



CHURCHER'S COLLEGE

EDUCATIONAL/EXTERNAL VISITS POLICY

SENIOR SCHOOL, JUNIOR SCHOOL AND NURSERY (INCLUDING EYFS)

February 2024

EDUCATIONAL/EXTERNAL VISITS POLICY

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Authorised by	Senior School: Deputy Head (Staff) CCJS&N: Head of Upper School
Date	February 2024 Appendix 8 updated April 2025

Date of next review	February 2025 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
- Local visits (QEP, Historic Dockyard, Portchester Castle, universities, New Forest NP)
- Field trips (Biology and Geography)

Residential Trips

- Ski trips
- Sports / Choir tours
- Foreign exchanges
- CCF camps
- Outdoor Pursuits (D of E / OSCA / Ten Tors / Charlton Chase / 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 Upper School (NR)
- Senior School - Deputy Head (Staff) (SMJD)

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

3 Expedition/Excursion Approval

3.1 The Headmaster's permission for a trip must be obtained on form EV / A (**see Appendix 4**) for Senior School trips. For CCJS&N trips, the Head of the Junior School's permission must be obtained on a School Trip Request Form (**see Appendix 4**). Completed EV / A and School Trip Request Forms must be submitted to the relevant EVC in the first instance.

3.2 The EVC will advise the Headmaster / Head of the Junior School (as appropriate) on the request for permission. This procedure must be followed for all trips of whatever duration both in term time and during the holidays. The EV/A / School Trip Request Form must be submitted as early as possible, ideally at least 3 months in advance of the activity, and permission must be granted by the Headmaster / Head of the Junior School (as appropriate) (via the EV / A / School Trip Request Form) before any firm bookings are made for the trip and/or pupils and staff are committed to it.

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 at this stage includes:

- 3.4.1 purpose of the visit
- 3.4.2 an outline plan of the programme of activities

- 3.4.3 the outcome of a formal risk assessment together with procedures based on this assessment (**see Appendix 6 - Form EV / RA**). A checklist is available to assist staff in ensuring that all the necessary areas are addressed (please see the EVC for details)
- 3.4.4 size of group and age range of the children taking part
- 3.4.5 destination and dates of departure and return
- 3.4.6 means of transport and, if applicable, accommodation
- 3.4.7 activities to be undertaken; safety precautions
- 3.4.8 staffing / supervision
- 3.4.9 insurance
- 3.4.10 finance

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 (Staff) 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.
- 4.6 On coaches there should always be at least two members of staff per coach (an LSA should not be counted in this calculation).
- 4.7 DBS checks will be undertaken for volunteers (who will be deemed to be carrying out a 'regulated activity') and staff employed by contractors who will have regular contact with children and young people attending the School either on or off the premises.
- 4.8 The EVC is responsible to the Headmaster / Head of the Junior School (as appropriate) for ensuring that:
- 4.8.1 Staff accompanying the trip are competent to do so.
 - 4.8.2 The trip organiser has sufficient experience to lead the trip.
 - 4.8.3 Staff pupil ratios are adequate for the trip.
 - 4.8.4 Staff accompanying the trip have no health concerns that might adversely affect the health and safety of other staff and pupils on the trip.
- 4.9 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 No additional insurance arrangements are required for pupils and staff on official School Expeditions within the UK. Expedition forms and risk assessments must be in place for the School's insurance to be valid.
- 5.2 Official School Expeditions outside the UK are covered by the School's comprehensive travel insurance for pupils and staff. The member of staff organising the expedition must notify the Bursar in advance of the names of all those travelling, any medical conditions, travel dates, countries to be visited and activities to be undertaken. Before leaving on the expedition/excursion, the member of staff organising the expedition/excursion must ensure with the Bursar that the insurance cover is in place and that the required procedures, if a claim were to be made, are fully understood. The Insurer's details and contact numbers must be carried by the trip organiser at all times. A copy of the School's current Travel Policy summary is available on the school website [here](#) 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 been approved parents may be informed of the plan. As a rule, a letter will be sent / emailed providing full details of the visit and, where appropriate, will include a link to My School Portal (MSP), 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. In the Senior School, parents are requested to provide consent at least 3 days prior to the start of the trip. For trips involving a night or nights away from home, parental consent, medical details and emergency contact details will need to be submitted.
- 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.
 - 7.3.6 Code of Behaviour for the children (see **Appendix 7** for Senior School Code of Behaviour) 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 6 - Form EV/RA**).
- 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 to the EVC (and the Head of the Junior School for CCJS&N trips) 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 SEN(D). For guidance, staff should liaise with the Senior Teacher (Wellbeing, Inclusion and Safeguarding) (Senior School) or Head of Learning Enrichment (CCJS&N). In most cases this will include completing section 3 of the form EV/RA.
- 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 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".
- 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 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.
- 9.11 If there is an incident, an accident or a 'near miss' on a trip please chat through with the EVC on your return.
- 9.12 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.

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 **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 (but not personal numbers) 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. In addition, staff may be given "In-House Approval" which will be specific to the ACTIVITY and SITE and only be valid for pupils of Churcher's College. These approvals will be carried out by suitably qualified advisors. The School, advisor and the member of staff will hold records of these approvals.

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.

12.4 Overseas expeditions of an adventurous nature, which are organised "in house", should seek Young Explorers' Trust (YET) approval. If the expedition is provided by a professional organisation, the school organiser should still consider seeking YET approval.

13 Operational Procedures

13.1 Activities will have their own specific operational procedures, which will be held on file by the School and by the staff running those activities.

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

14.1 Not later than 1 week before departure an Expedition / Trip Details Form (see **EV/CHECK - Appendix 5**) must be completed, listing all party members (both pupils and staff), pupils' and staff home contact telephone numbers, a summary of the travel arrangements, and the emergency contact numbers.

14.2 A copy of the List will be distributed as follows:

CCJS&N: Copies to the School Office and the EVC or other home emergency contact.

Senior School: Copies to the School Office, the EVC and to CDJ or other home emergency contact.

15 Travel

- 15.1 School Minibuses are one of the forms of transport available for use on Trips / Expeditions. The School Policy on Use of Minibuses should be followed.
- 15.2 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.
- 15.3 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, Inclusion and Safeguarding) (Senior School) or Head of Learning Enrichment (CCJS&N) if they require guidance on accessible transport for pupils with SEN(D).
- 15.4 Please make sure that you provide the EVC with a list of pupils and staff on each vehicle one week before your trip date. For each vehicle there needs to be a named member of staff 'in charge'.
- 15.5 Each coach / minibus should hold an emergency mobile phone (CCJS&N – School Office to provide / Senior School - SMJD / 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.
- 15.6 Confirm on the day of the trip that coach / minibus lists are correct (either with the School Office or EVC)
- 15.7 Do not let pupils (or staff) 'swap' coaches / minibuses once the confirmed list has been returned.
- 15.8 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 (CCJS&N) or CDJ / SMJD / IGK (Senior School) (as appropriate). This will initiate an SMS message to the parents of the pupils delayed.
- 15.9 **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.
- 16 **Post Trip Evaluation**
- 16.1 For residential, foreign, adventurous visits and field trips, the trip leader should discuss and evaluate the trip with the EVC following their return to school.
- 17 **Emergencies**
- 17.1 The School First Aid Policy should be followed.
- 17.2 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 excursions using coaches. 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.

- 17.3 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.
- 17.4 Each adult member of the party should carry the School's guidance on handling an emergency on a School Expedition (**see the Emergency Procedures Checklist at S:\SS Staff\Trips and Visits**).
- 17.5 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.

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

- 18.1 Contact the Parent / Guardian using the Emergency Contact Number.
- 18.2 Contact the School to inform them of the circumstances and arrangements made (if any).
- 18.3 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.

19 Reporting incidents / near misses

- 19.1 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. The School will keep a record of any incidents, accidents and near misses.
- 19.2 If you have any Health and Safety concern you must report to the EVC immediately on return to School.

20 Mobile Phone

- 20.1 The Group Leader should ensure that they have access to a mobile phone that is capable of operating overseas.

CCJS&N: Staff should have the CCJS&N mobile phone (07922 523852)

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.

21 **Accommodation**

21.1 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?

22 **Staff Supervision**

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

22.2 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.

22.3 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.

22.4 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:

22.4.1 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.

22.4.2 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.

- 22.4.3 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

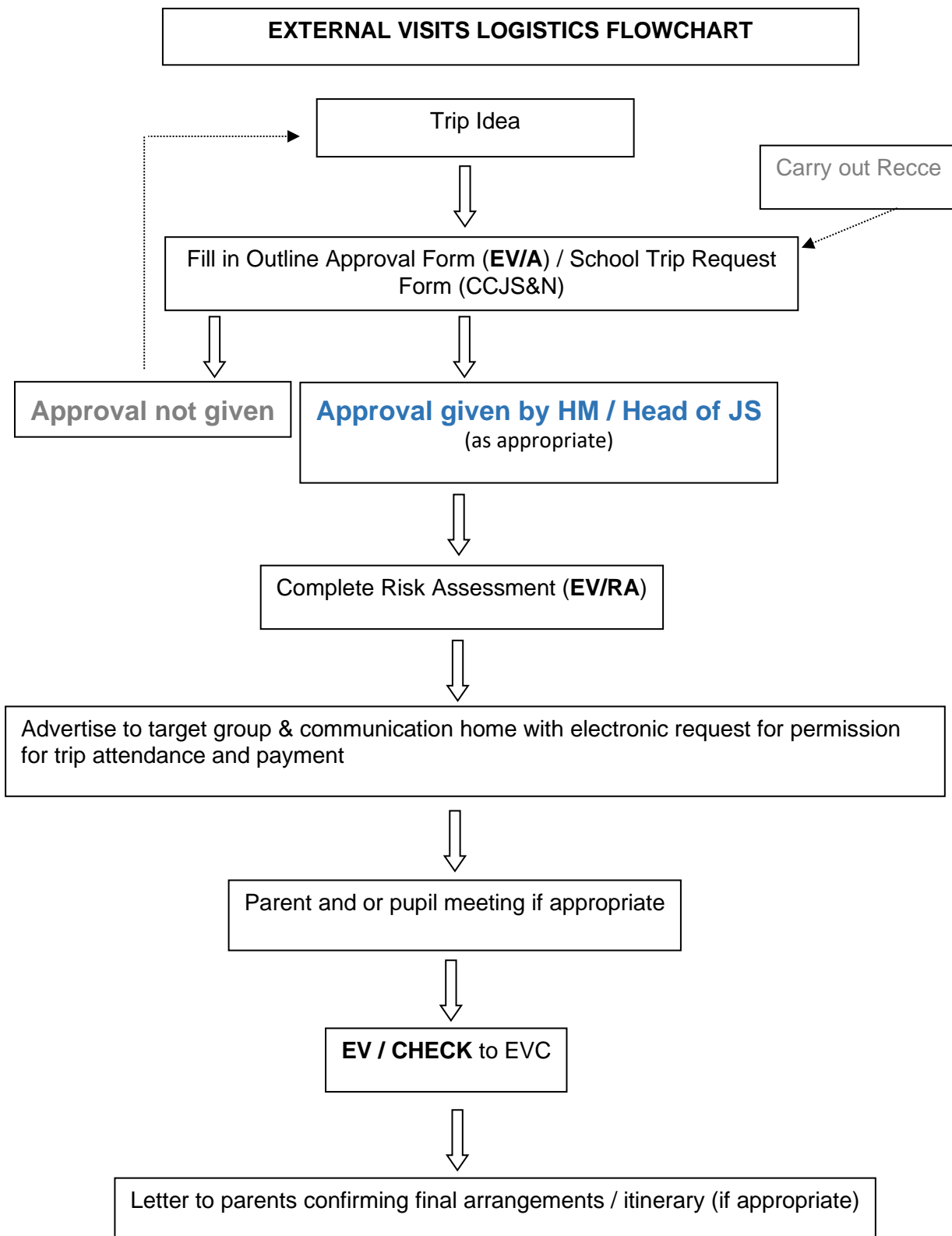
Expedition Organiser's Handbook	RGS/Expedition Advisory Centre
https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools	DfE guidance note "Health and Safety: responsibilities and duties for schools (November 2018, updated April 2022)
https://www.gov.uk/government/publications/health-and-safety-on-educational-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
http://www.mountain-training.org/home-nations/england	The Mountain Leader Training Board
http://www.rya.org.uk/	The Royal Yachting Association
https://www.britishcanoeing.org.uk/	British Canoeing

APPENDIX 2

SEEKING PERMISSION FOR AN EXTERNAL TRIP OR VISIT

- 1 **Form EV / A (Senior School) / School Trip Request Form (CCJS&N): Outline Approval**
Form EV / A / School Trip Request Form should be submitted as follows, where possible at least 3 months in advance of the activity:
CCJS&N: to the Head of Upper School (NR), who acts as External Visits Co-ordinator, and to the Head of the Junior School.
Senior School: to the Deputy Head who acts as External Visits Co-ordinator (SMJD), who will discuss the proposal with the Deputy Head in charge of the School calendar and the Headmaster.
- 2 **Form EV / Check: Details of trip and contact information**
Form EV / Check must be submitted to the EVC at least one week before the trip.
- 3 **Form EV / RA: Risk Assessment**
Form EV / RA must be submitted as follows, well in advance of the trip:
CCJS&N: to the EVC and the Head of the Junior School
Senior School: to the EVC

APPENDIX 3
EXTERNAL VISITS LOGISTICS FLOWCHART



APPENDIX 4 – CCJS&N School Trip Request Form



School Trip Request Form

Preferred Date/s				
Event/Venue				
Depart CCJS		Return CCJS		
Class/es		No. of Pupils		
Staff	<i>Lead</i>		<i>Other Staff/Parents</i>	
Transport		Tick one	No of seats	Details
	Coach			
	Minibus			
Cost	Coach (approximate)			
	Event/Venue			
	Other			
	Total Cost			
Office Use Only	<i>Cost billed to parents</i>			
Additional Information				

Date to be checked with				
	CCJS Office	Head of Music	Head of Outdoor Learning	EVC
Please initial				

Authorised by Head or Deputy _____

Date _____

APPENDIX 4 – SENIOR SCHOOL FORM EV /A



EV / A

OUTLINE APPROVAL FORM FOR EDUCATIONAL VISITS/SPECIAL EVENTS

(Please complete before any approach to parents, travel firms, other agencies)

<i>Date of Application for approval</i>				
Purpose				
Venue(s)				
Date of trip	Start		End	
Time of day	Time		Time	
Member of staff responsible/Department				
Other staff/other adults involved				
Year group/number involved (where possible, please attach a list of names even if these may change slightly)	Year Group(s):			
	Number:			
Is the trip fully accessible to all eligible pupils, including those with SEN(D)? If not, provide details.				
Are you aware of any event happening at the same time which may involve students that you wish to be involved in this activity?		Which:		
If so, have you consulted with the member of staff responsible for that event?		Who:		
Outline any adventurous activity and what qualifications staff/other adults have to lead them. If an external provider will be providing a licensable activity, please provide details of their current licence.				
Transport arrangements and accommodation (if applicable)				

Cost to parents	

Approved in principle			SMJD [Educational Visits Co-ordinator]					
			CDJ [Calendar]					
			Headmaster					
Entered on MSP								
Copy	Trip Leader	SMJD	CDJ	Head of Finance	Bursar	Estates Manager	Adventurous Activities Co-ordinator	Office

APPENDIX 5 – FORM EV / CHECK



CHURCHER'S COLLEGE - OFF-SITE VISITS CHECK LIST EV/ CHECK

Please attach a list of all pupils taking part with their contact details.

CCJS&N: Please give a copy to Nathan Rushin

Senior School: Please give a copy to the front office if a trip within the school day or if after school a copy to Chris Jones or Sarah Dixon

Member(s) of staff responsible for the visit (please PRINT)	
Staff on trip and contact mobile phone numbers for duration of trip (for overnight trips please attach a completed Staff Emergency Contact and Medical Details form for each member of staff)	
Day and date of visit	
Purpose of visit/nature of activity	
Venue(s) to be visited	
Number of pupils & year group involved	
Type of transport to be used – If coach company include contact details	
Time/location of departure from School Please let the Bursar know if out of normal school hours	Estimated time/location of return to School Please let the Bursar know if out of normal school hours
I confirm the event is in the School Calendar	YES / NO
I confirm that outline approval has been received from the EVC for the visit	YES /NO
I confirm that a list of pupils involved in the trip is displayed in the Common Room	Yes / NO
I confirm that a SPECIFIC RISK ASSESSMENT for this visit has been completed and will be implemented by all staff on the visit (attached Y / N)	YES / NO

I confirm that MEDICAL INFORMATION (INCLUDING ALLERGIES AND RISK OF ANAPHYLAXIS) and EMERGENCY CONTACT DETAILS have been obtained for all members of the party	YES / NO
I confirm first aid kits / emergency medication arrangements / any specific medical conditions have been discussed with the School Nurse	YES / NO
I confirm that relevant EMERGENCY and REPORTING PROCEDURES are known to all staff/adults accompanying the party	YES / NO
Has catering been informed if more than 20 pupils out of school?	YES / NO
I confirm that written PARENTAL CONSENT has been obtained for all participants	YES/NO
I confirm that payment arrangements have been made through the Bursar's Office	YES/NO
Travel Company name and emergency contact details if appropriate	
Airport and Flight numbers/Port and Ferry Crossing (outward + return if appropriate)	
Name, address and contact details for accommodation (attach detailed itinerary if complex)	

Copy to SMJD / NR (as appropriate) ONE week before the trip

APPENDIX 6 - FORM EV / RA



**CHURCHER'S
COLLEGE**

Churcher's College Risk Assessment

EV / RA

Risk Assessment section 1: Details of the trip/visit

Date of visit:	Time of departure:	Return time:
Destination:	Group Leader & mobile phone number:	Telephone no of destination (if appropriate)
Year Group:	No of pupils:	Adult/Pupil ratio:
Names of pupils with no photo consent:		
Accompanying school staff:	Other adults:	First Aiders:
Transport Minibus registration:	Coach Company: Telephone:	Travel Company: Telephone:

- 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.
- 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.
- 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.

Risk Assessment section 2: Risk assessment of hazards

Hazard/Event	Who is at risk?	Action to be taken to reduce risk	Action to be taken in event of occurrence

Risk Assessment section 3: For pupils with specific needs, including those with SEN(D)

Name of pupil	
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Hazard/Event	Who is at risk?	Action to be taken to reduce risk	Action to be taken in event of occurrence

APPENDIX 7

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

Code of Conduct for Pupils on a Trip/Expedition

(to be given to each pupil and they should put the slip in their wallets so they have the slip with them at all times)

Churcher's College pupils while on Trips or Expeditions must obey the School Rules at all times. You 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 yourself or anyone in the group and tell the Group Leader or supervisor about it.



If you are lost, concerned or there has been an emergency you should contact:

[Member of Staff i/c trip]

[phone number]

Or Mr Jones on **07795 190947**

Churcher's College, Ramshill, Petersfield. GU31 4AS

01730 263033

enquiries@churcherscollege.com

Remember if you do not adhere to this code of conduct you may be sent home.

Code of Conduct for Pupils on a Trip/Expedition

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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 for consultation in December 2023):

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.

For gender questioning pupils and pupils who have socially transitioned, the option to have individual/private sleeping accommodation (eg an individual room or a one person tent) will be provided. The option to share with pupils of the same biological sex (eg a shared room, dormitory or tent), if requested, will be considered on a case by case basis.

Pupils will not be permitted to share sleeping accommodation with pupils of the opposite biological sex.

Pupils will not be permitted to enter or use gendered spaces intended for the opposite biological sex, including changing spaces, toilets and washing facilities. As such, it may be appropriate to provide a private space for changing, washing and toileting (individual, internal lock, gender-neutral).

Trip leaders should consider the above at an early stage of trip planning, to ensure that suitable accommodation/facilities can be provided for all participating pupils.