



## **CHISLEHURST SCHOOL FOR GIRLS**

### **Policy Document**

Policy Name: School Visits & Journeys Policy 2026-27

Date of Last Review: October 2026

Date of Next Review: October 2027

Most Recent Updates: H & SE Link updated (p.2)

Approval time for school journeys (p.4)

Updated standard letters & RA templates/exemplars

SLT Responsible: GR

Other Staff Contribution:

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School visits and journeys form an important part of school life. They provide young people with personal development opportunities that it may not be possible to deliver within school. School visits, activities and journeys should be available to all who wish to participate, irrespective of gender, religion, ethnicity, medical need or physical ability.

All young people should be encouraged to take part in as wide a range of activities as possible. However, permission must be obtained for the child or young person to participate in Educational Visits, this should be with full knowledge of the assessment of risks and arrangements for the visit and activities being undertaken.

This section is to be used as a guide only; additional information may be needed dependent on the level of risk associated with the activity. The procedures should be used for the following purposes:

- The safety of staff and students;
- To maximise the benefits for the students;
- To ensure effective organisation and administration.

**For any off-site activity the Group Leader's responsibility is**

**to:** students of all ages  
parents/guardians or carers  
accompanying staff  
landowners, public agencies, employers (Governors), members of the public

**through:** approval from the Headteacher/Chair of Trustees

**for:** the safety and well-being of all group members.

**The Group Leader must ensure that all Safeguarding procedures and processes are complied with in planning the activity.**

This policy supplements the guidance published by the Department for Education (DfE) and the Health and Safety Executive (HSE) in June 2011 and February 2014, which the academy has formally adopted, through the Governing Body. Links to these documents are given below.

[Health and safety on educational visits - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[HSE - School trips - Tackling the health and safety myths](#)

Additional guidance to follow is available for academies from the Outdoor Education Advisers' Panel:

<https://oeapng.info/>

This section was based on the London Borough of Bromley (LBB) Code of Practice 2.32, The Equality Act 2010 and The Special Educational Needs and Disability Act 2001.

Detailed advice for the management of Educational Visits is given in DfE guidance documents. This code of practice supplements, but does not repeat, this information. It is the responsibility of Governing Bodies to ensure that all those involved in approving or managing Educational Visits:

- are familiar with the content of the DfE website;
- associated publications and their updates/supplements;

- act on advice regarding Outdoor and Adventurous Activities provided by the British Association of Advisers and Lecturers in Physical Education (BAALPE);
- undertake regular training to ensure they are up-to-date on relevant health and safety matters

It must be noted that from September 2002 it became illegal for schools to deny a student a place on any visit/journey on the basis of special educational or medical needs.

All visits and journeys must have an educational purpose and must be approved by the appropriate Deputy Head and agreed by the Head. Overnight residential journeys must also be approved by a member of the governing body.

Where a proposed visit is under-subscribed, it may not run and any deposits paid will be refunded. When a pupil is withdrawn from a visit/journey after the closing date for payments (whole or part – payment deadline), refunds will not normally be available unless a substitute can be found to fill the booked place.

When planning a visit/journey, a suitable venue should be selected so as not to discriminate against students with special educational or medical needs.

If a visit is over-subscribed, then any basis for selection must be clearly stated on the initial letter sent to parents advising them of the visit.

Due consideration must be given to include amongst the accompanying staff/non-teaching adults individuals with the necessary skills/knowledge to support the students.

Visits and journeys overseas or incorporating an overnight in the UK stay must be approved in advance by the Trustees who meet termly. From 2021, group leaders must also ensure the providers offer a 'Covid Safe' protection policy in order that payments are safeguarded/refunded if Covid 19 prevents travel).

Overseas visits and journeys must be arranged through an ABTA/ATOL registered travel agent and the package must include travel & medical insurance for those accompanying the visit/journey.

Colleagues who wish to take students on education visits (day or half day) or journeys (involving an overnight stay) should consult with the Assistant Headteacher responsible before finalising details or making financial or other commitments.

Leaders of visits and journeys are in loco parentis and are responsible for the health and safety of the group. Assessment therefore must be made of the risks to which staff and students might be exposed. Attention is also drawn to the group leader specification as shown on page 6.

## **A Procedures for arranging a Visit or Journey**

**The procedures to be followed are those contained in the London Borough of Bromley (LBB) Code of Practice 2.32. All V & J forms are now submitted electronically to the AHT responsible for Visits & Journeys. This can be found at: *Staff Shared/Our School/Visits & Journeys/Forms/New V & J form Sept 2025.***

In summary the key points are:

- 1 A 'visit' is a UK trip for just one day; a 'journey' is any overseas or residential trip.
  - 2 All adults accompanying a visit or journey must be familiar with the school Child Protection Policy (formerly the Safeguarding Policy) and have an enhanced DBS clearance.
  - 3 A **Visit Proposal Form** should be completed and submitted electronically to the Assistant Headteacher responsible. It should contain as much detail as possible, including the Risk Assessment and a Draft Letter although accurate student numbers, costs etc might not always be available at this stage. This form will also be used to obtain approval from the relevant Deputy, consent from the Head and from the Governors if required. **NB:** No letters requesting money should be sent or money collected until approval has been granted. Overseas and overnight journeys are approved by the Governing Body/Trustees and the proposal form must be submitted at least six months before the intended travel date. Most overseas residential requests will be submitted 9-12 months in advance. (to allow for various approvals, time for staggered payment plans, etc).
  - 4 A **Risk Assessment Form** must be completed for each visit/journey and submitted **on** the Visit Proposal Form. It is part of the same electronic V & J form mentioned above.
  - 5 Check with the Assistant Headteacher that there are no additional insurance requirements.
  - 6 A letter for students should be drafted (sample letters are included at the end of this document) and submitted **with** the Visit Proposal Form to the Assistant Headteacher who will ensure that it complies with school and Government regulations and guidance. Visits/journeys which do not comply will not be allowed to take place. Separate letters must be sent to each parent/guardian who has parental responsibility for the student. A template letter is on the V & J electronic form.
- NB** Under no circumstances may a student who has not returned all parental/permission slips from the letter(s) be included on a visit/journey.
- NB** All letters relating to Visits and Journeys should be typed by a member of the Administrative Support Staff. The draft must be checked and approved by the AHT responsible.
- 7 For journeys, a meeting of parents should be arranged and a briefing document issued. This should contain details of the journey, its purpose, programme and itinerary and information about insurance cover. Emergency contact numbers must be given. Parents' signatures should be obtained so that there is no doubt that they fully understand and accept what is proposed.

At the meeting an **Emergency Contact Web** shall be organised. This consists of a list of emergency contact names and telephone numbers for the students and staff accompanying the visit/journey. The party leader contacts the school-based contact (SLT) and the first person on the list who then contacts the next person etc. The last named person should contact the party leader/school contact person to confirm that the web has been completed. A copy of the web should be left with the member of the SLT supervising the journey and with the school office. There must be a named emergency SLT contact for every residential school journey, agreed in advance. They must have copies of the V & J pack, including details of all students and staff attending and emergency contact numbers. The group leader will take a school mobile on every school journey, with the number shared with parents at the meeting.

It is the responsibility of the Visit Organiser to confirm who the supervising member of the SLT will be.

- 8 For journeys, a **School Journey Medical Form** should be completed by parents. Copies of these should then be kept by the party leader and by the member of the SLT supervising the journey, and the school office.
- 9 The Group Leader must check the list of students accompanying the activity with the DSL and against the students listed in the Medical Alert Handbook and ensure the following procedures are followed:
- i) Supporting students with medical needs should form a key part of staff briefings prior to departure and should be incorporated into information and pre-trip briefings for parents/carers. Ensure any of these students are part of the risk assessment. The group leader must check the Medical Alert Handbook (MAH) and take any actions required as a result.
  - ii) Any medications normally held in school and taken on the trip e.g. auto-injectors, must be signed out with Ms Axford and returned and signed back in immediately on return.
  - iii) Where needed, trip leaders should seek guidance from Ms Axford (Lead First Aider), Ms Gulczynski (Assistant Headteacher, DSL), the School Nurse or the Assistant Headteacher in charge of Visits & Journeys.
- 10 For visits outside normal school hours and all journeys, the group leader must arrange a DSL contact with the safeguarding office. In addition, for residential trips, a SLT emergency contact must also be arranged and telephone numbers exchanged.
- 11 All visits and journeys must be properly escorted. Staff and other adults accompanying a visit or a journey will have undertaken an enhanced DBS check. The escorts should be organised according to the section following which shows minimum requirements necessary to ensure the health and safety of students. The Headteacher may direct that additional supervision is required.
12. The headteacher will meet with the Group Leader and AHT responsible for V & J prior to any residential trip, in order that the itinerary and any final safeguarding procedures can be clarified/updated.
- 13 The party leader should ascertain the number of students who would normally take school lunch and the canteen should be informed, where there are significant numbers of students (at least 40). Arrangements should be made for students who would normally have a free school lunch to have a packed lunch if they would like one.
- 14 **The AHT responsible for Visits and Journeys will copy or e-mail all approved forms to the School Finance Office.** This will allow the office to make arrangements for the receipt and paying in of the monies. All contributions received are now paid electronically to the school. Trip leaders must ensure they have arranged payment accounts set up for trips **before** any letters are sent out. Please note that careful accounts should be kept showing all receipts and expenditure. A copy of the accounts should be given to the Finance Office as soon as possible after the visit/journey has taken place. These will then be available to the auditors if required.
- 15 A list of students included in the visit/journey should be displayed on the staff room notice board or circulated to all staff via e-mail (including attendance) as soon as possible so that colleagues can prepare lessons as appropriate and attendance can enter 'V' on the register for students.

- 16 If there are **amendments** made to the detail after initial approval is given, then an amendment form should be completed and circulated as per the list on the form itself. This is also available in the staff shared drive.

Journeys organised outside school hours may be deemed **optional extras** and as such may be charged for unless they are provided as part of a syllabus for a prescribed public examination or to fulfil statutory duties relating to the National Curriculum. See the section of the School Handbook relating to **Charging Policy** for full details. This also gives details of the procedures for parents in receipt of certain benefits.

### **Group Leader Specification**

One teacher, the group leader, should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader will have been approved by the Headteacher and should:

- Obtain prior agreement before any off-site visit takes place;
- Follow the guidelines in the Staff Handbook;
- Appoint a deputy;
- Clearly define each group supervisor's role and ensure that all tasks have been assigned;
- Be able to control and lead the students;
- Be suitably competent to instruct students in an activity and be familiar with the location/centre where the visit/activity will take place;
- Be aware of child protection issues;
- Ensure that adequate first-aid provision will be available;
- Undertake and complete a comprehensive risk assessment including identifying groups of students at particular risk e.g. student with an EHCP or listed in the Medical Alert Handbook.
- Undertake the planning and preparation of the visit including briefing group members and parents;
- Review regularly undertaken visits/activities and advise where adjustments may be necessary;
- Ensure that teachers and supervisors are fully aware of what the proposed visit involves;
- Have enough information on the students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- Ensure that the ratio of students to supervisors is in accordance with the staff handbook or centre requirements, whichever is more stringent;
- Consider stopping the visit if the risk to the health or safety of the students or supervisors is unacceptable and have in place procedures for such an eventuality;
- Arrange a meeting with parents for Residential Visits and with all staff attending, to deliver a briefing and give out itinerary packs (this will include, but is not limited to, details below);
- Ensure that group supervisors have details of the school SLT contact and the Designated Safeguarding Lead
- Ensure that group supervisors and the school contact have a copy of the emergency procedures;
- Ensure that the group's teachers and other supervisors have details of students' special educational or medical needs which will be necessary for them to carry out their tasks effectively. Access to the Medical Alert Handbook must be ensured if pupils in this register are accompanying the trip. Group leaders must ensure that this information, along with details of emergency contacts are kept in a secure place at all times during the trip/journey.

- Not put non-teacher adults in sole charge of a group unless it has been agreed in advance as part of the risk assessment.
- For abroad visits, ensure that robust passport checks take place prior to arranging travel (photocopies are sufficient at an early stage). On the day of travel, the group leader must ensure that s/he is in possession of ALL student passports from the point of boarding the coach up to the check-in desk at customs/airports. A similar procedure must be followed for the homeward-bound journey. In summary, the group leader should remain in possession of all passports during a trip, unless there is a specific reason for students to have them.

### **Deputy Group Leader Specification**

The deputy group leader will have been approved by the Headteacher and should:

- Normally have previously accompanied Visits or Journeys arranged to similar locations or involved similar activities (preferably at Chislehurst School for Girls School);
- Be able to control and lead the students;
- Be suitably competent to instruct students in an activity and be familiar with the location/centre where the visit/activity will take place;
- Be aware of child protection issues.

### **Responsibilities of Deputy Group Leader**

- Follow the instruction of the Group Leader and help with control and discipline;
- Advise the Group Leader if they think the risk to health or safety of the students in their charge is unacceptable;
- Deputise for the Group Leader if necessary.

### **Accompanying Teacher/Adult Specification**

Teachers or adult volunteers accompanying a visit or journey will have been approved by the Group Leader and should:

- Be able to control and lead the students;
- Be suitably competent to instruct students in an activity and be familiar with the location/centre where the visit/activity will take place.
- (for adult volunteers) Have undergone a DBS check via the Headteacher's PA.

### **Responsibilities of accompanying teacher/adult**

- Follow the instruction of the Group Leader and help with control and discipline;
- Advise the Group Leader or Deputy Group Leader if they think the risk to health or safety of the students in their charge is unacceptable.

**NB** An adult volunteer should not be left in sole charge of students except where it has been previously agreed as part of the risk assessment.

### **Physical Education Fixtures & Matches**

It is recognised that events such as Physical Education matches take place on a regular basis and that the activity itself has been subject to a Faculty risk assessment. Consequently, a refined proposal form is available for these events. An annual risk assessment will be submitted for PE fixtures. It is not

necessary for a V & J form to be completed for each fixture, but a consent letter to parents (checked by the AHT) and written consent must still be received for every fixture

## **B      Charging For School Visits/Journeys**

The school is not allowed to levy a charge for visits/journeys which take place wholly or mainly in school time or which are undertaken to fulfil the syllabus of a prescribed public examination except to cover the cost of board and lodging on a residential visit (except to parents in receipt of certain benefits - broadly equivalent to those that qualify children for Free School Meals).

Where an activity or visit takes place partly during and partly outside normal school hours, the Education Act 1996 prescribes a basis for determining whether the activity is deemed to take place either “in” or “out” of school hours. This depends first on whether the venture is residential or non-residential. Single Day (Non-Residential) Activities

A non-residential activity is deemed to take place during school hours if 50% or more of the activity occurs during school hours. This includes any travelling time that falls during school hours. School hours do not include the midday break. Where less than 50% of the activity falls during school hours, the venture is deemed to take place in non-school time. An example might be an activity that requires pupils to leave school an hour or so earlier during the afternoon and which does not end until late in the evening.

Residential visits. If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day. A school session is treated as being part of a residential visit when 50% or more of the time allowed for that session at the school is taken up by the visit.

Costs may be recovered, however, by asking for **voluntary contributions**. Willingness or ability to pay should not be criteria for including a student on a school visit but it should be pointed out to parents that if sufficient funds are not forthcoming then the visit/journey will be cancelled.

## **C      Supervision of Visits/Journeys**

The party leader for an activity must be a member of the school’s teaching staff. Responsible adults may be asked to undertake supervision duties but they would be expected to fulfil the same duties and responsibilities as a member of staff. These adults must have had an enhanced DBS check prior to accompanying the visit/journey. Names of accompanying adults who are not part of the school staff should be submitted at least eight weeks in advance of the visit/journey to permit the necessary checks to take place. There may be a charge for these checks and it may be necessary to include this when costing the visit/journey. Please check with the Assistant Headteacher in charge, for current cost.

Two staff must accompany all trips involving Years 7-11. Provision must be made to ensure suitable ratios are maintained should a staff member/adult become indisposed during a trip or have to accompany a student to hospital etc.

For all visits and journeys, there must be an ‘effective level of supervision’ approved by the EVC and headteacher. (National & Bromley Guidance). There are no set ratios in national or local guidance. **For CHSFG, this will typically be a ratio of 1 adult to 15 students (or part thereof). For a journey or a visit abroad it is a minimum of 1 adult to 10 students (or part thereof).** Good practice is to plan for an additional member of staff to anticipate any emergencies that may occur on a trip. However, it is recognised that in exceptional

circumstances, or that of an emergency (e.g. a student is taken ill and must be accompanied to hospital), the ratio may fall below the suggested levels above, so that an available member of staff can personally accompany a student, providing the best available level of supervision. In circumstances such as these, it is acceptable for a ratio to be below the above levels, provided supervision remains 'effective'.

For students in Years 7-11 and for residential journeys at least one female member of staff should be included. Mixed parties should have a male and female escort.

Students in Years 12 & 13 may be permitted to undertake unsupervised visits but these must be agreed with the Assistant Headteacher. The letter about such visits must be explicit in explaining this to parents. A male teacher alone, may not accompany a Year 12/13 trip.

In exceptional circumstances, the Headteacher may review the level of supervision required for a visit/journey to reflect other factors. This may include altering the requirements for trips previously approved and where deposits and/or payments have already been collected.

Party leaders should ensure that the level of supervision is of a high standard. Escorts and students must be fully briefed and frequent head counts should be made. Each adult should have a delegated role and should carry check-lists and information sufficient to enable them to act quickly and effectively.

**No alcohol or illegal substances may be consumed by any adult accompanying a visit or journey.**

**All adults accompanying any visit or journey must be provided with a copy of the School 'Child Protection Policy' and have signed that it has been read.**

**All adults accompanying any visit or journey must be provided with a copy of the School 'New Technologies Policy' and have signed that it has been read.**

## **D Transport**

The school mini-bus may only be driven by authorised drivers. Such drivers have taken an approved driving test and submitted a 'Mini-Bus Driver's Health Questionnaire' that has been approved. This process is managed by the Premises Manager. The management of the minibus is undertaken by the Premises Manager (see separate procedures document)

There must be two staff on a mini-bus for all journeys with a distance of more than 10 miles. For trips with a journey expected to last an hour or more the 2<sup>nd</sup> person must also be a recognised minibus driver.

In exceptional circumstances, if a private car is used by a member of staff for transporting students, its use is covered by the school's insurance policy as long as the Assistant Headteacher has been informed in writing. Staff should check that this is in accordance with any requirement of their own insurance policy viz; that they are covered for business use.

## **E Emergency Procedures**

A copy of these guidelines should be carried by party leaders and fully explained to other adult escorts.

In the event of an emergency:

- 1 Establish its nature and extent;
- 2 Make sure everyone else is safe;
- 3 If an injury has been sustained, arrange for appropriate first aid treatment to be given;
- 4 Call relevant emergency service;
- 5 Advise rest of staff;
- 6 Ensure adult accompanies injured to hospital;
- 7 Ensure rest of group is supervised;
- 8 Control access to student telephones;
- 9 Telephone school, or out of hours, the SLT (or DSL Lead) supervising member of staff, giving full details of the incident, i.e.:
  - Name;
  - Nature, date and time of incident;
  - Location of incident;
  - Details of injury;
  - Name and telephone number of person involved;
  - Action taken so far;
- 10 Do not speak to media but refer them to school. **THE NAME OF A CASUALTY MUST IN NO CIRCUMSTANCES BE DIVULGED.** Nor should liability be admitted;
- 11 Parents of a casualty will be informed via emergency school contact as soon as possible;
- 12 Leader should make a note of any relevant details while still fresh in memory, including names and addresses of witnesses.

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| <b>Responsibility of:</b><br>The Group Leader | <ul style="list-style-type: none"><li>• <b>Action:</b></li><li>• Ascertain the nature and extent of the emergency. Secure the area;</li><li>• Make sure all other group members are accounted for, are safe from danger and are well looked after;</li><li>• Ensure 'First Aider' has capacity and equipment to deal with the casualty(ies);</li><li>• Call the emergency services as required. The police will take statements. An adult in the party should accompany any casualties to hospital;</li><li>• Collect the remainder of the group and arrange for their return to base;</li><li>• Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services;</li></ul> |
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|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                             | <ul style="list-style-type: none"> <li>• Contact the centre where you are staying and inform them of situation;</li> <li>• Contact the school's designated emergency contact person;</li> <li>• Give them the following information: <ul style="list-style-type: none"> <li>• your name;</li> <li>• nature, date and time of the incident;</li> <li>• location of the incident;</li> <li>• details of injuries;</li> <li>• names and telephone numbers of all involved;</li> <li>• actions taken so far;</li> <li>• telephone numbers for future communication;</li> </ul> </li> <li>• For a serious incident, try to identify alternative phone numbers as lines could become jammed.</li> <li>• At the incident site, note all details in writing as soon as possible. Record names and addresses of witnesses and names of emergency service officers;</li> <li>• Restrict telephone calls to the essential and keep emergency numbers as clear as possible;</li> <li>• If the press is involved before the school's emergency contact person has been contacted, make no comment and refer them to the School's Representative or to the local police.</li> </ul> |
| <b>Responsibility of:</b><br>School Representative<br>(normally SLT member) | <ul style="list-style-type: none"> <li>• <b>Action:</b></li> <li>• Appraise the situation, document events, maintain communication channels with group, act as 'first point' for coordination;</li> <li>• Contact parents as soon as possible and establish any additional local links to Governors and School's Senior Managers;</li> <li>• Notify insurance broker and tour operator immediately;</li> <li>• Ensure accident reports are completed as soon as possible;</li> <li>• Where the incident is clearly serious he/she should immediately contact the school and/or SLT members attached to the visit or journey.</li> <li>• NB: the school purchases its own Visit and Journey Insurance and not that offered by the Local Authority. No emergency cover/contact service is available from the Local Authority</li> <li>• Liability should not be discussed or admitted. Document any potentially compromising actions or comments</li> </ul>                                                                                                                                                                                                             |

Parents should be given telephone and fax numbers of the school, the travel company, the group leader and the centre.

## **F Use of Minibus**

- 1 Only those on the list of authorised drivers may take out the mini-bus.
- 2 Drivers must be 23 years of age or older, have a full driving licence, and not have had a serious driving conviction or have more than six points on their licence;

- 3 Any colleague who would like to join the list should ask the Premises Manager who will arrange for a driving assessment;
- 4 All drivers must have held a category B car licence for over two years or have categories B and D1 on their licence (if obtained before 1st January 1997);
- 5 Be undertaking her/his driving on a voluntary basis and not for any reward;
- 6 With approval of the Premises Manager, an approved driver may use the minibus for social purposes by a non-commercial body, providing s/he takes out their own insurance cover;
- 7 Two members of staff must be present in the mini-bus on any journey that exceeds 10 miles and if the expected journey exceeds one hour then two approved drivers must be present;
- 8 No one should drive if he/she is either tired or unwell;
- 9 No more than one person per seat may be carried;
- 10 **THE DRIVER AND ALL PASSENGERS MUST WEAR SEAT BELTS;**
- 11 Although the Premises Manager will check oil levels, lights, and tyre pressures each week, the driver, by law, is responsible for the safety and condition of the vehicle. If you are driving some distance therefore, you should carry out these checks yourself;
- 12 Before driving off, you must check and adjust the mirrors. Please note that the wing mirrors extend considerably and could constitute a danger to pedestrians on the near side. Please note maximum speed limits.

### **Equipment**

- 1 A fire extinguisher is fitted in each minibus. Do read the instructions;
- 2 There is a first aid kit on the dashboard shelf. **IF YOU USE ANY ITEM, PLEASE INFORM THE PREMISES MANAGER** who will see it is replaced;
- 3 There is a warning triangle, a foot-pump, a tyre pressure gauge, a torch, a high visibility vest, and a steering wheel lock;

### **Records**

Please inform the Premises Manager of any defect or problem;

### **Tidiness**

At the end of a journey, please make sure that no litter, rubbish, dirt, or girls' property is left in the vehicle;

### **Booking and Keys**

The minibus must be booked in advance with the Premises Team who hold the keys and maintain a list of authorised drivers;

## **G Code of Conduct For Students On School Visits**

- 1 Students must remember that they represent the school whenever they are in public, especially when they are in school uniform. If they are pleasant, quiet, and courteous,

people will think well of them and the school. If they are noisy, rude, or get in people's way, they will show themselves in a bad light and give the School a poor reputation.

- 2 If the student is part of a group, they must always stay with it.
- 3 If they are given free time, they must always return to the meeting place promptly and register with the leader. They must never be late.
- 4 Students must always be aware of traffic and take particular care when crossing the road, especially when in a group.
- 5 Students must never drop or leave litter. They should keep it until they find a bin.
- 6 Students must not smoke or drink alcohol.
- 7 Students must be aware that vandalism or shoplifting would have very serious consequences for themselves, their parents, and the School.
- 8 On a visit abroad students must not bring tobacco products or alcohol through the customs. They must not bring anything through the customs for somebody else.
- 9 Students must always remain seated on coaches and mini buses whilst travelling and must not move from their seats until told to do so by a member of staff.
- 10 Students are responsible for their own property on all visits and journeys and must ensure that their property is marked in an appropriate manner with their name/postcode.

# Chislehurst School for Girls

## Emergency Contact Sheet

Visit to: \_\_\_\_\_

Date(s): From: \_\_\_\_\_ To: \_\_\_\_\_

Leader(s): \_\_\_\_\_

Chislehurst School: Telephone 020 8300 3156

Fax 020 8300 3251

SLT member supervising journey:

DSL Contact Number:

(For international calls replace 0 with 44)

Centre (e.g. hotel): Telephone \_\_\_\_\_

Fax \_\_\_\_\_

(include international dialling codes if appropriate)

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency contact numbers (day and night) should be given for all leaders and participants on the reverse of the sheet.

A copy of this sheet, the itinerary and medical forms should be passed to the Assistant Headteacher responsible for visits and journeys, for distribution to SLT.

Copy to be retained by **all** party leaders for the duration of the activity.

## Chislehurst School for Girls

## Emergency Contact Numbers

[illegible]

## H Financial aspects

All money transactions for visits pass through the School Fund within which a mini-account is set up for each visit. Since the School Fund is subject to audit, it is essential to complete the 'Finance' section on page 4 of the V & J form, so that all costings can be checked and accounted for. All receipts should be retained and handed in with the accounts sheet. Insurance arrangements must be confirmed with the Finance Office.

Parents/Guardians shall be informed what the full amount required is and what this amount covers. viz: travel, accommodation, insurance etc. From September 2023, any charges made to parents must allow for a 1.72% transaction administration charge for electronic payment processing (beyond the school's control).

If part-payments are to be permitted then parents/guardians will be advised what deposit is required and when, and if the deposit is returnable or non-returnable.

Parents must be informed that if full payment is not received by the final payment date, their daughter may have lost her place, and the monies paid are not normally returnable. Only if the place can be taken by a student making the full payment may the monies paid be returned.

Staff shall issue receipts for cash payment received and keep a note of all receipts for expenses.

Staff should not use their own accounts either to make a booking or to deposit payments from students.

When planning a visit abroad, foreign currency likewise should be ordered in advance through the School Fund. It is also worth bearing in mind that exchange rates fluctuate and this needs to be taken into consideration when working out the cost of the visit.

No cash tips will be used to reward any adults responsible for delivering any aspect of a visit/journey. If a trip leader feels that someone (e.g. a coach driver) has delivered a service significantly above expectation, then the leader may decide that a suitable gift is purchased with a reasonable amount of excess money left in the trip account. Alternatively, students may be invited to show their gratitude with a card or cash collection, which the leader may then use to purchase an appropriate gift. Validated receipts must be kept and presented for the buyer to be reimbursed upon return.

When costing a trip, the course organiser must ensure that all the following are charged for:

- 1 insurance contribution per student per day;
- 2 any staff claims/expenses are budgeted for in the cost to the student.
- 3 the cost of necessary supply cover is included in the budgeting process (as agreed by the Assistant Headteacher responsible for Visits and Journeys)
- 4 particular costs associated with the trip e.g. ticket or entry costs
- 5 the electronic payment surcharge (currently 1.72%)

**All trips/journeys are expected to be costed, in order that all expenses are met, without school subsidy.** It is important that the initial budgeting includes the full possible cost of supply, likely to be required, to cover the lessons of absent staff. (This is currently £250 + VAT at 20% per full-time supply teacher per day). This figure should be used on the proposal form. Any subsequent reduction in cost will then be negotiated by the group leader with the Assistant Headteacher overseeing cover.

This checklist may be used when planning a visit or journey.

Visit/Journey to \_\_\_\_\_

Leader: \_\_\_\_\_

|                                                                                                                                           | Tick or N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Assistant Headteacher consulted re calendar                                                                                               | _____       |
| Assistant Headteacher consulted re charging policy & costings prepared                                                                    | _____       |
| Visit proposal form and draft letter submitted to Assistant Headteacher including staff details.                                          | _____       |
| Approval received from Assistant Headteacher                                                                                              | _____       |
| Consent received from Governors/Headteacher                                                                                               | _____       |
| School Finance Office notified (including names of students)                                                                              | _____       |
| Letter sent to Parents                                                                                                                    | _____       |
| Medical Form sent to Parents                                                                                                              | _____       |
| Passport applicable                                                                                                                       | _____       |
| Prospectus/itinerary sent to Parents                                                                                                      | _____       |
| Meeting arranged for Parents (and staff briefing arranged)                                                                                | _____       |
| Emergency routines organised (including list of names & contact numbers + documents to SLT member supervising visit and checking the MAH) | _____       |
| Escort arranged to meet minimum supervision and gender requirements                                                                       | _____       |
| Number missing school lunch checked                                                                                                       | _____       |
| Canteen informed                                                                                                                          | _____       |
| Sixth Form notification forms completed                                                                                                   | _____       |
| List of girls and staff displayed e-mailed to all staff                                                                                   | _____       |
| Premises Manager informed and appropriate arrangements made (if applicable)                                                               | _____       |
| Mobile phone booked (if applicable)                                                                                                       | _____       |
| Book school mobile phones                                                                                                                 | _____       |
| Book school mini-bus                                                                                                                      | _____       |
| Provision for girls remaining in school organised                                                                                         | _____       |
| Amendments form - completed if necessary                                                                                                  | _____       |

## School Visits and Journeys Charging Policy

The School is legislated by the charging provisions of the Education Act 1996. The basic principle underlying these provisions is that education provided wholly or mainly during school hours is free. Charging is permitted for the following activities:

- 1 The full costs of board and lodging on residential visits. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, *also be entitled to the remission of these charges*:

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under par VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the limit set by the state;
- Guaranteed State Pension Credit.

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the student to sit, or the syllabus for religious education.

- 2 The full costs associated with individual and small group tuition of up to, and including, four students in the playing of a musical instrument, whether in- or out-of-school time.
- 3 The full costs of activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or to Religious Education.
- 4 The full costs of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside school hours.
- 5 The full costs of resits of prescribed public examinations where no further preparation has been provided by the school.
- 6 The full costs of entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student.
- 7 The costs of entering a student for a public examination when the student has failed without reasons to complete the examination requirements. This might include failure to complete coursework requirement and/or failure to sit the final examination(s).
- 8 The cost of ingredients or materials for practical subjects where the parents have indicated in advance a wish to own the finished product.

The School may ask for voluntary contributions in support of activities during school time but there is no obligation on parents to make such a contribution. Willingness or ability to pay will not be criteria for selection of students to take part in an activity although reluctance on the part of parents to support an activity in this way could lead to its cancellation.

## **Students Remaining in School**

When a visit/journey is aimed at a whole class/Year group but some students choose not to take part, the organiser is responsible for ensuring that those students who remain in school follow a planned programme of lessons or activities. This means providing a list of the remaining students and liaising with the relevant Year Co-ordinators and Head of Faculty to establish who will teach and register them that day. The staff to be used will be those who have been 'released' as a result of the visit, or those who have severely reduced numbers in their classes. This decision will be left with the Head of Faculty and Heads of Year. Staff identified are responsible for planning appropriate work for the students concerned.

**The organiser shall inform the Assistant Headteachers responsible for Visits/Journeys and Cover and the appropriate staff of these arrangements at least one week in advance of the visit/journey.**

## Appendix 1 : Model Letters

### Model Letter 1: Expectations of behaviour & consequences, 1.72% transaction fee for electronic payment. (see red)

Year 10 Thorpe Park 2026  
Southend , Essex

Dear Parent/Carer

#### **Year 10 Trip – Thorpe Park, Surrey: Monday 21<sup>st</sup> July**

On Monday 21<sup>st</sup> July as part of the School's enrichment programme, Year 10 students will be given the opportunity to visit Thorpe Park, Surrey as a reward for good behaviour this year. Please note that there will be a central meeting point staffed throughout the day, but students will be allowed to access the park's facilities remotely supervised by staff from Chislehurst School for Girls. **It is important that students maintain the school behaviour policy and health and safety guidelines whilst at Thorpe Park and must not leave the park at any time.**

**Due to the nature of the trip, we will not be able to bring any students who have shown that they are not able to follow instructions and uphold the school behaviour policy as this would be a health and safety risk. Any student who receives a concerning number of behaviour points or receives a serious sanction such as a removal or suspension, between now and the trip going ahead will no longer be able to attend. Please note that if you have already paid for your child, you may not be refunded.**

**To cover the cost of the trip, parents/carers are asked to contribute a payment of £50.00, which includes return coach travel, insurance and entry to the park. Please note tickets are non-refundable. Payment for trips is now made online using the Schoolgateway App. If your child is a Pupil Premium/Free School Meals student and you need financial support, please contact the finance office on the e-mail address at the end of this letter before any payment is made. Please note however, that if there are insufficient parent contributions to cover the cost of running this trip, we will have no option but to cancel.**

To allow final arrangements to be made, we require your replies to be returned via the linked Microsoft Form by Monday 30<sup>th</sup> June at the latest.

<https://forms.office.com/e/XbkExZNqpt> (see what the slip says below)

Please note the form must be returned as well as payment made. However, we anticipate that this trip will be very popular and therefore must advise you that we will allocate places on a first come first served basis. The coaches will be departing from Chislehurst School for Girls School at 8:00 a.m. on Monday 21<sup>st</sup> July, with students registering in the plaza at 7.45 a.m. We will be departing from Thorpe Park at 3:30 p.m. and are expected to arrive back at school at approximately 5:00 p.m., traffic permitting.

Please indicate on the Microsoft Form if you give your child permission to make their own way home from school, or if you intend to collect them on our return. Students will be required to bring a packed lunch for the day. Students should attend in their own clothes with comfortable footwear. Please ensure your child is well equipped for the British Summer, e.g. sun screen/hat/rain coat!

Please do not hesitate to me if you have any queries. If the queries are regarding the electronic payment, our finance office will be pleased to assist on [chislehurstfinance@iniciotrust.org](mailto:chislehurstfinance@iniciotrust.org).

#### **Thorpe Park trip : Monday 21<sup>st</sup> July : Return to Mrs McCabe by 1<sup>st</sup> July**

Student Name: \_\_\_\_\_

Tutor group: \_\_\_\_\_

☐ I give permission for my child to attend the end of year trip to Thorpe Park. I will ensure my child is at school by 7.45am ready to depart at 8am.

☐ I have made an online payment of £50

☐ My child does not have any medical conditions, OR

☐ My child does have a medical condition, and I can confirm that the medical alert handbook is up to date

☐ I give consent that my child may receive medical attention in the event of an emergency

☐ I understand that the school reserves the right to withdraw my child from the trip if she/ he breaches the school's behaviour for learning policy, and that I may not be reimbursed the voluntary payments.

Emergency Contact telephone no. : \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Model Letter 2: 1 day visit within UK (with voluntary payment request)**

Dear Parent/Guardian,

### **Re: Year 12 Fine Art, Photography, and Textiles Educational Trip to Tate Modern and the Fashion and Textile Museum- 5th June 2025**

We are excited to inform you about an upcoming educational trip for Year 12 Fine Art, Photography, and Textiles students to two prominent cultural institutions in London: **Tate Modern** and the **Fashion and Textile Museum**. This trip is scheduled for **Thursday, 5th June 2025** and will provide students with an enriching opportunity to engage with contemporary art and design, directly supporting their coursework and creative development.

#### **Trip Details:**

- **Date:** Friday, 5th June 2026
- **Meeting Location and Time:** Students make their own way to Waterloo and meet under the clock at **Waterloo Station at 9:45 AM**
- **Return Location and Time:** **London Bridge Station at 3:00 PM** (Students will be dismissed to make their own way home from London Bridge).
- **Itinerary:**
  - **Tate Modern:** Students will explore a variety of exhibitions focusing on contemporary fine art, photography, and textiles.
  - **Fashion and Textile Museum:** Students will investigate how textiles intersect with fashion, exploring the artistic and design aspects of both.
  - **Lunch:** A picnic lunch will be taken at Tate Modern (students must bring their own packed lunch). Should the weather prevent an outdoor lunch, we will use indoor facilities at Tate Modern.

#### **Cost & Payment:**

Parents are asked to contribute a payment of £11.00, which covers the entry fees for both museums and insurance. Payment for trips is now made using the Schoolgateway app. Please note however, that if there are insufficient parent contributions to cover the cost of running this trip, we will have no option but to cancel. Please note the slip must be returned as well as payment made.

In addition, students will need to ensure that they have topped up their **Oyster cards, Apple Pay**, or another **contactless payment** method to cover the cost of travel to and from London. We recommend students have enough balance to cover their journey, including any potential changes in transport.

#### **Travel Arrangements:**

Students will be travelling by foot between the two museums with staff supervision. Upon completion of the trip, students will be dismissed from **London Bridge Station** to make their own way home. Please ensure that your child is aware of the travel arrangements for their return journey, and inform us if your child requires any assistance.

#### **Consent and Medical Information:**

Please complete and return the attached consent form by **Friday the 2<sup>nd</sup> of May 2026**. The form includes important medical information that will help us ensure your child's safety and wellbeing during the trip. If your child has any medical conditions, allergies, or special requirements, please ensure these are clearly noted on the form.

#### **Health and Safety:**

We take the safety of all students seriously. During the trip, students will be reminded of the importance of staying in their groups, following staff instructions, and adhering to the museums' rules. In the event of an emergency, students will be directed to the medical facilities at each museum, and emergency contact information will be carried by staff throughout the day.

Please do not hesitate to contact me if you have any queries. If the queries are regarding the electronic payment, our finance office will be pleased to assist on [chislehurstfinance@iniciotrust.org](mailto:chislehurstfinance@iniciotrust.org)

We look forward to an enriching and educational experience for your child. Thank you for your cooperation and support.

Yours sincerely,

**Miss E. Turner-Clark**  
**Teacher of Fine Art, Photography & Textiles**

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**Year 12 Art Museums Trip : 5<sup>th</sup> June 2026 : Please return to Miss Turner-Clark by 2<sup>nd</sup> May 2026**

**Student Name:** \_\_\_\_\_

**Form:** \_\_\_\_\_

☐ I give permission for my child to make their own way to London Waterloo, and make their own way home from London Bridge

- ☐ I have made an online payment of **£11.00**
- ☐ My child does not have any medical conditions, OR
- ☐ My child does have a medical condition, and I can confirm that the medical alert handbook is up to date
- ☐ I give consent that my child receives medical attention in the event of an emergency.
- ☐ I understand that the school reserves the right to withdraw my child from the trip if she/ he breaches the school's behaviour for learning policy, and that I may not be reimbursed the voluntary payments.

Emergency Contact telephone no. : \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Model Letter 3 : Non compulsory overseas residential trip – Indication of Interest Letter (no payment yet)**

**Monday 26th February 2024**

Dear parent/carer,

#### **Year 8 (current year 7) School Trip to Château de Chantereine Residential Centre in Normandy, France**

I hope that this letter finds you well. Your daughter is currently studying French and as part of her language journey, the French department is delighted to propose a 4 day trip to Normandy between the dates of Tuesday 22nd October 2024 - Friday 25th October 2024 - the first week of half term.

The department is working with Voyager, a company which specialises in educational trips. We will be staying at Château de Chantereine, a long-established French language centre and has been welcoming UK school groups for many years. The trip will be led by a native French *animateur*, who will get students speaking French at every opportunity in a fun, supportive and interactive way. The programme is built around day trips and excursions to local attractions in Normandy, with some on-site activities at the centre.

The cost of the whole trip including transport, accommodation, food at the centre, activities, travel insurance and expert French guides would be around £500 per student. This would be paid in three instalments by the end of the school year. The price does not include personal expenditure and drinks (except water) with meals. Please note this is an approximate cost and may change according to the number of students on the trip. A final price would be confirmed once I have a clear idea of numbers and confirm a booking.

Please note pupils must have their own passports with at least 6 months before expiry.

In order for this trip to go ahead, we need to establish numbers as soon as possible. We have space for 100 of our current year 7 pupils studying French but if the numbers should exceed this, the places will be filled based on a ballot system.

The trip would be a fantastic opportunity to explore French culture and practice using the language in a real-life context. If you and your daughter are interested, please indicate by completing the online reply slip by Friday 1st March.

Please do not hesitate to contact me through the school office if you have any queries.

Yours sincerely,  
Miss J O'Donnell  
Modern Foreign Languages teacher

Name of daughter : \_\_\_\_\_ Teaching group : \_\_\_\_\_

- I would be interested in my daughter attending this trip at the approximate cost of £500.
- I can confirm my daughter's passport would be valid at the time of travel.

## **Model letter 4 : residential Trip with payment plan (and food allergy 'Medical Conditions' text)**

**Monday 25th March 2024**

Dear parent/carer,

### **Year 8 (current year 7) School Trip to Château de Chantereine Residential Centre in Normandy, France**

I hope that this letter finds you well. You have expressed an interest for your daughter to go on a 4 day residential trip to Normandy between the dates of Tuesday 22nd October 2024 - Friday 25th October 2024 - the first week of half term.

As you know, we will be staying at Château de Chantereine in Normandy, 120 minutes south of Calais. With a gated entrance, perimeter fencing and night manager, Le Château de Chantereine provides a safe and car-free environment which is ideally suited for school groups. Students are accommodated in the main house, staying in clean and spacious bedrooms sleeping 2-6 children, each with a teachers' room nearby. Each floor is key-code restricted for added security.

Château de Chantereine is a long-established French language centre and has been welcoming UK school groups for many years. The French language school centre has an experienced team of language leaders who are carefully vetted and qualified to instruct activities professionally and safely.

The itinerary includes: visiting Le Trépot, Louvicamp dairy farm, Amiens cathedral and the Nausicaa sea life centre, a market mission around Amiens town as well as many organised games and quizzes at the Château. The four days will provide plenty of opportunities for not only learning and practicing French but also experiencing French culture.

The cost of the trip will be **£480** (based on a group of 71 students). This price includes all meals from Tuesday evening until Friday morning, all excursion costs and travel insurance. The price does not include personal expenditure and drinks (except water) with meals. We suggest a maximum amount of 50€. Please note, your child will be responsible for their own money.

Places are initially limited to the 71 students whose parents indicated they would like their child to go. If you wish to confirm your child's place on this trip, please pay the non-refundable deposit of £280, by **Wednesday 24th April at the latest.**

The payment plan is as follows:

| <b>Payment*</b> | <b>Due date</b> | <b>Amount</b> |
|-----------------|-----------------|---------------|
| 1st deposit     | 24/04/24        | £280          |
| Final payment   | 08/07/24        | £200          |
| Balance         |                 | £480          |

*\*payments are non-refundable after the due date unless another student can take your daughter's place.*

The payments should be made via the online payment portal, and will show as available from Monday 25th March. The deadline for receipt of deposit payments for this trip is **Wednesday 24th April**. If we have enough responses on that date, we will confirm the trip. If we do not have enough responses, we will open the trip up to other students in the year to see if we can fill the required number of places.

### **Medical conditions**

Please note that should your child be in our Medical Alert Handbook with a food allergy/ asthma or other serious medical condition, they should ensure that they are carrying their auto-injector/ inhaler/other appropriate medication. If students require any prescription medication whilst on the trip (including auto-injectors/inhalers) they will be required to bring a copy of their prescription for the purposes of carrying this medication on the plane.

**PLEASE NOTE PUPILS MUST HAVE THEIR OWN PASSPORTS with at least 6 months before expiry. Please complete the section on the reply slip stating your daughter's passport number and the date of expiry. I will need to take in all passports well before the trip date at a later date in the autumn to be confirmed. The school does not take responsibility for a student not having a valid passport to travel. If a child has a non-British or non-EU passport, then it is the parent's responsibility to apply for and gain a Visa – please contact the French Consulate for further advice.**

If you wish to discuss the above further please contact me at [jodonnell@chsfg.co.uk](mailto:jodonnell@chsfg.co.uk).

Yours sincerely,

Miss J O'Donnell  
Head of French

"-----

**Please return to: XXXX via reception or direct to her office in the Post 16 building.**

Daughter's Name: \_\_\_\_\_ Form: \_\_\_\_\_

☐ I would like my daughter to participate in this school journey

Passport Number \_\_\_\_\_ Passport Expiry Date \_\_\_\_\_

☐ I have made the deposit payment of £280 and commit to paying the full balance by \*\*\*\*\*. I acknowledge that this (and any subsequent payments) are non-refundable once the places are confirmed with the travel company.

☐ I understand that if I withdraw my daughter because she has changed schools, she will be unable to go on the trip and I will only be able to get a refund if there is a student available to take her place.

☐ I understand that my daughter must have her own valid passport and will take responsibility to ensure I supply the necessary details and pass the original passport to the school by September 2024.

☐ I understand that the school reserves the right to withdraw my daughter from the trip if she breaches the school's behaviour for learning policy, and that I may not be reimbursed the payments, unless a replacement can be found.

**The above named student (please tick only ONE option):**

☐ Does not have any medical conditions

☐ Is in the Medical Alert Handbook and I will ensure that they bring any appropriate medication with them. I note that if they require prescription medication they will be required to bring a copy of their prescription with them. I note that if they attend the trip without required medication or required copies of their prescription they will be unable to travel.

Signed: \_\_\_\_\_

## Appendix 2 : Model Risk Assessment 1 (Day trip)

### FORM F

This form may be used to prepare your (Risk Assessment). The responsibility rests with the school/service to ensure Risk Assessments are in place. Remember Risk Assessments are required for all significant risks identified throughout the entire journey.

Faculty/Team: Humanities

Date: 08/05/2019

Activity: Trip to Kenilworth Castle

Completed by: Hazel Burbeck

Educational Objectives: (As on page 9)

Date Reviewed: 15/05/2019

No. of Children/Young People: 108 Number of Staff: 8

Person in charge of the activity: Hazel Burbeck

| Hazard and associated risks<br><i>List significant hazards which may result in serious harm or affect several people</i>                                                                                                                                                   | Who may be affected | Risk Rating<br>LMH | Control Measures<br><i>List existing controls or note where the information may be found. (eg Information, instruction, training, systems or procedures. Is PPE required? or any specialist equipment?)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Any Further Action<br><i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i> | Any individual Requirement<br>(i.e. medical, allergies etc.) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Outdoors all day (sun burn / other injury as a result of inappropriate clothing)                                                                                                                                                                                           | All                 | M                  | Students (& staff) will be briefed & told in letter to parents to wear (and bring) sun cream, and other weather appropriate clothing to avoid weather related injury (e.g. jumpers/rain coats/sun hats).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Staff will check that students have weather appropriate clothing with them before leaving.                                                         |                                                              |
| Slips/trips/falls<br><br>(walls of the castle are rough and may contain sharp stones, low unfenced windows in the keep of the castle, walkways are narrow and at times there are steep sides to areas of the castle – 18 meters is the highest point of the castle walls). | All                 | M                  | Students (& staff) will be given permission to wear non uniform and encouraged to wear shoes with plenty of grip on them to avoid slipping on muddy surfaces.<br><br>Students with inappropriate shoes will not be allowed to walk around the muddy areas of the site.<br><br>Students will be given a safety briefing before leaving the coach and entering the site. They will be told that they are to keep away from steep sided areas of the castle wherever possible and not to run around the site and to follow instructions of the member of staff they are with at all times. Students will be accompanied by staff on the site/in eye sight at all times and will be briefed before entering the site that they are not to run around the castle & should take care to look where they are walking to avoid trips over stones/rocks.<br><br>Any students who are a behaviour concern (that we believe consistently fail to follow instructions in school and could potentially fail to follow |                                                                                                                                                    |                                                              |

|                                                                                            |                                                                         |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|                                                                                            |                                                                         |   | <p>safety rules whilst on a trip will not be allowed to attend).</p> <p>Students will be warned not to lean against the castle walls to avoid accidental cuts/grazes from sharp stones in the castle walls.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |
| Getting lost whilst on the site                                                            | All                                                                     | M | <p>Students and staff will be given a map of the site, and an emergency meeting place. Staff will all share phone contact details before the trip so that they are able to easily contact one another whilst on the site.</p> <p>Registers will be completed before leaving school, at lunch time on site, and once students are on coaches (before leaving the Castle grounds) to ensure that all students are on board before leaving.</p> <p>Students will be told to bring packed lunches (request will be made for packed lunches for those with Free School Meals) and parents will be told that for no reason will students be allowed to leave the site (to buy lunch etc.). Students will remain on the castle site all day (or on coaches to travel).</p>                                                                                                                                                                                                                                                      |  |  |
| <p>Anaphylaxis / Asthma / other conditions requiring medication</p> <p>Travel sickness</p> | Medic Alert Handbook will be consulted before the trip to confirm this. | H | <p>Medic Alert Handbook to be consulted in advance of the trip (and double checked again the day before as it is a live document). Students requiring medication will be reminded the day before the trip that they need to have their inhaler/epipen/other medication with them (and first aider on trip will also collect their personal boxes from Student Reception before leaving on the trip).</p> <p>First aid kit &amp; medications will be carried by first aider. Students with medic alert handbook conditions will be in a group with the first aider so if medication is required it can be administered straight away.</p> <p>Students will be reminded that there are to be no nuts eaten/taken on the school trip &amp; food is not to be eaten on the coach (to prevent possibility of anaphylaxis). Students are bringing their own food and have been told that they will not have access to cafes etc. (minimising risk of anaphylaxis since students are bringing their own lunches from home).</p> |  |  |

|                                                                                                                                                 |     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|                                                                                                                                                 |     |   | <p>Students with travel sickness will be advised that we are travelling by coach. Students will be advised to take any appropriate medication before we travel. Medic Alert Handbook will be consulted before the trip for any other details (e.g. if there is a particular place on the coach a student needs to sit to help with their travel sickness).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |
| <p>Birds in cages may bite.</p> <p>There may be animal droppings on site.</p> <p>Plant materials and herbs in the herb garden may be toxic.</p> | All | M | <p>Students and staff will be briefed before leaving coaches/school &amp; asked not to put their fingers in the bird cages (which will prevent the possibility of biting).</p> <p>Students and staff will be asked to be mindful of where they sit when eating packed lunches. All will be advised to wash their hands before eating (and after visiting the herb garden).</p> <p>All will be advised not to touch plants in the herb garden.</p>                                                                                                                                                                                                                                                                                                                                                                                      |  |  |
| Road traffic accident                                                                                                                           | All | L | <p>A coach company has been booked that has been used multiple times by the Sixth form team and are trusted as professional, reliable and safe drivers.</p> <p>Students will be briefed on road safety &amp; will be accompanied from the school onto the coaches, and from the coaches in the car park of the castle to the Castle (very little walking next to/near roads will be necessary).</p> <p>Students will get onto the coaches in small groups at a time (to avoid students spilling onto the road in a queue to get on board).</p> <p>In the event of a road traffic accident we will call the emergency services if required and will follow their instructions. Staff on both buses will have group leader's contact details and also contact group leader (or vice versa) as well as the school to make them aware.</p> |  |  |

## Appendix 2 : Model Risk Assessment 2 (DofE Residential)

### **FORM F**

**This form may be used to prepare your (Risk Assessment). The responsibility rests with the school/service to ensure Risk Assessments are in place. Remember Risk Assessments are required for all significant risks identified throughout the entire journey.**

Faculty/Team: DofE                      Assessment Date: 30/10/2023

Activity: Bronze DofE Qualifying Expedition

Completed by: Katie Mackintosh

Educational Objectives: Complete Practice Bronze DofE Expedition    Date Reviewed: As students return medical forms, and prior to the trip on 21/06/24

No. of Children/Young People: 75    Number of Staff: 10

Person in charge of the activity: Katie Mackintosh

| Hazard and associated risks<br><i>List significant hazards which may result in serious harm or affect several people</i> | Who may be affected | Risk Rating LMH | Control Measures<br><i>List existing controls or note where the information may be found. (eg Information, instruction, training, systems or procedures. Is PPE required? or any specialist equipment?)</i>             | Any Further Action<br><i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>        | Any individual Requirement<br>(i.e. medical, allergies etc.) |
|--------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Trips and slips                                                                                                          | Students/staff      | L               | Clear instructions from group leader to minimise accidents. First aider on trip to assess possible injury/damage.                                                                                                       |                                                                                                                                                           |                                                              |
| Illness/medical needs                                                                                                    | Students            | M               | Group leader to have checked MAH for individual medical issues & take appropriate actions. Liaise with safeguarding team.                                                                                               |                                                                                                                                                           | As per guidance in MAH.                                      |
| Traffic accidents when crossing/walking on road                                                                          | Smaller students    | L               | Students reminded to use road crossings wherever possible, and to stop, look, and listen. Training to have been provided on Green Cross and countryside codes, e.g. walking towards traffic on roads without pavements. | Students in groups of 4-7, and reminded to ensure each others' safety in the spirit of DofE. Students to have finished walking sections well before dusk. | N/A                                                          |
| Fall over                                                                                                                | Clumsy students     | L               | Students not to have phones or any other devices which may distract them. First aid kit taken just in case. All students to have received First Aid training.                                                           | Multiple first aiders proposed on this trip. Students to have school phone number for emergencies                                                         | N/A                                                          |
| Asthma attack                                                                                                            | Asthmatic students  | L               | Students to be reminded to take own inhalers if necessary. All students to have received First Aid training.                                                                                                            | Student inhalers to be taken from office. Students to have school phone number for emergencies                                                            | Students with asthma to be identified to all staff on trip   |
| Anaphylaxis/allergic reaction                                                                                            | Staff/students      | M               | MAH will be consulted before trip in addition to medical declaration form specifically                                                                                                                                  | First aider to carry spare auto-injector. First aider to call                                                                                             |                                                              |

|              |                  |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                            |     |
|--------------|------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|              |                  |   | <p>for this trip &amp; any appropriate medication (e.g. auto injectors) taken on trip. First aider to carry any medications (in addition to those with asthma and allergies carrying their own medications). First aider to carry school mobile so easily contactable at all times.</p> <p>Students with anaphylaxis/allergies to be given a printed card (in German) explaining their food allergy to show to café/restaurant staff when ordering food/drink. We will also share allergy information with tour company who can convey this to food providers included in booking (main meals/packed lunches from first evening through to lunch on last day).</p> | <p>ambulance/take student to hospital in event that auto-injector is used.</p> <p>Each day remind students with anaphylaxis/allergies to bring their printed card (in German) explaining their food allergy which can be used to show café/restaurant staff when ordering food to minimise risk of miscommunication. First aider to carry extra copies of these in case lost/required.</p> |     |
| Get cold/wet | Smaller students | L | Students reminded that the weather is unpredictable and to be prepared for the weather. Students to have received training on weather conditions, clothing and equipment. Students advised to avoid falling in streams!                                                                                                                                                                                                                                                                                                                                                                                                                                            | Trip to be carried out whatever the weather; since this is the whole point of DofE                                                                                                                                                                                                                                                                                                         | N/A |
| Burns/scalds | All students     | L | Students will be using Lava stoves which are designed to be safe to use. There is no gas/propane involved, reducing risk. Methylated spirits are not carried or handled by students at this level, so only leaders will light the stoves. Students will not carry means of ignition. Students will be trained in the use of the stoves, and will be supervised when setting up and packing down the stoves, particularly on the practice expedition                                                                                                                                                                                                                | Any student observed not using the stoves safely will be advised immediately, and will be supervised closely to improve their safe working practice                                                                                                                                                                                                                                        | N/A |
| Sunburn      | All students     | M | All students reminded to bring and apply suncream, and reminded of the risks that sunburn can pose in later life                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Every group to be asked if suncream has been applied before each day of expedition                                                                                                                                                                                                                                                                                                         | N/A |

|                                        |                 |   |                                                                                                                                                                                                                                                        |                                                                                                                                                                  |                                                                            |
|----------------------------------------|-----------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Cuts                                   | Clumsy students | L | Small risk of cuts when food is prepared. Students not likely to use particularly sharp knives. Students trained in cooking using the Lava stoves prior to both expeditions.                                                                           | Any student observed not using knives safely will be advised immediately, and will be supervised closely to improve their safe working practice                  | N/A                                                                        |
| Blisters                               | All students    | H | High risk of blisters. Students advised consistently to wear only pre-worn in walking boots on expeditions, with comfortable and suitable socks. Students provided with own first aid kits including blister plasters, and trained in basic first aid. | Students advised not to burst blisters to avoid risk of infection.                                                                                               | N/A                                                                        |
| Muscle strains/general aches and pains | All students    | L | Students to be weighed in with their bags to ensure that no bag is heavier than the recommended 25% of students' body weight.                                                                                                                          | Students to have completed sufficient training, and physical activities as part of their DofE programme, so that we are confident of their physical capabilities | N/A                                                                        |
| Animal attack                          | Loud students   | L | Students trained in the countryside code, with clear advice given in the event of encountering animals both wild and domestic (e.g. dogs off lead).                                                                                                    | Students encouraged to be vigilant and, again, to take good care of each other, particularly if any students are concerned about animals                         | N/A                                                                        |
| Insect bites/stings                    | All students    | L | Students given basic first aid training to deal with minor injuries such as bites and stings.                                                                                                                                                          | No students with anaphylactic reactions to insect bites/stings in group to our current knowledge (none in MAH)                                                   | Students with anaphylaxis in general to be identified to all staff on trip |
| Trip on guy line/tent peg              | Clumsy students | L | Students have been trained in camp craft, and are aware of the general hazards of campsites. Students reminded to stay in our area of the campsite and not to go exploring.                                                                            | New tents have fluorescent guy lines and coloured tent pegs which should minimise risk                                                                           | N/A                                                                        |
| Dog bite                               | All students    | L | Staff bringing dogs to be informed that our policy is that all dogs are on lead at all times and in crates in tents overnight where applicable. Students only to                                                                                       | Staff encouraged to bring dogs who are reliably safe around children, and leave dogs who may be                                                                  |                                                                            |

|  |  |                                                                                                                                                   |                                        |  |
|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--|
|  |  | <p>interact with staff dogs under direct supervision. Students to be made aware of dog in car so that they can make choice to interact or not</p> | <p>nervous around children at home</p> |  |
|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--|