



CHURCHER'S COLLEGE

EDUCATIONAL/EXTERNAL VISITS POLICY

SENIOR SCHOOL, JUNIOR SCHOOL AND NURSERY (INCLUDING EYFS)

November 2025

EDUCATIONAL/EXTERNAL VISITS POLICY

Contents	Page
1. Introduction	4
2. Expedition and Visits Coordinator (EVC)	5
3. Expedition Approval	5
4. Staffing	7
5. Insurance	8
6. Finance	8
7. Parental permission and communication	8
8. Special Educational Needs and Disabilities	9
9. Risk Assessment	9
10. Code of Conduct for pupils on a trip / expedition	11
11. Remote supervision	12
12. Qualifications and licensing	13
13. Expedition/Trip Details Form for trips with an overnight stay	13
14. Travel	13
15. Post-trip Evaluation	14
16. Emergencies	14
17. Illness not requiring hospital treatment	16
18. Reporting incidents / near misses	16
19. Mobile phone	16
20. Accommodation	17
21. Staff supervision	17
 Appendix 1 Useful references / websites	 19
Appendix 2 Trip Approval	20
Appendix 3 External Visits Logistics Flowchart	22
Appendix 4 Risk Assessment	24
Appendix 5 Staff Emergency Contact Information	26
Appendix 6 Emergency Procedure Document	26
Appendix 7 Senior School Code of Conduct for Pupils on a Trip / Expedition	26
Appendix 8 Senior School Protocol for residential accommodation relating to gender questioning pupils	29

Authorised by	Senior School: Deputy Head (Operations, ECA, Outreach) CCJS&N: Head of Prep
Date	November 2025

Date of next review	November 2026 or earlier as required
Circulation	Published on the School's website and available from the Senior School Office on request
Status	Complies with <i>The Education (Independent School Standards) Regulations 2014 (SI 2014/3283)</i>

1 Introduction

- 1.1 This policy relates to all sections of Churcher's College including the Senior School, Junior School and Nursery ("CCJS&N"), including the Early Years Foundation Stage (EYFS). Throughout this document, the terms "the School", "Churcher's College" and "Churcher's" refer to all sections of Churcher's College. Where a provision applies to one section of the school only, this will be specified.
- 1.2 Expeditions, trips and visits are an essential part of school life that greatly enhances the educational experience of pupils at all levels. Taking children on a trip out of school can be very rewarding but the responsibility is considerable for the staff concerned. Careful and thorough planning is essential at all stages before the visit takes place and supervision of the highest standard is required once the expedition / trip / visit is underway.
- 1.3 The School will take into account the needs of all pupils when planning external trips and visits and will aim to ensure that trips are fully accessible to all pupils, including those with SEN(D), wherever possible. See section 8 for further details.
- 1.4 Pupils are given significant opportunities to participate in many types of trip and visit. These include day trips and residential trips. Examples include:

CCJS&N

Day Trips

- Theatre productions
- Concert performances
- Local visits (Petersfield Heath, Midhurst, Butser Ancient Farm, Winchester Science Centre)
- Field trips (Science and Geography)

Residential Trips

- Ski trips
- Y6 French trip
- Adventurous weekends (Fairthorne Manor, Bushcraft, PGL, Cobnor Activities Centre)

Senior School

Day Trips

- Theatre productions
- Concert performances
- Academic Conferences
- Local visits (QEP, Historic Dockyard, Portchester Castle, universities, New Forest NP)
- Field trips (Biology and Geography)

Residential Trips

- Ski trips
- Sports / Choir tours
- Foreign Language Tours
- CCF camps

- Outdoor Pursuits (D of E / OSCA / Ten Tors / AT)
- Field Trips (Geography and Biology)

1.5 This policy draws on information contained in:

- 1.5.1 Department for Education guidance document [Health and Safety: responsibilities and duties for schools \(November 2018, updated April 2022\)](#)
- 1.5.2 Department for Education guidance document [Health and Safety on Educational Visits \(November 2018\)](#)
- 1.5.3 [School trips and outdoor learning activities: Tackling the Health and Safety Myths \(Health and Safety Executive, June 2011\)](#)

2 **Expedition and Visits Coordinator (EVC)**

The Headmaster has appointed the following staff to be the Educational Visits Coordinators:

- CCJS&N – Head of Prep (NR)
- Senior School - Deputy Head (Operations ECA Outreach) (LAT)

In this policy, references to the EVC mean the Head of Prep in respect of CCJS&N trips and the Deputy Head (Operations ECA Outreach) in respect of Senior School trips.

The Head of Sport (CCJS&N) or Director of Sport (Senior School), as appropriate, is responsible for ensuring appropriate staffing/ratios are in place for sports fixtures which take place off site.

3 **Expedition/Excursion Approval**

- 3.1 All senior school and CCJS&N trips must be planned and approved via EVOLVE (**see Appendix 2&3 which contains approval breakdown**) which involves steps of approval across the EVC, Finance and the Headmaster.
- 3.2 The Headmaster / Head of the Junior School (as appropriate) give final approval for all offsite activities, as per the EVOLVE approval system. The EVOLVE approval system must be followed for all trips of whatever duration both in term time and during the holidays. An 'EVOLVE Visit form' must be submitted as early as possible, ideally at least 3 months in advance of the activity (depending on nature of trip) and 'outline approval' must be granted by the EVC & Finance via EVOLVE (excluding CCJS&N day school trips which are approved by the EVC only) before any firm bookings are made for the trip and/or pupils and staff are committed to it. Final Approval by the Headmaster or Head of the Junior School must be obtained before a trip can depart the school site.
- 3.3 In deciding if a trip / visit application merits approval the School will consider the following:
 - (a) Are there clear and justifiable objectives for the visit. For example, where does it fit into the structure of the year?
 - (b) What is the value of the event to individuals and groups?
 - (c) What are the teaching implications due to staff and pupil absence?
 - (d) Can the trip / visit be undertaken at a more convenient time during the academic year?

- (e) Whether the visit leader is clearly identified and sufficiently responsible and capable of taking charge of the particular visit.

3.4 Information required for 'Outline Approval' includes:

- 3.4.1 The Type (Day/Residential/Adventurous) and purpose of the visit
- 3.4.2 Destination & Dates of Departure & Return
- 3.4.3 Identification of the use of a Venue and/or External Providers
- 3.4.4 Means of Transport and, if applicable, accommodation details
- 3.4.5 Staffing/ Supervision
- 3.4.5 'Intended' Attendees which includes the size of the group and age range of children taking part
- 3.4.6 Finance Outline

Once Outline Approval is received the following information is required before Final Approval is given first by the EVC and then the Headmaster or Head of Junior School.

The process within EVOLVE does not allow staff to submit the trip for final approval until all the subsections below are fully complete. This assists staff in ensuring that all the necessary areas of the trip are addressed before departure.

- 3.4.7 Departure and Arrival times from School to the Venue
- 3.4.8 If a Pre-Visit has occurred
- 3.4.9 Driver of school vehicles (if applicable)
- 3.4.10 Qualified First Aider in attendance
- 3.4.11 That the trip leader has booked a first aid kit and discussed medical needs with the school nurses
- 3.4.12 If any catering or lesson cover is required (catering is ordered via a catering request form and cover via the Deputy Head (Staff & Professional Development) (SS) or Head of Operations (CCJS&N))
- 3.4.13 A formal risk assessment together with procedures based on this assessment, including supplied provider RA **(see Appendix 4)**.
- 3.4.14 An outline plan of the programme of activities
- 3.4.15 Any additional paperwork associated with the trip e.g. Booking forms/Provider Insurance/itinerary information/Letters to parents should be uploaded in the 'Attachments' Section of the EVOLVE Trip Form.

If a residential trip, the following additional fields need completing via the EVOLVE platform and through the EVC:

- 3.4.16 Transport Company and if applicable Flight Details
- 3.4.17 Base contact is identified
- 3.4.18 Staff Emergency Contact Details **(Appendix 5)**

4 **Staffing**

- 4.1 For all CCJS&N trips, and ideally for Senior School trips, at least two adults should accompany any party of up to 20 pupils. For some potentially hazardous activities staff pupil ratios will be adjusted accordingly. If possible for an overseas trip / expedition there should be a member of staff who is conversant with the host country language.
- 4.2 In the Senior School, one staff member may be sufficient in certain circumstances e.g. a small group of Sixth Formers attending a lecture in London. The prior approval of a Senior School Deputy Head (under normal circumstances this should be the Deputy Head (Operations, ECA, Outreach) as EVC is required if there will only be one member of staff accompanying pupils on an educational visit.

- 4.3 The recommended minimum staffing levels for trips

CCJS&N

Age	ratio
Nursery	A minimum of two adults with a group, including at least one person who has a current paediatric first aid certificate, with minimum ratios as follows: 1:3 (age under 2 years) 1:4 (age 2-3 years) 1:6 (age 3-4 years)
Reception	1:6
Key Stage 1	1:8
Key Stage 2	1:12

Senior School

UK trips:

- Non – hazardous cultural 1:20
- Country visits / fieldwork 1:15
- In hazardous conditions (e.g. wild country) 1:10

The recommended minimum staff levels for trips abroad:

- This can vary between 1:8 and 1:12

- 4.4 If a pupil with SEN(D) is participating in the trip, enhanced staffing may be required. This should be considered during the early stages of planning the trip. In most cases where additional staffing is required, a Learning Support Assistant (LSA) will need to accompany the trip. Staff should note that an LSA cannot be counted in the staffing ratio for the trip.
- 4.5 The staffing ratio and relevant experience of staff on the trip will be considered by the organiser and EVC during the planning of the trip. The assessment of appropriate ratios will include consideration of the transport dynamics of the trip. Trip Leaders must ensure that staffing ratios for the venues visited are checked in the early planning stages of the trip.

- 4.6 DBS checks will be undertaken for volunteers who will have regular contact with children and young people attending the School either on or off the premises.
- 4.7 The EVC is responsible to the Headmaster / Head of the Junior School (as appropriate) for ensuring that:
 - 4.7.1 Staff accompanying the trip are competent to do so.
 - 4.7.2 The trip organiser has sufficient experience to lead the trip.
 - 4.7.3 Staff pupil ratios are adequate for the trip.
 - 4.7.4 Staff accompanying the trip have no health concerns that might adversely affect the health and safety of other staff and pupils on the trip.
- 4.8 All staff must adhere to the rules and obligations contained in the Staff Code of Conduct at all times. The Staff Code of Conduct applies to after school clubs, school trips and especially trips that involve an overnight stay away from the School. The principles contained in the Staff Code of Conduct also apply to contact with children or young people who are children at another school.
- 5 **Insurance**
 - 5.1 Official School expeditions within and outside the UK are covered by the School's comprehensive travel insurance for pupils and staff. The member of staff organising the expedition must check that the trip and its activities are covered by the School's travel insurance policy. The policy provides worldwide cover but travel must not be booked or take place to countries or regions for which the Foreign, Commonwealth & Development Office advisory status is either '*FCDO advises against all travel*' or '*FCDO advises against all but essential travel*'. Where the proposed trip includes high-risk activities or visits to an unstable region, the member of staff organising the expedition/excursion must check insurance arrangements with the Bursar before confirming the trip.
 - 5.2 For all trips the trip leader must carry the Insurer's details and contact numbers at all times. A copy of the School's current Travel Policy summary is available in the parents areas of the school website and in the Senior School Trips and Visits folder on the S drive.
- 6 **Finance**
 - 6.1 Staff should refer to the separate document **Finance Guidelines for Educational/External Visits**.
- 7 **Parental Permission & Communication**
 - 7.1 Once the trip has outline approval parents may be informed of the plan. As a rule, a letter will be sent / emailed via EVOLVE/isams providing full details of the visit and will include a link to enable parents to provide consent for their child[ren] to participate in the trip and provide access to any additional documentation that may need to be completed. UK day trips do not require medical forms or emergency contact details as these are held on a central database within School. When providing consent for a day trip, parents are required to confirm their agreement with the trip terms and conditions, which include a requirement for parents to notify the school if any of the details held by the school need updating, this needs to be completed at least 24 hours before departure. In the Senior School, parents are requested to provide consent at least 3 days prior to the start of a residential trip. For trips involving a night

or nights away from home, parental consent, medical details and emergency contact details will need to be submitted.

Parental Consent is assumed for local excursions to Petersfield (Carol Concerts/rehearsals/community projects) which are within walking distance of school site and for school sports fixtures, details of which are published in the school calendar (and on SOCS) each term.

- 7.2 For visits to an EU country each child must bring a valid European Health Insurance Card or UK Global Health Insurance Card.
- 7.3 A meeting to brief parents and children is advisable if the trip is more than two nights' duration, involves any arduous activity, or is abroad for whatever length of time. Whether or not such a meeting is held, parents must be provided with written details of the final arrangements including:
 - 7.3.1 A detailed itinerary, including times of departure and return to Churcher's College Senior School / CCJS&N.
 - 7.3.2 The need for a passport to have at least 6 months' validity for entry into many countries. (It may be advisable to have photocopies of the details pages of the passport taken before departure. These should be kept by the leader.) The leader should consider holding the passports of all pupils while in the host country for security.
 - 7.3.3 A list of clothing or items to be brought on the trip.
 - 7.3.4 Details of the destination and, if applicable, the address and telephone number of the group's accommodation.
 - 7.3.5 Emergency contact procedures. Parents should be provided with the trip leaders school mobile number and the school base emergency contact numbers.
 - 7.3.6 Code of behaviour for the children (see **Appendix 7**) and that supervising staff reserve the right to send pupils home for serious breach of the code at parents' expense.

8 **Special Educational Needs and Disabilities**

- 8.1 **Curriculum trips:** The School will seek to ensure that curriculum trips are fully accessible for all pupils in the relevant subject and/or year group[s] wherever possible. However, it is acknowledged that there may be circumstances in which participation for some SEN(D) pupils may be limited. In these circumstances, the School will communicate directly with the parents of the pupil(s) affected well in advance of the trip.
- 8.2 **Extra-curricular trips:** The School will seek to ensure that extra-curricular trips are fully accessible to all eligible pupils wherever possible. However, it is acknowledged that there will be some trips that are not accessible to all pupils in the eligible year group(s). For example, the School may organise an extra-curricular trip or activity which requires a minimum level of ability in a particular field and will therefore not be available to all pupils eg a trip for elite skiers. The School seeks to offer a breadth of opportunities for all pupils, including those with SEN(D) and the most able.

9 **Risk Assessment**

- 9.1 A full written Risk Assessment is required for all trips and visits (*see Appendix 4*)

- 9.2 Risk assessments are a legal requirement and the group leader of any off site visit must carry out this process as an integral part of the planning. An assessment should be completed well before the visit and should be submitted as required on the 'EVOLVE Trip Form' to the EVC well in advance of the trip.
- 9.3 Staff should ensure that the written risk assessment for the trip/visit takes into account any specific considerations that relate to participating pupils with regards to medical and SEN(D) needs. For guidance, staff should liaise with the EVC and other relevant staff as appropriate. eg. the Senior Teacher (Wellbeing) and/or the pupil's Head of House (Senior School), the Head of Learning Enrichment (CCJS&N) and the school nursing team with regards to medical conditions.
- 9.4 Risk assessments should be seen as part of an on-going process that tries to anticipate the significant risks that might occur and to manage them with the aim of preventing or reducing them.
- 9.5 Safety must always be the prime consideration. If the risks cannot be contained, then the visit should not take place.
- 9.6 A Standard Risk Assessment template is available for Trip Leaders (Day & Residential/Overseas) (*Appendix 4*) to use when completing their risk assessment, this includes 'standard operating procedures' for transport/supervision and accommodation, if applicable. In the final section of the document, Trip Leaders must include specific assessments of Risk related to their planned itinerary and to the needs of the pupils and staff that are attending. This should be based on the following considerations:
- *What are the hazards?* – breaking down the trip into sections from the planned itinerary or dynamics of transport and accommodation that are not covered within the standard operating procedures sections etc. helps one avoid omissions
 - *Who might be at risk?* – don't forget staff
 - *What safety measures need to be in place to reduce the risks to an acceptable level?* – these might be as simple as a regular head count or giving staff small groups to supervise
 - *Can the group leader put the safety measures in place?* – are they realistic within the context of the trip?
 - *What steps will be taken in an emergency?* – do not wait for something to happen before deciding on suitable courses of action; always have a "Plan B".
- 9.7 Group leaders planning trips that use external providers (activity centre or travel companies) should ask the provider for written evidence that they have themselves assessed the risks and have appropriate safety measures in place. If an external activity provider does not hold the Learning Outside the Classroom Quality Badge (which is awarded to organisations which meet nationally recognised standards), the School will check whether the organisation is an appropriate organisation to use. This will include checking:
- their insurance
 - they meet legal requirements
 - their health and safety and emergency policies

- their risk assessments and control measures
 - their use of vehicles
 - staff competence
 - safeguarding
 - accommodation
 - any sub-contracting arrangements they have
 - that they have a licence where needed
- 9.8 On arrival at an activity centre, the party leader should satisfy themselves that arrangements for safety and welfare are satisfactory. They should also agree with the activity centre on who is going to be responsible for the children and for what period of time.
- 9.9 Risk assessment is an on-going process and risks should be re-assessed and safety measures modified to suit the conditions experienced on the trip.
- 9.10 If there is an incident, an accident or a 'near miss' on a trip please chat through with the EVC on your return.
- 9.11 Always consider the following factors when assessing the risks:
- the type of activity and the level at which it is being undertaken;
 - the location routes and modes of transport;
 - the competence, experience, qualifications and number of supervisory staff required;
 - the pupils age, competence and fitness, plus their temperament and the suitability of the activity;
 - any special medical (including allergies and risk of anaphylaxis), accessibility or educational needs of the students;
 - the quality, serviceability and suitability of available equipment;
 - has sufficient training been given in the safe use of specialist or potentially hazardous equipment, e.g. Trangia stoves when camping;
 - seasonal conditions, weather and timing;
 - contingency and emergency procedures: how to cope if.....someone becomes unwell or unwilling to continue, the minibus breaks down on the motorway, a fire alarm goes off, the weather prevents the planned activities from happening;
 - the need to communicate the risk assessment to those involved (including pupils) and for the leader to monitor risks throughout the trip.
 - All overseas & residential trip leaders must meet with the EVC prior to departure to discuss the dynamics of the submitted RA and planned itinerary.
- 10 **Code of Conduct for Pupils on a Trip/Expedition**
- 10.1 Churcher's College pupils while on Trips or Expeditions must obey the School Rules at all times, including the rules relating to smoking, alcohol and drugs.

- 10.2 Pupils should also be aware that they have a responsibility for themselves and their peers for Health and Safety. They must:
- Not take unnecessary risks.
 - Follow the instructions of the leader and other supervisors including those at the venue of the visit.
 - Dress and behave sensibly and responsibly.
 - If abroad, be sensitive to local codes and customs.
 - Look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader or supervisor about it.
- 10.3 If a child is in serious breach of School Rules, including the Code of behaviour (see **Appendix 7**) for the expedition, the leader at the parents' expense may send a pupil home. If such a situation should arise the Leader should contact the Deputy Head (Pastoral) (CDJ) or the Head of the Junior School (as appropriate) either at School or via the Emergency Contact Number before acting.
- 10.4 **Senior School:** A pupil may only leave a trip to travel elsewhere unaccompanied if parental consent has been provided. The parent must communicate directly with the group leader to give authorisation for the pupil to leave the trip unaccompanied.

11 **Mobile Phone Policy**

- 11.1 Junior School pupils are not permitted to take mobile electronic devices (including watches with camera, videoing or messaging capabilities) on school trips.
- 11.2 In the Senior School, the School will make a judgment on a case by case basis regarding pupil mobile phone usage on residential trips, or trips outside of the normal school day. The School may place restrictions on pupil mobile phone usage, which may vary depending on the nature of the trip. A range of factors will be considered when making this judgment eg the age of the children, the trip duration and location, including whether it is overseas.
- 11.3 In all cases, the School will seek to ensure that pupils' educational experience on a school trip is not disrupted by the presence of mobile phones.

11 **Remote Supervision**

- 11.1 'Unsupervised time' on a visit is not an acceptable concept. At all times group leaders and staff are responsible for pupils.

CCJS&N

There may be occasions, where the teachers responsible see fit, for the children to be within sight of the responsible adult but not in the immediate vicinity eg. Y6 French market experience and shopping in Sainsbury's.

Senior School

Any period of 'remote supervision' must be covered by drawing of clear boundaries for pupils, emergency procedures and how contact with staff can be made. The geographic area in which pupils are allowed to wander must be clearly defined. A time limit must be set in proportion to the age of pupils, the time of day and any other relevant factor. Before dispersal, everyone

must know where a member of staff can be found during the whole of the period and exactly where to reassemble.

It is good practice to issue pupils with a card giving mobile contact numbers of staff (school mobile phones are allocated to trip leaders) and the address and contact number of the place of residence if an overnight stay is involved. The associated hazards should be considered in the overall risk assessment. On expeditions pupils should normally be in groups of at least four and briefed on how to respond to an emergency. Parents must be fully briefed on the arrangements for any periods of 'remote supervision'.

If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with staff. Attendance must be checked regularly, say at meal times and whenever the party is about to move from one venue to another. Staff should have a written checklist of names at all times.

12 Qualifications & Licensing-

- 12.1 The Group Leader and other supervisors must be suitably qualified. The School will keep a database of the National Governing Body qualifications held by staff.
- 12.2 If planning to use commercial adventure activity facilities, the Group Leader should check whether the provider is required to hold a licence under law or be 'approved' and, if so, whether the provider holds a licence or is approved (e.g. by The Adventurous Activities Licensing Authority). Staff must ensure that assurance is obtained that appropriate Child Protection checks and procedures apply to staff employed by another organisation and working with the School's pupils on another site.
- 12.3 School staff cannot be held directly accountable for the actions or mistakes of a third party, (e.g. when the group is under instruction by a member of the host provider's staff,) but staff still retain overall responsibility for School pupils at all times and should intervene if concerned that pupil safety may be at risk or the competence of an instructor appears to them, questionable, within their sphere of knowledge.

13 Expedition / Trip Details Form for trips with an overnight stay

- 13.1 Not later than 1 week before departure 'The EVOLVE Trip Form' must be completed and sent for final approval
- 13.2 Once Final Approval is given by the Headmaster or Head of Junior School the following staff will be given notification via EVOLVE email and have access to the Trip Form on EVOLVE

CCJS&N: Head of Operations, EVC, School Office medical lead, School Office bookings lead

Senior School: The EVC, Bursar, Estates Manager, Catering Manager, School Nurses, School Office, Bursar's PA

Copies of Trip Forms and Relevant information needs to also be distributed to other base emergency contacts if not included above.

14 Travel

- 14.1 School Minibuses are one of the forms of transport available for use on Trips / Expeditions. The School Minibus Policy should be followed.

- 14.2 If coaches are to be used the organiser must liaise with the coach company to ensure seat belts are fitted. The organiser should ensure all pupils wear the seat belts provided.
- 14.3 In the event that accessible transport is required, staff should ensure that coach companies are contacted with sufficient notice prior to the trip so that the appropriate arrangements can be made. Staff should liaise with the Senior Teacher (Wellbeing) (Senior School) or Head of Learning Enrichment (CCJS&N) if they require guidance on accessible transport for pupils with SEN(D).
- 14.4 Please make sure that you provide the EVC via EVOLVE with a list of pupils and staff on each vehicle one week before your trip date, this can be created using 'sub-groups' on the EVOLVE register or by uploading a document on the attachments section. For each vehicle there needs to be a named member of staff 'in charge'. The trip leader must have contact details (mobile phone number) for the lead member of staff on each vehicle.
- 14.5 Each trip leader should hold an emergency mobile phone (CCJS&N – School Office to provide / Senior School – EVC or Bursar's PA, Alex Hind to provide) to be collected by the trip leader the day before departure and returned as soon as practical once returned to School.
- 14.6 Confirm on the day of the trip that coach / minibus lists are correct (with the School Office or EVC)
- 14.7 Do not let pupils (or staff) 'swap' coaches / minibuses once the confirmed list has been returned.
- 14.8 If coaches and buses are delayed by more than 30 minutes, please inform the school office. Please make it very clear which coaches / minibuses are delayed, the reason and the 'new' expected return time. If the School office is closed phone the Head of the Junior School/Deputy Head/Head of Operations (CCJS&N) or a Deputy Head (Senior School) (as appropriate). This will initiate an SMS message to the parents of the pupils delayed.
- 14.9 **Private Cars:** wherever practicable staff should avoid the use of private cars for transporting pupils. In the event of their use staff must ensure that their insurance covers them for business use and that specific parental consent is obtained if at all possible (ideally by email although verbal consent is acceptable) (in respect of CCJS&N pupils, parental consent must always be obtained). Ideally, there should be one adult additional to the driver to act as an escort. Staff should record, be able to justify impromptu or emergency lifts with pupils in private cars and should notify a Deputy Head.
- 15 **Post Trip Evaluation**
- 15.1 For residential, foreign, adventurous visits and field trips, the trip leader should evaluate the trip on EVOLVE and also if required through discussion with the EVC following their return to school.
- 16 **Emergencies**
- 16.1 The School First Aid Policy should be followed.
- 16.2 A small first aid bag (available from the Medical Room in CCJS&N or the School Nurse in the Senior School) should be taken on all off site excursions. In addition, minibuses have their own first aid boxes. A record must be kept of all accidents and incidents. The accident should be written up on a School accident report form on return from the trip.

- 16.3 Depending on an assessment of risk, it is desirable that one member of staff should have first aid training. This may include activity / field centre staff who have such training. Staff should be aware of any pupil's special medical needs and treatment. At least one member of staff should be trained to deal with the specific condition. If necessary, staff should ask for and receive training in how to deal with specific conditions. Staff should contact the School Nurses (Senior School) or Junior School First Aider (CCJS&N) well ahead of the trip to arrange this.
- 16.4 Each adult member of the party should carry the School's guidance on handling an emergency on a School Expedition (*see **Appendix 6** for a link to the Emergency Procedures Checklist at S:\SS Staff\Trips and Visits*).
- 16.5 If an emergency occurs on a school visit:
- (a) Establish the nature and extent of the emergency
 - (b) Make sure all other members of the party are accounted for and are safe
 - (c) Establish the name(s) of any injured and get immediate medical attention for casualty(s) if necessary. Administer first aid if you have received appropriate training. Have regard for your own safety e.g. blood injuries, electrical supply, etc.
 - (d) Call the appropriate emergency services.
 - (e) Advise other staff present of the incident and of the actions taken. Decide who is in charge and the responsibilities to be undertaken by each adult member of the group.
 - (f) If there are several injured people, it is important that one adult does not get involved with individual casualties, but maintains an overall view of the situation with others reporting to him/her.
 - (g) If hospitalisation is required, ensure that a teacher accompanies the casualty to hospital and that the rest of the group is adequately supervised and arrange for an early return to base.
 - (h) Ensure that all group members are informed of the incident and procedures being followed.
 - (i) One adult at least should remain at the site of the incident to liaise with the emergency services until the incident is over and all the pupils are accounted for.
 - (j) **CCJS&N:** contact the Head of the Junior School on 07702 564452

Senior School: Contact the Deputy Head (Pastoral) [CDJ] on 07795 190947

These are 24-hour emergency contact numbers.

Details provided should include:

- Name(s)
- Nature, date and time of incident
- Location of incident
- Details of injuries or fatalities
- Names of those involved

- Telephone numbers of those involved
- Actions taken so far

The Deputy Head (Pastoral) / Head of the Junior School will contact the Headmaster and establish who will take charge of the situation and what immediate action will be taken. The Headmaster will advise the Chair of the Governors.

Parents will be notified by the Deputy Head (Pastoral) / Head of the Junior School or, if so instructed, by the senior member of staff accompanying the trip.

- (k) Notify the British Embassy/Consulate if emergency occurs abroad.
- (l) Control access to telephones until the Deputy Head / Head of the Junior School or senior member of staff accompanying the trip has contacted parents and others directly involved. This may involve removing phones from pupils.
- (m) Do not speak to the Media. Any media queries should be addressed to the Headmaster or the Head of Marketing.
- (n) Do not discuss legal liability.
- (o) Do not rely on mobile phones for communication, particularly on overseas visits.
- (p) Complete an accident-report form as soon as possible.
- (q) Reportable incidents should be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), through the School Nurse. HSE and Local Authority officers may be contacted for further advice if required.
- (r) If the accident occurs on an adventurous expedition the details should be reported to YET/RGS who will add the details to their database to aid developing best practice.

17 If any person is taken ill but does not need to be taken to hospital

- 17.1 Contact the Parent / Guardian using the Emergency Contact Number.
- 17.2 Contact the School to inform them of the circumstances and arrangements made (if any).
- 17.3 Inform the School Office or volunteer Emergency Contact or Head of the Junior School / Deputy Head (CCJS&N) or Deputy Head (Pastoral) (Senior School) if parents cannot be contacted or it is necessary that the person taken ill returns to School.

18 Reporting incidents / near misses

- 18.1 It is a requirement that any incident, accident or 'near miss' on a visit should be reported to the EVC immediately on return and also through the correct accident report channels and via the Evaluation form on EVOLVE. The School will keep a record of any incidents, accidents and near misses.
- 18.2 If you have any Health and Safety concern you must report to the EVC immediately on return to School.

19 Mobile Phone

- 19.1 The Group Leader should ensure that they collect a school mobile phone as follows:

CCJS&N: Staff should collect the CCJS&N mobile phone (07922 523852) from the School Office.

Senior School: Mobile phones are available from the Bursar (via the Bursar's PA, Alex Hind) to be taken on expeditions and should be arranged in advance if necessary.

20 **Accommodation**

20.1 The Group Leader should give thought to the layout and security of residential accommodation and these factors should be included in the risk assessment. Factors include:

- Are fire safety notices displayed?
- Are there adequate fire escapes?
- Are the premises locked/supervised at night?
- Can rooms be locked?
- How many to a room?
- Is there staff accommodation on each floor/in each wing used by pupils?
- Are all pupils aware of the escape procedures?

20.2 The Group Leader must consider the needs of all participating pupils when making arrangements for residential accommodation.

20.3 Where relevant, the Group Leader should follow the guidance set out in the Senior School Protocol for Residential Accommodation Relating to Gender Questioning Pupils (Appendix 8).

20.4 Pupils are generally not permitted to share rooms with pupils more than one year older or younger than them. Individual rooms may be provided if considered more appropriate.

21 **Staff Supervision**

21.1 All staff accompanying a trip have the same duty of care as they would for a child in the School.

21.2 Although there may be designated duty staff, all staff must ensure that they are capable of carrying out that duty of care at all times.

21.3 CCJS&N

All members of staff accompanying a trip (whether they are directly on duty or not) must not consume any alcohol for the duration of the trip.

21.4 Senior School

Designated duty staff should not drink alcohol for the period of their duty to ensure they are capable of meeting needs generated by all emergency scenarios.

For those staff who are not directly on duty, alcohol consumption should not compromise their ability to carry out duties in an emergency. For the avoidance of doubt, staff must at all times abide by the law of the country being visited and the protocol through which the trip is being organised. Staff are reminded that it is a potential disciplinary offence for a member of staff to be on duty (including whilst on a school trip) whilst unfit due to the influence of alcohol. If consuming a limited amount of alcohol in accordance with this policy, staff should observe the following guidance:

- 21.4.1 Staff must be able to respond in an emergency or in any unforeseen circumstances eg. during the evening or when more than one member of staff is needed.
Consideration should be given to practical issues, as appropriate to the specific trip eg. which staff are first aid trained, who is qualified to drive the School minibus.
- 21.4.2 When considering whether it is appropriate to consume any amount of alcohol, staff must consider all surrounding factors and the context of the trip. This will include, for example, the nature and age of the pupils on the trip, the presence of individuals from outside the School community and their potential perception of the situation.
- 21.4.3 With the exception of a glass wine / pint of beer/lager/cider, either pre-dinner or with an evening meal, any alcohol that staff purchase to consume on a school trip must be paid for by the relevant member(s) of staff; the cost will not be met by the School/trip fund.

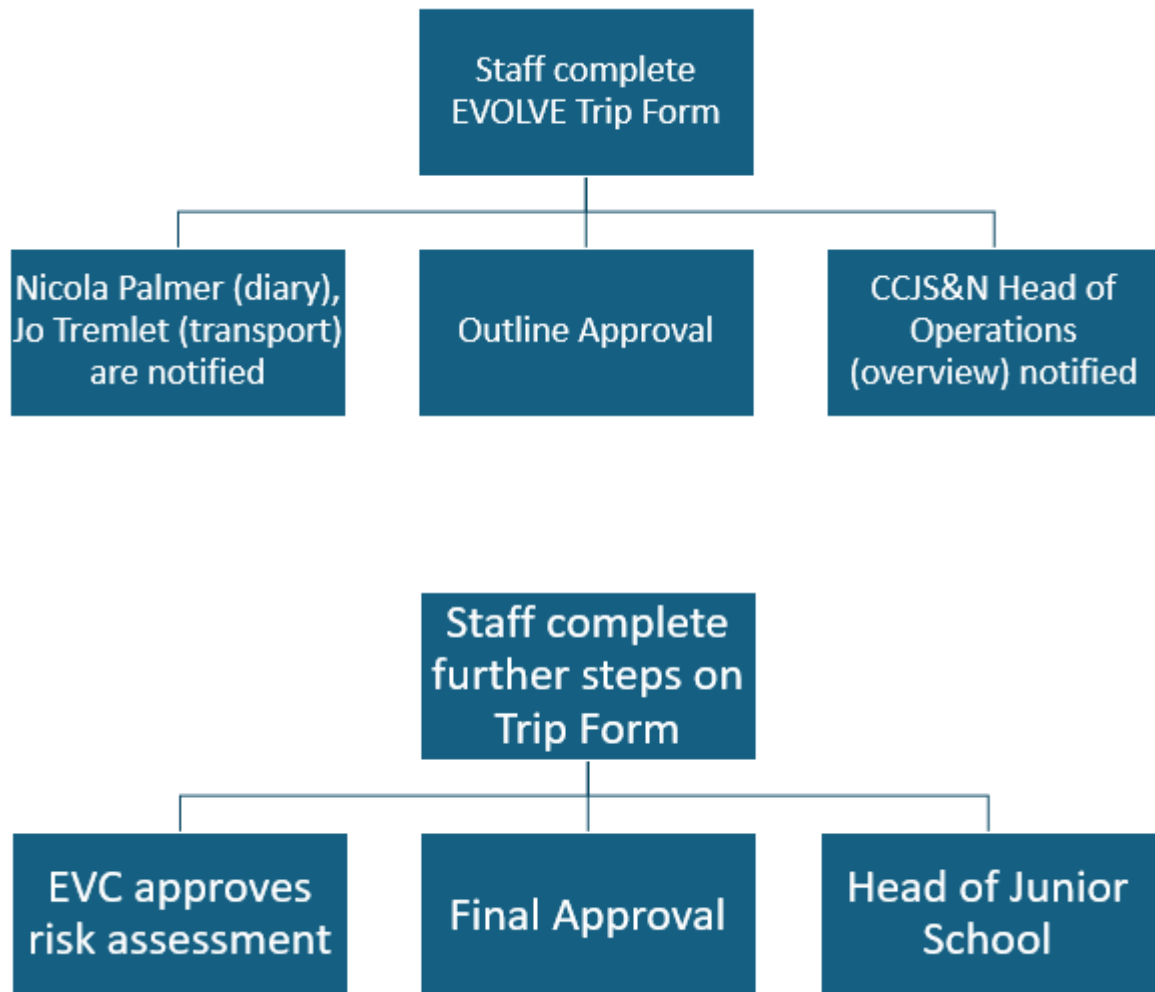
APPENDIX 1

USEFUL REFERENCES / WEBSITES

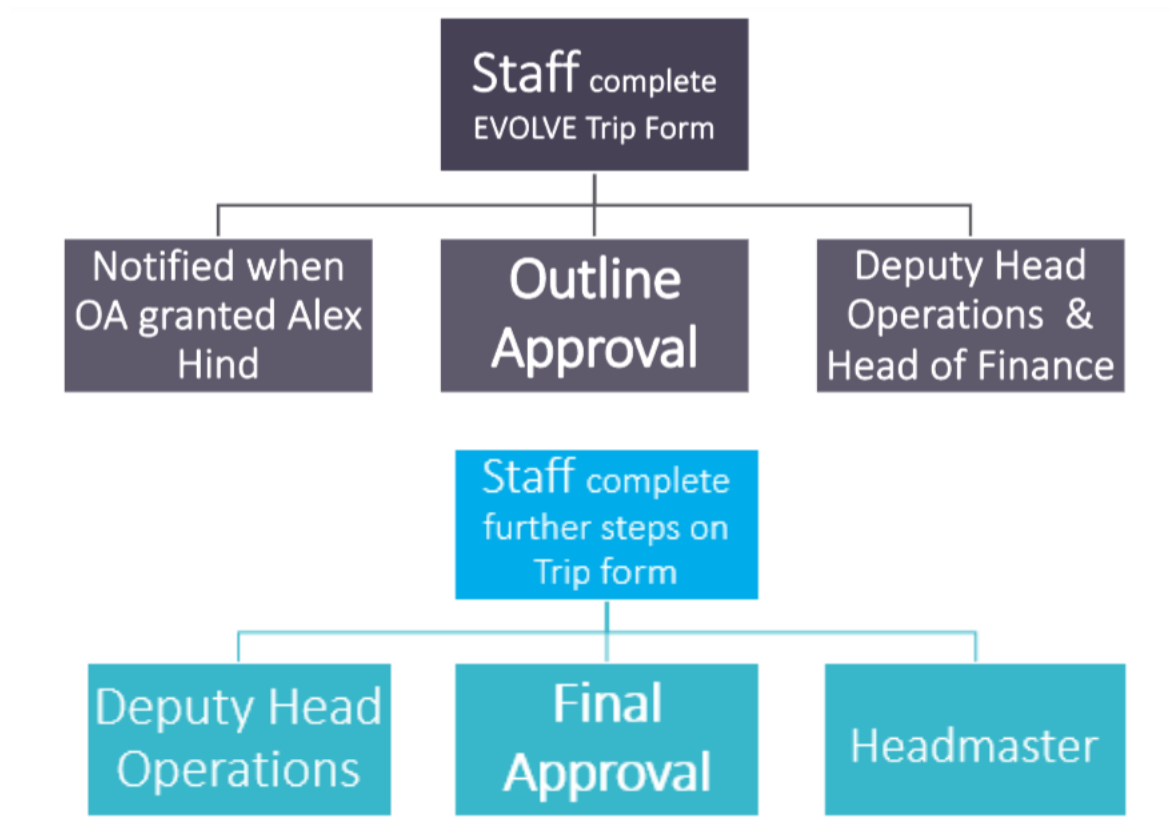
Expedition Organiser's Handbook	RGS/Expedition Advisory Centre
https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools	DfE guidance note "Health and Safety: responsibilities and duties for schools (November 2018, updated April 2022)
https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits	DfE guidance note "Health and Safety on Educational Visits (November 2018)
https://www.gov.uk/foreign-travel-advice	Foreign & Commonwealth Office – foreign travel advice listed by country
http://www.thebmc.co.uk/	British Mountaineering Council
http://www.theyet.org/	The Young Explorers Trust
https://www.mountain-training.org/	The Mountain Leader Training Board
http://www.rya.org.uk/	The Royal Yachting Association
https://paddleuk.org.uk/	Paddle UK

APPENDIX 2 Trip Approval

CCJS&N Trip Approval System:



Senior School Trip Approval System:



Bursar, Estates Manager, Catering, School Nurses and School office are all automatically notified when final approval is given

APPENDIX 3
EXTERNAL VISITS LOGISTICS FLOWCHART

CCJS&N

Trip Idea

Fill in Trip Form on EVOLVE & Contact Nicola Palmer for Calendar Check and Submit for 'Outline Approval'

Carry out Recce if appropriate and/or new trip idea/venue/supplier

Approval given by CCJS&N Head of Operations. If a residential trip, approval also given by Head of Finance

Parental communication discussed/agreed and relevant parental consent obtained

Further Details need completing on EVOLVE before submitting for final approval

Trip Leader must ensure medical needs are checked and discussed with Nicola Palmer

Residential Trip Leaders need to meet with EVC to go through RA documents and completed form before it is submitted for final approval

Trip Form is submitted for Final Approval

EVC makes final checks on Paperwork and CCJS&N Head of Operations receives notification

Approval is given by Head of JS

Parent and/or pupil meeting is completed if appropriate

Communication to Parents confirming final arrangements/itinerary if appropriate

SENIOR SCHOOL

Trip Idea

Fill in Trip Form on EVOLVE & Contact EVC for Calendar Check & Submit for 'Outline Approval'

Carry out Recce if appropriate and/or new trip idea/venue/supplier

Approval given by Head of Finance & EVC

Parental communication discussed/agreed and launched via EVOLVE which includes relevant parental consent

Further Details need completing on EVOLVE before submitting for final approval

Trip Leader must ensure medical needs are checked and discussed with School Nursing Team

Residential Trip Leaders need to meet with EVC to go through RA documents and completed form before it is submitted for final approval

Trip Form is submitted for Final Approval

EVC makes final checks on Paperwork

Approval is given by HM

Parent and/or pupil meeting is completed if appropriate

Communication to Parents confirming final arrangements/itinerary if appropriate

APPENDIX 4

Risk Assessment

CCJS&N:

NEW Overnight & Overseas Risk Assessment
Churcher's Walking to Venue Risk Assessment
Churcher's Train Transport Risk Assessment
Churcher's College Coach & Minibus Transport Risk Assessment

Senior School:

NEW Overnight & Overseas Risk Assessment.docx
Churcher's Walking to Venue Risk Assessment.docx
Churcher's Train Transport Risk Assessment.docx
Churcher's Coach & Minibus Transport Risk Assessment.docx
Churcher's Car Transport Risk Assessment .docx

Churcher's College Risk Assessment Considerations:

- 1 Risk assessments are a legal requirement and the group leader of any off site visit must carry out this process as an integral part of the planning. An assessment should be completed well before the visit and should be submitted to the EVC well in advance of the trip. In the case of residential and/or overseas trips the EVC will meet with the trip leader to discuss the risk assessment in advance of the trip.
- 2 Risk assessments should be seen as part of an on-going process that tries to anticipate the significant risks that might occur and to manage them with the aim of preventing or reducing them.
- 3 Safety must always be the prime consideration. If the risks cannot be contained, then the visit should not take place.
- 4 The risk assessment should be based on the following considerations:
 - *What are the hazards?* – breaking down the trip into sections (transport, accommodation etc.) helps one avoid omissions,
 - *Who might be at risk?* – don't forget staff,
 - *What safety measures need to be in place to reduce the risks to an acceptable level?* – these might be as simple as a regular head count or giving staff small groups to supervise,
 - *Can the group leader put the safety measures in place?* – are they realistic within the context of the trip?

- *What steps will be taken in an emergency?* – do not wait for something to happen before deciding on suitable courses of action; always have a “Plan B”.
- 5 Group leaders planning trips that use external providers (activity centre or travel companies) should ask the provider for written evidence that they have themselves assessed the risks and have appropriate safety measures in place. If an external activity provider does not hold the Learning Outside the Classroom Quality Badge (which is awarded to organisations which meet nationally recognised standards), the School will check whether the organisation is an appropriate organisation to use. This will include checking:
- their insurance
 - they meet legal requirements
 - their health and safety and emergency policies
 - their risk assessments and control measures
 - their use of vehicles
 - staff competence
 - safeguarding
 - accommodation
 - any sub-contracting arrangements they have
 - that they have a licence where needed
- 6 On arrival at an activity centre, the party leader should satisfy him/herself that arrangements for safety and welfare are satisfactory. She/he should also agree with the activity centre on who is going to be responsible for the children and for what period of time.
- 7 Risk assessment is an on-going process and risks should be re-assessed and safety measures modified to suit the conditions experienced on the trip.
- 8 If the activity is one that is carried out frequently (for example theatre trips) then a standard generic risk assessment can be used, but it is always necessary to consider whether there are specific circumstances that are particular to your trip, e.g. extreme weather, particularly difficult students. Trip leaders are required to add to standard risk assessments to ensure all dynamics of the trip are covered, which includes activities undertaken and any specific pupil needs that need particular control measures.
- 9 If there is an incident, accident or ‘near miss’ on a trip please chat through with the EVC on your return.
- 10 Always consider the following factors when assessing the risks:
- the type of activity and the level at which it is being undertaken;
 - the location routes and modes of transport;
 - the competence, experience, qualifications and number of supervisory staff required;
 - the pupils age, competence and fitness, plus their temperament and the suitability of the activity;
 - any special medical (including allergies and risk of anaphylaxis), accessibility or educational needs of the pupils;

- the quality, serviceability and suitability of available equipment;
- has sufficient training been given in the safe use of specialist or potentially hazardous equipment, e.g. Trangia stoves when camping;
- seasonal conditions, weather and timing;
- contingency and emergency procedures: how to cope if someone becomes unwell or unwilling to continue, the minibus breaks down on the motorway, a fire alarm goes off, the weather prevents the planned activities from happening;
- the need to communicate the risk assessment to those involved (including pupils) and for the leader to monitor risks throughout the trip.

APPENDIX 5

STAFF EMERGENCY CONTACT INFORMATION

For a Residential/Overseas Visit, the following information for attending staff is added to the Emergency contact field:

- UK Contact in case of emergency:
- Doctors Details:
- Any Medical conditions that Churcher's College should be aware of?:
- Phone number that you will be using during the trip if not a trip phone:

APPENDIX 6

EMERGENCY PROCEDURE DOCUMENT

Trip Leaders are required to carry the Schools Emergency Procedure Document which includes the school emergency base contacts and also procedures to follow in case of emergency. This document also includes School travel insurance details. [Emergency procedures \(Senior School\) - Oct 24.docx](#)

APPENDIX 7

SENIOR SCHOOL CODE OF CONDUCT FOR PUPILS ON A TRIP / EXPEDITION

Trip leaders are encouraged to communicate a code of conduct to attending pupils. For Day trips this is often done verbally before and during the expedition. For residential/overseas trips staff are encouraged to give pupils written expectations for behaviour, it is also good practice for contact cards to be distributed to pupils with staff trip phone numbers for emergency contact.

APPENDIX 8

SENIOR SCHOOL PROTOCOL FOR RESIDENTIAL ACCOMMODATION RELATING TO GENDER QUESTIONING PUPILS

In response to the following extract from the draft DfE guidance on gender questioning pupils (published in December 2023, consultation response awaited):

6.43 Boarding and residential accommodation

In allocating sleeping arrangements such as dormitories, tents or shared rooms for school trips, each child's sex is relevant. Schools and colleges must meet their safeguarding obligations set out in Keeping Children Safe in Education (KCSIE).

No child should be allowed to share a room with a child of the opposite sex. If a child questioning their gender does not wish to share a room with another child of the same sex, where possible, and only after the school has considered relevant factors outlined above, alternative arrangements should be sought. These alternative arrangements should not compromise the safety, comfort, privacy or dignity of the child, or of other pupils, for instance finding a suitable separate room for the pupil.

1 Gender questioning pupils

A gender questioning pupil should be given the option of sharing with pupils of the same biological sex or (whenever possible) a private space (room, one-person tent etc).

2 Pupils who have socially-transitioned

It is unlikely that offering sleeping arrangements based upon a socially-transitioned pupil's biological sex will *not compromise the safety, comfort, privacy or dignity of this pupil, or of other pupils.*

The option of a private space (room, one-person tent etc) should therefore be provided.

The pupil may be given the option of exploring sharing a room with friends who are of the gender and/or biological sex to which they identify and this may be agreed dependent upon:

- Agreement of the pupils directly involved
- Agreement of the parents of those pupils directly involved
- There being no disruptive impact upon the safe running of the activity
- The safety of all pupils is maintained
- The comfort of all pupils is maintained
- The privacy of all pupils is maintained
- The dignity of all pupils is maintained

Keep in mind:

Peer pressure or a 'sense of needing to be seen to be doing the right thing' could lead to pupils/parents agreeing to these arrangements whilst also not feeling comfortable with them.

Suitable facilities*:

Private space for changing, washing and toileting (individual, internal lock, gender-neutral)

Separate beds

Physical space so personal space can be maintained

*a pupil should not be allowed to enter or use gendered spaces intended for the opposite biological sex, including changing spaces, toilets and washing facilities