times.</li> </ul>		
<b>Hazards during après ski/evening activities.</b>	Injury, death.	All	<ul style="list-style-type: none"> <li>• Check that any activities provided by tour operator are covered by, and suitably risk-assessed by, tour operator.</li> <li>• Activities arranged by school leader must be risk-assessed by leader.</li> <li>• Leader considers activities suitable for group and provides</li> </ul>	<p><b>Risk assessment.</b></p> <p>Check that all Pupils attend or otherwise supervised.</p> <p>Staff understand their supervision responsibilities.</p>	<b>Medium</b>

			sufficient school staff supervision.		
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**Appendix Four: Blank Risk Assessment Form**

Hazard Observed	Risk Before Control Measures	Persons At Risk	Control Measures	Comments Actions	Residual Risk Rating


**Appendix Five: Blank Itinerary Form**

Trip Name:	Trip Date:
Trip Leader:	Contact Number:
Trip Venue:	Venue number:

1. .
2. .
3. .
4. .
5. .

*As many points as required to provide a detailed outline of the day.*

All new members of staff will be added to the Evolve system and provided with a username and password once they join the school.

Once logged into the system you will need to select 'Add' from the blue tab on the screen. The system will then take you through a series of questions relating to your trip.

You will be required to upload the following documents onto the system:

- Letter to Parents
- Risk Assessment
- Itinerary
- Student List – this should be done as indicated below:

How to add students onto a trip request on Evolve:

1. When in the 'Attendee' section you must select the appropriate key stage(s) and then click onto the orange pen icon
2. Click on the blue '+' box to open groups



The screenshot shows a web interface titled "Amend Register". At the top left, there are three icons: a blue plus sign, a red X, and a blue document icon. To the right of these icons is a button labeled "<< Back to Register". Below the icons, the form contains the following fields:

Visit Name:	test 3
Date:	18/10/2019 - 18/10/2019
Visit Leader:	Jennifer Nelson
Groups:	All Attendees ▾

3. If you are taking more than 1 child, click on 'Tutor Groups' box. This will reveal all tutor groups for the year. Select the appropriate group(s)

## Educational Visits Policy 2021

1: Search :

Student Name

Tutor Groups

2: Select:

Results for Tutor Group BW:

UPN	Forename	Surname	Gender	Year	Tutor Group	Select All
Z202207910003	Bitade	Adewole	M		BW	<input type="checkbox"/>
N206217009030	Imran	Ahmed	M		BW	<input type="checkbox"/>
G202365511028	Gerard Andrei	Alcazar	M		BW	<input type="checkbox"/>
C2063394110042	Jake	Becciu	M		BW	<input type="checkbox"/>
N202365508047	Praise	Bielo	M		BW	<input type="checkbox"/>
A206364410030	Aidan	Clair	M		BW	<input type="checkbox"/>
E309100009071	Barloz	Dejnek	M		BW	<input type="checkbox"/>
N204261509003	Aaron	Erato Concha	M		BW	<input type="checkbox"/>
N206104709008	Leo	Feameough-Stevenson	M		BW	<input type="checkbox"/>
N202339109030	Angelo	Fraine	M		BW	<input type="checkbox"/>
E938333910011	Charles	Gardoff Homiydd	M		BW	<input type="checkbox"/>
M206338410021	Davon	Gordon-Huntle	M		BW	<input type="checkbox"/>

3: Save:

- Praise Bielo
- Aidan Clair
- Barloz Dejnek