

External Visits Policy



MONITORING: Deputy Head (Management) to monitor

UPDATED: January 2024

REVIEW DATE: January 2025

This policy has regard to DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies; Health and Safety: Duties and Responsibilities for Schools (2018). More information can be found here:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools#elements-of-a-health-and-safety-policy>

1. CONSIDERATIONS

The following must be considered before organising a trip:

- Safety, health and insurance aspects
- Parents' consent when required
- Dates and clashes with other school events
- Staffing
- Relevance to Caldicott ethos and/or curriculum
- Age groups/boys involved
- Money - costings should be made and submitted to the Bursar for consideration of payment method before proceeding further.

Once these have been weighed up, the member of staff concerned should seek the permission from the Deputy Head (Management) to continue with the organisation by completing a 'Trip/Event Approval Form' available from the staff portal.

2. INFORMING PARENTS

Parents should be informed, by letter or email, of the following:

- Dates and timings
- Purpose
- Cost (approximate) and method of payment

Parental consent should be requested for visits abroad and other residential visits outside of school hours. All Caldicott pupils have consent forms for emergency medical treatment if the parents cannot be contacted.

3. GUIDELINES

- Check insurance with the Bursar – most trips are covered by the school's insurers.
- Minimum ratio of adults to boys (depending on the nature of the activity): 1 adult for every 10-15 boys is recommended (15-20 for 5th and 6th form). For residential or overseas visits a minimum of 1:10 is recommended.
- Check qualifications of staff to drive minibuses and availability of minibuses if appropriate.
- Drivers should avoid driving for long periods and ensure that suitable rests are taken. For longer journeys, please discuss staffing levels with Deputy Head (Management).
- All boys should wear seat belts in coaches, cars and minibuses.
- Three adequate meals should be provided each day.
- A medical list including all allergies, details of medication and any special needs should be created and necessary supplies and a first aid kit obtained from the school nurse. Staff should ensure before departure that boys who need medication have it with them.
- A list of emergency contacts must be provided and provision for contact with Caldicott must be arranged.
- A mobile phone should be taken and it should be charged and functional at all times.
- Contact should be maintained with the school (Bursar, office and/or Health Centre) and any alterations to proposed arrangements relayed as soon as possible.
- The trip organiser (group leader) is responsible for boys' behaviour: school rules apply at all times on a trip until its end (when boys return to school or are collected by their parents).
- Vetting checks should be carried out on adults supervising boys on the trip if they are not employees of Caldicott. When 'homestays' are arranged in the UK, parents (and others over 18) hosting children will be subject to an enhanced DBS and a barred list check (to be discussed with Deputy Head (Management)).

4. IN-HOUSE INFORMATION AND NOTICES

A 'Trip/Event Approval Form' must be completed and submitted electronically. This will then be forwarded to those staff who need to know. Risk assessments are required for all trips and a more detailed assessment should be completed for high risk activities and trips abroad. When planning an activity involving caving, climbing, trekking, skiing or watersports, it is necessary to check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. All staff on the trip must read the EV Handbook for staff available in the policies folder of the Staff Portal in addition to following the steps below:

1. Staff member initially discusses the idea of the trip with HOD or line manager
2. External Trip request via the portal is submitted, this now includes more details around the why of the trip (notification sent to HM, TRN, SJB, MJH, RPHV). The request form contains a limited risk assessment*
3. MJH checks the date on the request via the online calendar and also checks the rhythm of the term for that particular year group(s). If fine, this is then sent to the bursary.
4. The bursary check the costings of the trip with the nominated staff member and then sanction or discuss with member of staff
5. This then triggers a notification to HM, TRN, SJB, MJH, RPHV
6. MJH checks with trip leader about transport, catering and staffing requirements and letter to parents etc
7. The front office provides wristbands, mobile phone and medical information for the pupils on the trip and hands to the trip leader
8. MJH requests that the trip leader obtains a risk assessment from the venue if it exists (Thorpe Park, NEC arena etc) and meets with the trip leader at least one full week before the trip departs. In this meeting MJH will also discuss with the trip leader the generic trip risk assessment document.
9. After this, MJH signs off on the portal 'Happy for the trip to go ahead'
10. The front office provides wristbands, mobile phone and medical information for the pupils on the trip and hands to the trip leader & printed off risk assessments: generic and venue
11. The trip leader completes a review of the trip via the portal which is sent via a notification to HM, TRN, SJB, MJH, RPHV

5. ON RETURN

- Report on the trip to the Headmaster, which may include, depending on the duration, information on the boys' performance, which should be made available to tutors, etc.
- Re-charge forms (indicating which boys went on the trip) should be completed and submitted to the Bursar as soon as possible.

6. SUNDAYS

The above guidelines should be adhered to, although amounts for small trips can usually be recharged to boys. Details of the arrangements also need to be communicated to the duty master.

7. TRIPS DURING HOLIDAYS

A control centre at the school must be established and the parents notified of the contact numbers. It is easiest if this is either the school office if it is to be manned during the trip or the Bursar's office as his staff operate during most holidays. Any health matters of relevance and important information regarding the general progress should be relayed to this point.

The contact numbers of the Headmaster and Deputy Head (Management) should also be taken, or if they are to be out of the country, the numbers of two other members of the Senior Leadership Team.

8. TRIPS ABROAD

- Medical insurance should be taken out for the entire party and any immunisation jabs organised with the consent and advice of a School Nurse.
- Advice should be sought from relevant authorities regarding particular health and safety recommendations for the specific area.
- Consideration should be given well in advance with respect to visa applications and the appropriate documentation obtained.
- If children are staying with parents from overseas as part of an exchange, the guidance is now very clear, they do need to have an enhanced DBS check. The DBS service will process these checks without payment because those parents are volunteers. If there are other people in the family aged over 16, then the school can decide whether they will do an enhanced DBS check for those 16 and 17 year olds who live in the house. See the Safeguarding and Child Protection Policy for further guidance.

9. IN THE EVENT OF AN INCIDENT

For these purposes "an incident" constitutes circumstances which have or which may form a risk to the safety or health of members of the party.

- After making contact with local emergency services, immediate contact should be made with the school giving details of the exact location, the nature of the incident, members of the party involved and a contact number if not the one previously given. If not immediately available a senior member of staff will give instructions for further action as soon as possible.
- Stay with the party. If it has been split, await advice from the school.
- Do not comment on the incident except to members of the emergency services.
- Pass news of any changes in circumstances to the school as soon as possible and remain in as easily contactable a position as possible.

