



## **Our Mission Statement – the reason our College exists**

### **“Learning & Growing in the Light of the Gospel”**

*With Christ at the centre of our learning, we:*

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

## **Our Vision Statement – the long-term change resulting from our work**

### ***‘Encouraging Big Ideas’***

*Ratcliffe’s unique educational offering based on our College motto, “Legis Plenitudo Charitas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College’s inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.*

## SCHOOL TRIPS AND VISITS POLICY

**This policy has been written for all three sections of the School**

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### 1. Introduction

- 1.1. This policy applies to all staff and volunteers of Ratcliffe College who lead or accompany an educational trip or visit.
- 1.2. As a Roman Catholic Rosminian College, we recognise that it is through exposing young people to different challenges and experiences that we allow them to develop a love of neighbour and to respond to the call of Pope Francis to develop an appreciation and concern for our common home. Educational trips and visits are essential for many areas of our academic curriculum, whilst they also enhance opportunities within boarding, the chaplaincy, and co-curricular activities.
- 1.3. Ratcliffe College has a proud history of offering education trips and visits that fulfil our Vision Statement of 'Promoting Big Ideas'. At the heart of our co-curricular offering is the 'Big Six': Combined Cadet Force, Chaplaincy, Drama, DofE, Music and Sport. These areas contribute enriching educational visits and trips across the breadth of the College.
- 1.4. The College's approach to timetabling in the Nursery, Preparatory School and Senior School allows students to have ample opportunity for educational trips and visits alongside their academic commitments.

### 2. Ratcliffe College Policies and OEAP National Guidance

- 2.1. Ratcliffe College has adopted OEAP National Guidance for the management of outdoor learning, off-site visits and learning outside the class. This guidance can be found [here](#). It is a legal expectation that Ratcliffe College employees must follow National Guidance as well as guidance of Ratcliffe College that exists within the Staff Handbook, the Staff Code of Conduct, this policy and other policies.
- 2.2. In the event of any apparent conflict between the policies of Ratcliffe College and the OEAP National Guidance, the policies of Ratcliffe College **must** be followed in the first instance. Clarification must be sought as soon as possible from the Educational Visits Coordinator (EVC) or, in their absence, the Headmaster, the Director of Finance and Operations, and/or the Estates Manager.

### 3. Clarification of Roles

- 3.1. The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Employers have duties to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be harmed by their activities. At Ratcliffe College, this responsibility lies with the **Headmaster** and the **Chair of Governors**.
- 3.2. The duties of the **Governing Body** are to seek to enable and ensure high quality educational trips and visits through support and challenge as a 'critical friend'. OEAP guidance for the governing body can be downloaded [here](#).
- 3.3. At Ratcliffe College, the **Headmaster** delegates operational responsibility for the arrangements of educational trips and visits to the Deputy Head Pastoral who acts as the College's Educational Visits Coordinator. The Headmaster is, however, responsible

for being familiar with the College's policy for Educational Trips and Visits, and for ensuring that the EVC has the time, training and skills to fulfil the requirements of the policy. The Headmaster will also support the EVC through the promotion of good practice with regard to Educational Trips and Visits. OEAP guidance for the Headmaster can be downloaded [here](#).

**3.4. The Educational Visits Coordinator (EVC)** has delegated responsibility for the arrangements of educational trips and visits. The duties of the Educational Visits Coordinator are to:

- 3.4.1. Approve all trips prior to inclusion in the termly Calendar. In so doing, the EVC considers if trips:
  - Are Relevant
  - Are Appropriate
  - Do not clash with another trip of a similar nature/destination/target age group
  - Are led by a competent, experienced member of staff
- 3.4.2. Act as an emergency point of contact based at the College for any educational trip and visit. In the absence of the EVC, emergency contact is delegated to another member of the Senior Leadership Team. Trip leaders should choose up to 4 options for Emergency Contacts on the EVOLVE trip and visit form from a list of Senior Leadership Team contact numbers that is available within the system.
- 3.4.3. Review all trips and visits submitted for Outline Approval, designated as Local Area Visits, and completed trip and visit forms. This involves reviewing risk assessments, which may be delegated to an appropriate colleague, such as the Estates Manager.
- 3.4.4. Meet as required with trip leaders to prepare for or to evaluate trips and visits.
- 3.4.5. Review the School Trips and Visits Policy at least annually, and update it as required.
- 3.4.6. Provide clear and informed guidance on the expectations in terms of staff:student ratio and supervision, behaviour and individual needs on educational trips and visits. Matters of behaviour and individual needs may be delegated, as appropriate, to the Director of Safeguarding, the Assistant Head, Head of Sixth Form, the Heads of Year, the Housemaster/Housemistress, the SENCO, the Medical Department, and any other staff with the appropriate knowledge of students.

**3.5. The Trip Leader's** duties are:

- To plan the trip through EVOLVE and manage all educational and safety aspects prior to and during the trip. This includes reviewing this policy and undertaking a risk assessment, identifying if amelioration of risk is required. Support is available in planning the trip from appropriate colleagues, such as the EVC, the Finance Department, the Estates Manager, the Director of Safeguarding, the SENCO, and the Medical Department.
- To provide adequate notice to all stakeholders – colleagues (particularly the Deputy Head Pastoral and the Finance Department and, for term-time trips, the Senior Deputy Head) students, and parents – of proposed educational trips and visits.
- To brief all staff assisting a trip and visit on the itinerary, Risk Assessment and any important details, such as safeguarding or medical information.
- To brief all students before the trip to outline that the Positive Behaviour and Relationships Policy and all other College policies apply to the trip.
- If necessary, arrange a parents' briefing to outline the itinerary and behavioural expectations of the trip.

- To be prepared to intervene at any point that the safety of any student is at risk because of their actions, the actions of others, or the context the trip finds itself in. Critical incident guidance is available to support the trip leader in this circumstance (see Appendix 2)
- To have a Plan B for any planned activity that cannot take place safely. This is to be detailed in the Risk Assessment modification module. Plan B plans may range from simply returning to the College through to completing an alternative activity. Any alternative should be subject to a dynamic risk assessment.
- An aide memoire is available on EVOLVE (see Appendix 3).
- Through completion of a trip leader declaration, the EVOLVE trip form assists the trip leader in understanding their responsibilities to staff and students on the trip and visit.
- Trip leaders should evaluate each trip they lead through EVOLVE.

#### **4. Risk Management and Risk-Benefit Assessment**

- 4.1. When planning a repeat visit or a series of activities, it is important to review the previous plan, no matter how well it worked in the past, to ensure that it meets current group needs and any other changes, such as the time of year or weather forecast.
- 4.2. Ratcliffe College has a legal duty to ensure that trips and any associated risks are managed to reduce them to an acceptable or tolerable level. Most human activity involves balancing benefits and risks. We cannot have all the benefits but none of the risks. We can eliminate all the risk only by stopping the activity - but we then lose all of the benefits. Indeed, there are benefits that arise out of taking risks, as many explorers, entrepreneurs and other pioneers have shown. Growing up involves children and young people learning to manage risk.
- 4.3. Risk management is therefore not about eliminating risk – it is about reducing it as low as reasonably practicable and deciding if this is acceptable in order to gain the potential benefits. This is recognised by both the Health and Safety Executive (HSE) and the Department for Education (DfE):
  - 4.3.1. “HSE fully recognises that learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. Striking the right balance between protecting pupils from risk and allowing them to learn from school trips has been a challenge for many schools, but getting this balance right is essential for realising all these benefits in practice.” (School trips and outdoor learning activities: Tackling the health and safety myths, HSE 2011).
  - 4.3.2. “School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.” (Health and Safety: Advice on legal duties and powers, DfE 2014).
- 4.4. Risk management of Educational Visits and Trips at Ratcliffe College is focussed upon these two principles:
  1. Identifying the potential benefits to be gained from an activity, and any significant risks to the health and safety of those involved.

2. Plan and implement measures to reduce these risks as low as reasonably practicable without losing the benefits, and use professional judgement to decide whether, in order to gain the benefits, the remaining risks are acceptable.
- 4.5. It is the expectation that a risk assessment is produced for all educational trips and visits at Ratcliffe College, identifying suitable and sufficient control measures for any significant risks which could lead to harm to an individual or a group.
- 4.6. Generic Ratcliffe College risk assessments are provided on the Trips and Visits online approval system, EVOLVE, in addition to other key documents such as this policy and guidance for staff during a critical incident. These assist staff with the planning of a broad range of trips and visits with components including transport and supervision. These risk assessments are available under the resources tab of the Risk Assessment module.
- 4.7. This policy also details common practices and procedures which assist trip leaders with the safe planning and execution of trips and visits.
- 4.8. Staff are expected to identify where adaptation to these risk assessments is required, and they should record the steps taken as mitigation to risk on the EVOLVE trip form, which can be updated and amended as often as required by the trip leader. The EVOLVE trip form assists trip leaders with this in the Risk Assessment Modification module, where a series of questions are asked to prompt trip leaders as to whether specific control measures are required.

## 5. Ratios and Effective Supervision

- 5.1. Decisions about the staffing and supervision should take account of:
  - The nature and duration of the visit and the planned activities;
  - The location and environment in which the activity is to take place;
  - The nature of the group, including the number of participants and their age, level of development, sex, ability and needs (behavioural, medical, emotional, educational and safeguarding);
  - Staff competence;
  - The consequence of a member of staff being indisposed.
- 5.2. A useful framework for assessing requirements for ratios and effective supervision is STAGER, as recommended by the OEAP National Guidance on [Ratios and Effective Supervision](#).
  - **Staffing:** who is needed/available? The plan must work within the limits of available numbers, abilities and experience. Wherever possible, all adults accompanying the trip should be members of academic staff or well-known to students through a particular activity. The EVC may allow support staff or other helpers, such as parent volunteers, to accompany the visit provided a teacher is always in charge. These volunteers should always have had appropriate induction and safeguarding training. For non-residential trips, school minibus drivers and other staff specifically employed to supervise trips will be able to lead these trips where appropriate.
  - **Timing:** How will the time of year or time of day affect the visit and its staffing? If the visit takes place out of the establishment's normal working hours, or at a weekend or during holidays, how will this affect staffing and the availability of support back at base?
  - **Activities** to be undertaken: what do you want the group to do and what is possible? CCF activities and Duke of Edinburgh's Award expeditions may require different

ratios. Some activities may have their own ratio requirements, which should always be checked at the point of booking to avoid disappointment.

- **Group characteristics:** prior experience, abilities, behaviour and maturity, sex, any specific individual needs. Where male and female students are going on the trip and visit, trips and visits should have both male and female staff. However, if compliance would result in difficulties in staffing small groups of students, the EVC has discretion in this matter. This requirement is primarily for the protection of employees.
- **Environment:** indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded? Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions. Consider the implications of government guidance, such as from the Foreign and Commonwealth Office or about avoiding infection during an epidemic.
- **Remoteness:** how far from the College is the activity taking place? Will communications between the group and base be straightforward? How easy will it be to summon help in an emergency, and for emergency services to reach the group.

5.3. The guidance about staffing ratios for Ratcliffe College non-residential trips and visits is listed below. There may be good reasons why a particular trip or visit requires a higher or lower staffing ratio:

- 1 adult for every 3 students in Nursery/EYFS;
- 1 adult for every 6 students in school Years 1 to 3
- 1 adult for every 10-15 students in school Years 4 to 6;
- 1 adult for every 15-20 students in school Year 7 to 13.

5.4. The guidance about staffing ratios for Ratcliffe College residential trips and visits is listed below. There may be good reasons why a particular trip or visit requires a higher degree or staffing, such as if the activity is adventurous:

- 2 adults as a baseline, with a general guide being the presence of 1 adult for every 10 students. Residential trips only take place in Years 3 and above.
- Where a residential trip has both boys and girls there must be a male and female member of staff on the trip.
- The staffing ratio ultimately depends upon the risk assessment and the EVC may make exceptions according to the nature of the trip and visit.

5.5. If staffing ratios change during the trip and visit, the trip leader should assess whether the trip falls within the ratios as outlined in this section. If they feel that the trip no longer meets these ratios, they should conduct a dynamic risk assessment and consult with the Deputy Head Pastoral. Where necessary, a relief member of staff will be sent to accompany the trip and visit or the trip leader will be asked to amend their itinerary. Having listened to the Dynamic Risk Assessment of the trip leader, the EVC has discretion to authorise an adaptation to the staffing ratios in such circumstances.

## 6. Planning for Educational Trips and Visits, including Standard Operating Procedures

6.1. There are five levels of educational trip and visit at Ratcliffe College. These require different levels of risk assessment and planning. The EVOLVE system is set-up in such a way as to guide colleagues towards the level of planning required. All educational trips and visits are subject to the need to risk assess.

### 6.1.1. Level 1 – Local Area Visits

- Local Area Visits are educational trips and visits that “involve no more than everyday level of risk, such as slips and trips, and are covered by a school's

current policies and procedures” ([‘Health and safety on educational visits’](#), Department for Education, 2018)

- Local Area Visits are recorded in EVOLVE, and most should also be recorded in the College Calendar wherever possible.
- At Ratcliffe College, it is the boarding community who will typically arrange Local Area Visits, although it may be appropriate for a department or class to arrange a Local Area Visit through discussion with the EVC.
- A Local Area Visit is defined as being within a 10-mile radius of Ratcliffe College. However, it is not appropriate for all trips and visits within this radius to be considered a Local Area Visit. For example, a CCF exercise or Duke of Edinburgh Award expedition held within this radius may require a more developed plan.
- Examples of Local Area Visits within boarding include activities such as a visit to a bowling alley, cinema, country park, or a shopping centre. These types of boarding activities are run regularly by experienced staff. Students sign-up with staff or via the Boarding MIS, Orah, which is the platform through which these visits are managed and registered.
- Whilst the EVC retains oversight and accountability for Local Area Visits organised within boarding, operational responsibility lies with the Assistant Head, Boarding, who is responsible for the planning of the boarding activity programme.
- Outside of boarding, a Local Area Visit may be a short visit to another school or to a local charity, where students would leave their transportation, be accompanied to a single point or enclosed area, and then return to their transportation. Examples of this may include attendance at a debating competition or a visit to a university department.
- The EVC may require any Local Area Visit trip submission to be treated as a Level 2 trip.
- Colleagues arranging a Local Area Visit must:
  - Check the Calendar to ensure that no clashes will occur. Permission from the EVC is not required unless a clash is identified, but simple communication between colleagues may negate the need for this. For example, the resolution of a clash between a sports fixture and a boarding trip.
  - Within boarding, parents are informed of their child’s attendance at all educational trips and visits through Orah, and boarding students contribute to a central budget for trips and visits through their boarding fees. Any other Local Area Visits arranged outside of normal school hours or which require a parental contribution must seek parental permission.
  - The trip leader or an appropriate member of staff should enter the trip as a Local Area Visit on EVOLVE.
  - Staff should be mindful of staffing ratios. There may be valid reasons at a Local Area Visit does not adhere to staffing ratios, and that should be explained within the Notes section of the Local Area Visit form on EVOLVE.
  - The trip leader should ensure that staff and students on the trip and visit are briefed about safety precautions and emergency contacts.
  - The trip leader should ensure that a copy of the itinerary is shared with staff, along with a list of pupils on the Local Area Visit and any relevant behavioural, medical, pastoral, or safeguarding conditions. Any risk assessments made over-and-above this policy and the generic Educational Trips and Visits policy



should be shared with staff. Examples of this include risk assessments for venues which may be available on websites or after booking.

#### **6.1.2. Level 2 – Day trip within the UK**

- These are educational trips and visits which will last one school day or less.
- Examples of such trips and visits include: a boarding visit, such as a cultural visit; a department trip to a museum or theatre; an organised event at another educational provider, such as a UCAS Day; attendance at a sporting fixture or event; a visit to a venue or activity, such as go-karting, trampolining, or a theme park.
  - Attendance at one-day sporting fixtures and events are approved by the Director of Sport and Co-Curricular activities in the Senior School and the Director of Sport in the Preparatory School. Arrangements for these fixtures are reviewed at the weekly Diary Team Meeting and published on SOCS or the Parents' App.
- Colleagues arranging a Level 2 trip and visit must:
  - Add a Visit Form to EVOLVE for 'Outline Approval' no later than the day before the second Calendar Meeting for the term in which the trip will take place. This allows the Senior Deputy Head, Deputy Head Pastoral, Deputy Head of the Preparatory School, the Management Assistant, the Estates Manager, and the Finance Department, to assess the viability of proposed trips before they are published to parents.
  - If a trip or visit is added after the Calendar is finalised, the Senior Deputy Head and Deputy Head Pastoral or, in the Preparatory School, the Deputy Head of the Preparatory School, must give their approval before a trip or visit can proceed. Published Calendar entries will always be given priority.
  - Once Outline Approval is given, the trip leader should populate the Trip form on EVOLVE, ensuring that all relevant steps are completed, including consideration of finance, medical needs, transportation, and communication with parents/guardians/carers.
  - The trip leader is responsible for timely consideration of the Risk Assessment, which must be reviewed before the departure of the trip or visit.
  - The trip leader should ensure that a copy of the itinerary is shared with staff, along with a list of pupils attending and any relevant behavioural, medical, pastoral, or safeguarding conditions. Risk assessments should be shared with staff, giving suitable time for colleagues to raise any queries or concerns.
  - The trip leader should use EVOLVE to evaluate the trip or visit after the event.

#### **6.1.3. Level 3 – Adventurous One Day Trip or a Residential Trip in England, Scotland or Wales**

- These are trips or visits which present a higher degree of risk or planning requirement.
- Examples of such trips and visits include: any trip requiring an overnight stay in England, Scotland or Wales; any one-day outdoor adventure trip where students may spend a considerable degree of time unsupervised in an environment which could present risk in excess of 'everyday' risk, such as a CCF Exercise. Appendix 1 provides a non-exhaustive list of what is defined as an Adventurous Activity.

##### **6.1.3.1. Colleagues arranging a Level 3 trip and visit must:**



- Add a Visit Form to EVOLVE for 'Outline Approval' no later than two terms in advance. This allows the Senior Deputy Head, Deputy Head Pastoral, Deputy Head of the Preparatory School, the Management Assistant, the Estates Manager, and the Finance Department, to assess the viability of proposed trips before they are published to parents.
- If a trip or visit is added later than two terms before the activity, the Senior Deputy Head and Deputy Head Pastoral or, in the Preparatory School, the Deputy Head of the Preparatory School, must give their approval before a trip or visit can proceed. Published Calendar entries will always be given priority.
- Once Outline Approval is given, the trip leader should populate the Trip form on EVOLVE, ensuring that all relevant steps are completed, including consideration of finance, medical needs, transportation, and communication with parents/guardians/carers.
- For residential trips, the trip leader must plan an information evening well before departure, and be able to demonstrate a communications timeline. Parental consent is required at the earliest feasible opportunity.
- The trip leader is responsible for timely consideration of the Risk Assessment, which must be reviewed before the departure of the trip or visit. As a guide, the initial Risk Assessment should be completed no later than four weeks before the departure of the trip or visit.
- The trip form should be completed on EVOLVE no later than two weeks before the departure of the trip or visit, giving the EVC adequate time to confirm the suitability of the planned activity.
- The trip leader should ensure that a copy of the itinerary is shared with staff, along with a list of pupils attending and any relevant behavioural, medical, pastoral, or safeguarding conditions. Risk assessments should be shared with staff, giving suitable time for colleagues to raise any queries or concerns.
- For residential trips, a briefing meeting with staff is required. A further meeting with students before departure may also be required.
- Residential trip leaders, other than The Duke of Edinburgh's Award expeditions, should designate one member of staff who is not the trip leader to be the Pastoral Trip Leader. This person will be the primary point of contact for behaviour, pastoral, or safeguarding matters, allowing adequate time on the trip for the Trip Leader to dynamically risk assess and manage the itinerary. Wherever possible, the Pastoral Trip Leader should be a colleague who holds existing responsibility within the school for pastoral matters, such as a Head of Year. Where such a colleague is not available, the Pastoral Leader should generally be a colleague holding Senior Leadership or Middle Leadership responsibility, such as through being a Head of Department.
- Any residential trip which is away on a Holy Day of Obligation or on a Sunday should make provision to attend Mass and include this within the tour itinerary, unless unable to do so because of the nature of the trip.
- Residential trip leaders should proactively 'check-in' with the EVC upon safe arrival at the venue, periodically throughout the time away to update the EVC about any matters of concern or to offer reassurance, as well as upon safe return to the College, particularly if that is an anti-social hour where the EVC would not be expected to note the safe return of the trip.
- The trip leader should use EVOLVE to evaluate the trip or visit after the event.

#### **6.1.4. Level 4 – Overseas Trips**

6.1.4.1. This is any trip to Northern Ireland or any other country outside of the UK, whether a daytrip or a residential trip.

- Examples of such trips and visits include: a sports tour, the school ski trip.

6.1.4.2. Colleagues arranging a Level 4 trip and visit must:

- Add a Visit Form to EVOLVE for 'Outline Approval' no later than one year in advance. This allows the Senior Deputy Head, Deputy Head Pastoral, Deputy Head of the Preparatory School, the Management Assistant, the Estates Manager, and the Finance Department, to assess the viability of proposed trips before they are published to parents.
- The Headmaster reserves the right to require their approval of any overseas trip.
- If a trip or visit is added later than one year before the activity, the Senior Deputy Head and Deputy Head Pastoral or, in the Preparatory School, the Deputy Head of the Preparatory School, must give their approval before the planning of a trip or visit can proceed. Trips arranged by colleagues who have met the above deadline will always be given priority.
- Once Outline Approval is given, the trip leader should populate the Trip form on EVOLVE, ensuring that all relevant steps are completed, including consideration of finance, medical needs, transportation, and communication with parents/guardians/carers.
- The Trip Leader should consult the Medical Department to clarify vaccination requirements.
- The trip leader must plan an information evening well before departure, and be able to demonstrate a communications timeline. Parental consent is required at the earliest feasible opportunity, with due consideration given to the impact of when monies are requested.
- The trip leader is responsible for timely consideration of the Risk Assessment, which must be reviewed before the departure of the trip or visit. As a guide, the initial Risk Assessment should be completed no later than four weeks before the departure of the trip or visit.
- The trip form should be completed on EVOLVE no later than two weeks before the departure of the trip or visit, giving the EVC adequate time to confirm the suitability of the planned activity. An auto-reminder is sent through EVOLVE four weeks prior to departure.
- The trip leader should ensure that a copy of the itinerary is shared with staff, along with a list of pupils attending and any relevant behavioural, medical, pastoral, or safeguarding conditions. Risk assessments should be shared with staff, giving suitable time for colleagues to raise any queries or concerns.
- A briefing meeting with staff is required. A further meeting with students before departure may also be required.
- The trip leader should designate one member of staff who is not the trip leader to be the Pastoral Leader. This person will be the primary point of contact for behaviour, pastoral, or safeguarding matters, allowing adequate time on the trip for the Trip Leader to dynamically risk assess and manage the itinerary. Wherever possible, the Pastoral Leader should be a colleague who holds existing responsibility within the school for pastoral matters, such as a Head of Year. Where such a colleague is not available, the Pastoral Leader

should generally be a colleague holding Senior Leadership or Middle Leadership responsibility, such as through being a Head of Department.

- Any residential trip which is away on a Holy Day of Obligation or on a Sunday must make provision to attend Mass and include this within the tour itinerary.
- The trip leader should proactively 'check-in' with the EVC upon safe arrival at the venue, periodically throughout the time away to update the EVC about any matters of concern or to offer reassurance, as well as upon safe return to the College, particularly if that is an anti-social hour where the EVC would not be expected to note the safe return of the trip.
- The trip leader should use EVOLVE to evaluate the trip or visit after the event.

#### **6.1.5. Level 5 – The Duke of Edinburgh Award Trips (Overnight and Daytrips)**

6.1.5.1. This is any trip or visit held under the auspice of The Duke of Edinburgh Award.

- Examples of this type of visit include: The Duke of Edinburgh Bronze Award one-day training expedition; The Duke of Edinburgh Gold Award assessed expedition to Dartmoor.

6.1.5.2. Students who undertake the DofE Award with the School are provided with additional information regarding Bronze, Silver and Gold Awards depending on which one they are participating in. Communication with students and their parents is thorough and includes the following:

- Information evening for parents new to the award (June);
- Information booklet for each participant (via e-mail);
- Letters detailing all trips which require written parental consent;
- Progress reports (when received from external adviser);
- Invitation to the presentation evening for all participants who have completed the award;
- Parents have access to a school mobile number during all expeditions or the nominated home-based contact, normally a member of the senior leadership team.

6.1.5.3. Colleagues arranging a Level 5 trip and visit must:

- Add a Visit Form to EVOLVE for 'Outline Approval' no later than one year in advance. This allows the EVC to ensure that other trips do not clash with Duke of Edinburgh dates.
- Once Outline Approval is given, the trip leader should populate the Trip form on EVOLVE, ensuring that all relevant steps are completed, including consideration of finance, medical needs, transportation, and communication with parents/guardians/carers.
- The member of staff with responsibility for The Duke of Edinburgh's Award will coordinate consent and participation forms.
- The trip leader is responsible for timely consideration of the Risk Assessment, which must be reviewed before the departure of the trip or visit. As a guide, the initial Risk Assessment should be completed no later than four weeks before the departure of the trip or visit. This should clearly state the supervision ratios and methods of students on the expedition.
- The trip form should be completed on EVOLVE no later than two weeks before the departure of the trip or visit, giving the EVC adequate time to confirm the suitability of the planned activity.

- The trip leader should ensure that a copy of the itinerary is shared with staff, along with a list of pupils attending and any relevant behavioural, medical, pastoral, or safeguarding conditions. Risk assessments should be shared with staff, giving suitable time for colleagues to raise any queries or concerns.
- A briefing meeting with staff is required. A further meeting with students before departure may also be required.
- The trip leader should proactively 'check-in' with the EVC throughout the expedition to update the EVC about any matters of concern or to offer reassurance, as well as upon safe return to the College, particularly if that is an anti-social hour where the EVC would not be expected to note the safe return of the trip.
- Dynamic Risk Assessments are an inherent aspect of leading expeditions for The Duke of Edinburgh's Award, considering changing weather conditions, groups' ability and levels of fatigue etc.
- The trip leader should use EVOLVE to evaluate the trip or visit after the event.

#### 6.1.5.4. Supervision

- Expeditions for The Duke of Edinburgh's Award require varying levels of supervision according to the competence of the participants and whether they are practice or assessed expeditions.
- Direct Supervision is when groups are always accompanied by a competent group leader.
- Close Supervision is when groups are within sight or hearing of a competent group leader who can readily intervene if required.
- Remote Supervision is when groups are not under the direct or close supervision of a competent group leader. Groups are also considered to be under remote supervision if they are accompanied by an adult who has not been assessed as a competent group leader. Only hill-walking terrain is permitted for remotely supervised groups.

#### 6.1.6. Level 6 – Homestays and/or Exchange Visits

- Occasionally Ratcliffe College may make arrangements for children to take part in exchange visits, either to other parts of the UK or abroad. Exchanges can benefit learning across a range of subjects. In particular, foreign visits can enrich the languages curriculum and provide exciting opportunities for students to develop their confidence and expertise in the use of other languages.
- Any member of staff considering the arrangement of a homestay and/or exchange visit should meet first with the EVC to consider the viability of the activity.
- Such visits will always be at the discretion of the Headmaster, taking due advice from the EVC and the Senior Leadership Team.
- We recognise that our duty to safeguard and promote children's welfare as defined in *Keeping Children Safe in Education* extends to such visits. *Keeping Children Safe in Education Annex D* provides guidance for such visits.
- Planning for homestays and/or exchange visits should generally follow the guidance for Level 3 or Level 4 trips and visits, according to the location of the homestay and/or exchange visit. In addition, the following considerations should be made:
  - For such visits in the UK and broad, the College will keep families fully informed of the arrangements and share all necessary details for any host

families. An information evening should be held well in advance of the departure of the homestay and/or exchange visit.

- It will generally be expected that a member of staff will be resident during the stay in the vicinity of the trip, and they will take responsibility for contacting the school and parents in the case of a critical incident or another emergency. Students on the homestay and/or exchange visit will be given clear contact arrangements with the Ratcliffe College member of staff. The member of staff will arrange regular opportunities to meet with both the student individually and in the company of the host family.
  - Unambiguous instructions must be given to students concerning their own safety and any uncertainties they might have about their own safety or wellbeing, and they should be reminded of the need to share their concerns with a member of the Ratcliffe College staff.
  - If students are staying in private homes, appropriate guidelines in connection with their safety and conduct should be given to host families, in line with the College's Safeguarding and Child Protection policy.
  - Host families must be informed of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems, or difficulties such as bad behaviour or a safeguarding concern. Whenever a member of staff is advised of a concern relating to a student's welfare, they should personally investigate immediately and if the situation warrants inform the student's parents straight away. The member of staff should alert the EVC to the nature of the concern, and update any other records, such as CPOMS, as appropriate.
  - If activities are planned with another school, the Ratcliffe College member of staff should generally accompany the activity. It is essential that the extent of responsibility of the host school's staff is agreed in advance and that students know when the other school staff are in charge and how to contact their own teacher if they are based at a location remote from the students. The risk assessment of the trip and visit should reflect these activities.
  - Supervision ratios on outwards and return journeys should generally be according to the ratios given within this policy. Where travel is by air, it is acceptable for there to be a lower ratio of staff to students on the flight, provided that the appropriate number of staff accompany the students to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.
- 6.1.6.1. Additional measures for a UK-based Homestay and/or Exchange Visit
- This section is informed by the guidance of *Keeping Children Safe in Education Annex D*.
  - Where a student themselves or their parent(s) arrange their own homestay, this is a private arrangement for which Ratcliffe College is not the regulated activity provider.
  - Where Ratcliffe College arranges a homestay and/or exchange visit within the UK, it will consider the suitability of the adults in those families responsible for the visiting child during the stay by:
    - 6.1.6.1.1. Obtaining a DBS enhanced certificate with children's barred list information. Where an adult provides a UK homestay without remuneration or where the adult is reimbursed only for expenses,

such an arrangement is considered a volunteer role for which a DBS enhanced certificate can be obtained free of charge.

6.1.6.1.2. Consulting with the host school, if applicable, as to the suitability of arrangements. This will include consideration as to whether it is considered necessary to obtain a DBS enhanced certificate in respect of anyone aged 16 or over in the household where the student will be staying.

- If a homestay and/or exchange visit lasts 28 days or more for a student aged under 16 years old, or under 18 years old if the student has disabilities, this may amount to private fostering under the Children Act 1989. If such an arrangement is planned, then the Director of Safeguarding must be alerted at the earliest opportunity to be able to notify the local authority of the arrangements.

6.1.6.2. Additional measures for a Homestay and/or Exchange Visit Abroad

- This section is informed by the guidance of *Keeping Children Safe in Education Annex D*.
- As it is not possible to obtain criminality information from the DBS about adults who provide homestays abroad, the trip leader should liaise with the partner school(s) abroad to establish a shared understanding of, and agreement to the arrangements in place for the visit. The trip leader must ensure that the Director of Safeguarding is involved in this process.
- The Director of Safeguarding will use their professional judgement to satisfy themselves that the arrangements are appropriate and sufficient to effectively safeguard every student who will take part in the exchange.
- The trip leader must share details of this process with parents of students involved in the trip and visit.
- The Director of Safeguarding and trip leader should give consideration as to whether it is necessary to contact the relevant foreign embassy or High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay outside of the UK.

## **7. Planning, Site visits and Monitoring**

7.1. All visits must be thoroughly researched to establish the suitability of the venue with regard to both the Catholic Rosminian charism of the College and the practical requirements of the visiting group.

7.2. Planning should take account of Ratcliffe College procedures, policies and employer guidance.

7.3. Wherever possible, all members of staff involved in a trip or visit should contribute to the planning. This helps to identify benefits and learning outcomes, but also allows discussion of risk management.

7.4. The Headmaster or the EVC may reasonably require a site visit by trip leaders or a suitably experienced member of staff. They may be advised to require a site visit by any member of staff involved in the planning of a trip and visit.

7.5. Site visits are an example of good practice and professional curiosity. Activities where the Headmaster or the EVC require a site visit may typically include trips and visits that are new, or which pose a higher degree of complexity or potential risk.

7.6. Site visits are not always necessary, even where a higher degree of complexity or potential risk exists. For example, it would not be reasonable to request a site visit to a long-haul touring destination. Trip leaders should be able to reassure the Headmaster

and the EVC that such visits are led and managed by a provider supported by references from other schools. The Headmaster or EVC may reasonably require the trip leader to arrange a meeting with a provider to give the reassurance necessary.

- 7.7.** The Headmaster may reasonably require the EVC or another suitable member of staff to make a monitoring visit to any trip or visit.

## **8. External Providers**

- 8.1.** An 'External Provider' is defined as where there is an element of instruction, staffing, or guiding from an agency external to the School, for example: activity centre staff, ski company instructors, educational tour operators etc. For the purposes of this policy, an External Provider is not a youth hostel (where accommodation only is used) campsites, museums, galleries, or tourist attractions such as theme parks, farms and sea life centres.
- 8.2.** The decision about the use of an external provider is the responsibility of the trip leader and the EVC. Trip leaders should consider the requirements under 'best value' and 'safety record' when selecting an external provider. To confirm that all aspects of the operation of the provider are satisfactory, the trip leader must ensure that the external provider is listed on EVOLVE when completing the 'Outline Approval' form, and/or holds either a Learning Outside the Classroom (LOtC) Quality Badge [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk) or is listed on [www.kaddi.com](http://www.kaddi.com). For any adventurous training activity in the UK, the external provider should be registered with the Adventure Activities Licensing Authority (AALA) meaning the Health and Safety Executive (HSE) has inspected the provider to ensure they follow good safety management practices.
- 8.3.** The trip leader is also responsible for ensuring due diligence of outdoor providers and their publications, such as their social media channels and website. No External Provider may be used which would bring the College into disrepute by association, nor which would be incompatible with the College's Catholic Rosminian charism. The EVC and the Lay Chaplain can be consulted for clarity about this matter.

## **9. Induction, Training and Succession Planning**

- 9.1.** The EVC periodically delivers training at INSET sessions to update and upskill all staff.
- 9.2.** The delivery of this training may be delegated to an appropriate member of staff, such as the Director of Safeguarding, the Estates Manager, or a member of staff with a particular responsibility for co-curricular activities, such as The Duke of Edinburgh's Award.
- 9.3.** The Headmaster is responsible for ensuring that the EVC has the time, training and skills to fulfil the requirements of the policy.
- 9.4.** Succession planning is managed through the inclusion of the role of EVC within the job description of the Deputy Head Pastoral, which can be assessed through interview questions and/or tasks, as well as the application process. Succession planning of activities and trip leaders is managed through the identification of members of staff with particular interests and offering them opportunities through either accompanying existing experienced trip leaders or training.

## **10. Volunteers**

- 10.1.** All volunteers are subject to the Safer Recruitment policy, and must not be involved with the support and supervision of students until the checks required by this policy have been completed. This includes a Safeguarding induction by the Director of Safeguarding.



**10.2.** Generally speaking, volunteers may not act as trip or visit leaders.

**10.3.** Trips leaders wishing for a volunteer to accompany a trip or visit should be able to demonstrate to the EVC the competence of the volunteer to carry out their assigned role.

## **11. Emergency Procedures and Incident Reporting, including Critical Incident Support**

**11.1.** A critical incident is an incident where any member of a group undertaking an off-site activity has:

- Suffered a life-threatening injury or fatality,
- Is at serious risk of harm,
- Has been unaccounted for or missing for a significant and unacceptable period of time, according to the nature of the trip and visit,
- Has behaved in a way that could seriously damage the reputation of the College,
- Any other problem which the trip leader considers to cause risk to the trip and visit, such as cancellation of a flight, local issues such as civil unrest, or technology failure.

**11.2.** The EVOLVE form gives trip leaders contact details for four members of the Senior Leadership Team, including the EVC. In addition, during holidays one member of SLT is always 'on call' for advice and guidance, and these details are shared with trip leaders where appropriate.

**11.3.** The EVC will consult the Headmaster and the Director of Finance and Operations if a Critical Incident is reported. Where the Headmaster is unavailable, the EVC will consult the Senior Deputy Head. Where the Director of Finance and Operations is unavailable, the EVC will consult the Estates Manager.

**11.4.** A guidance sheet to responding to a Critical Incident is available on the Trip Form on EVOLVE (see Appendix 2).

**11.5.** Having considered STAGER, the trip leader must make themselves aware of any additional security risks at their destination, whether in the UK or abroad. They should seek advice from the Home Office or Foreign Office websites with regard to travel concerns. They should then discuss this with the EVC. If a trip may have to be cancelled on safety grounds, the EVC will generally consult with the Headmaster before making a decision, which shall be final.

## **12. Student and Staff Behaviour**

**12.1.** All school rules apply to trips and visits, unless adjustments are clearly communicated to students and parents in advance. This may include, for example, permission for mobile phones to be used, or students being allowed to wear their own clothes.

**12.2.** The trip leader should consider if there is a need for a specific code of conduct for the smooth running of the trip or visit. If a code of conduct is required, they should consult the EVC about this and ensure that it is communicated clearly and in a timely fashion to students and their families.

**12.3.** All school rewards and sanctions apply to trips and visits. A trip leader may make a reasonable adjustment, such as removing a student from an activity instead of awarding a detention. Any such sanctions should be recorded on CPOMS under the 'Behaviour' category.

**12.4.** The College's Staff Code of Conduct, and all other expectations of staff through policies and procedures, apply to all trips and visits.

## **13. Medical**

- 13.1.** Medical details for students taking part in trips is provided by the Medical Department through EVOLVE once the Trip Leader has submitted to the Trip Form.
- 13.2.** Where a Trip Leader or accompanying staff do not have up-to-date first aid qualifications, the trip leader should consult the EVC, who will assess the risk and approve on a case-by-case basis.
- 13.3.** Trip leaders must liaise with the Medical Department about vaccination status if relevant.
- 13.4.** The Trip Leader should ensure that relevant medical information is shared with all staff on the trip.
- 13.5.** The Medical Department may raise a concern at any time about the suitability of a student to attend a trip based upon their medical information. The Medical Department may also advise that further training is required for a member of staff attending a trip or visit, such as EpiPen training.
- 13.6.** First Aid kits must be carried on all trips, both within the UK and overseas. The Medical Department must be given adequate notice to prepare First Aid kits that meet the needs of the students on the trip. The Trip leader should make an appointment with the Medical Department to confirm the contents of the First Aid kit.
- 13.7.** Trip leaders should outline to parents how medication for the trip will be collected. It is good practice that medication should be collected directly from a parent when a student is 'dropped off' for a trip and placed inside a named bag. The trip leader should check and record the amount and type of medication received. They must also check that there is appropriate consent from the parents for trip staff to administer medication from home. Some trips where supervision may at times be more remote, such as a ski trip, may have alternative arrangements for the storage of medication for the trip.
- 13.8.** Trip leaders should keep a record of all medication given on a trip, whether it is provided by the school or is the student's own medication.

#### **14. Safeguarding**

- 14.1.** The Director of Safeguarding is provided with a list of students attending a trip through EVOLVE once the Trip Leader has submitted the Trip Form. The Director of Safeguarding will inform the Trip Leader of any particular safeguarding concerns presented by a student on this list.
- 14.2.** The Director of Safeguarding may raise a concern at any time about the suitability of a student to attend a trip based upon their safeguarding or pastoral information. The Director of Safeguarding may also advise that further training or a meeting with colleagues, the students, or parents/carers is required to ensure that a student can be supported and included on the trip and visit.
- 14.3.** Trip leaders should update CPOMS with any safeguarding concerns that present during the trip and visit. Therefore, they must ensure that they have remote access to CPOMS.
- 14.4.** Where trip leaders are unable to update CPOMS due to the nature of the trip, they should take contemporaneous notes and upload these to CPOMS at the earliest available opportunity. The Deputy Head Pastoral and Director of Safeguarding can be contacted for advice at any time.

#### **15. Transport**

- 15.1.** Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. All national and local regulatory requirements must be followed.
- 15.2.** No trip leader or member of staff may drive transportation, whether provided by Ratcliffe College or a third-party, without the appropriate permissions.
- 15.3.** School trips and visits should be self-funding. Therefore, transportation should be provided by an approved provider wherever possible. The School Secretary can assist with arranging transportation for school trips and visits. Travel companies must provide assurance to the trip leader of the accreditation of third-party providers of transportation.
- 15.4.** Where a member of staff is driving transportation, the risk assessment must take account of this through supervision ratios, giving proper consideration to matters such as driver-distraction, or the management of students during a breakdown or road traffic collision
- 15.5.** Driver checks of vehicles must be completed prior to the trip leaving Ratcliffe College, using the check sheet in the vehicle to assist you.
- 15.6.** If a member of staff drives their own vehicle to a school trip, it must never be used to transport a student. The only exception would be in a case of emergency, such as to transport a student to hospital. In all cases, openness and transparency must be maintained and the EVC informed as soon as possible.
- 15.7.** Maximum total driving time must not be more than 9 hours in one day, and total time on duty in a day must not exceed 15 hours.
- 15.8.** After 4.5 hours of driving, a break of at least 45 minutes must be taken in which the driver is able to obtain rest and refreshment. Alternatively, a full 45 minute break may be replaced by one break of at least 15 minutes followed by another break of at least 30 minutes. These breaks must be distributed across the 4.5 hour period.
- 15.9.** The College recommends that a break of at least 30 minutes is taken after 2 hours of travel in order for the driver to be able to obtain rest and refreshment, with another break of at least 30 minutes after a further 2 hours of travel.

## **16. Finance**

- 16.1.** All trips and visits must be self-funding.
- 16.2.** The Finance Department will be informed of all Level 2, Level 3, Level 4 and Level 5 trips and visits through EVOLVE. However, it is good practice to consult with the Finance Department at the earliest planning stages of a trip and visit so that a cost code can be assigned, and the Trip Leader can be advised on budgeting and deadlines for payment.
- 16.3.** It is important that for residential trips, that is Levels 3 and 4, that the Finance Department have access to a list of students intending to take part in the trip and visit. This is so that the Finance Department can account for the financial needs and situations of families in a discreet manner.
- 16.4.** The Finance Department will advise the Trip Leader as to the method of payment for the trip. This must be communicated clearly to parents by the Trip Leader.
- 16.5.** The Trip Leader should liaise regularly with the Finance Department about the trip and visit, updating them about any cost fluctuations or significant changes to the itinerary which will have a cost implication. All invoices should be shared in a timely fashion with the Finance Department.
- 16.6.** The use of cash to pay for aspects of the trip and visit whilst it is in progress is not recommended. Any request for spending money or small amounts of cash to account for

taxis and food must be planned in advance with the Finance Department with clearly defined accounting responsibilities.

- 16.7.** The Deputy Head Pastoral and the Finance Department must be alerted in advance to any significant incidental costs that are likely to be incurred by a member of staff during the trip and visit and subsequently reclaimed as expenses.
- 16.8.** If a trip or visit incurs an issue in relation to finance whilst the trip and visit is in progress, they should contact the EVC or another member of SLT on-call for advice.
- 16.9.** All Level 3 and Level 4 trips and visits should aim for final payments to be made and received by the Finance Department 12 weeks prior to the departure date.
- 16.10.** Any money left over from the trip must either be credited to parents or, if the amount is too small for this to be practical, credited to the relevant academic department budget. The Finance Department may require the Trip Leader to communicate details of this crediting to parents.

## **17. Parental Consent and Communication**

- 17.1.** It is best practice that parents/carers are informed about any trip or visit that their child may be or is taking part in. The completion of letters to a professional standard of format, spelling, punctuation, and grammar is an expectation of the trip leader. Letters should be checked by a line-manager and the Deputy Head Pastoral before they are sent to parents, giving adequate time for these letters to be proofread. It is the responsibility of the trip leader to make the required changes and present any amended letter for approval before it is sent out.
- 17.2.** All trips and visits with a cost implication for parents/carers should seek parental consent. All Level 3, 4 and 5 trips and visits require parental consent, regardless of cost implication. Level 1 and Level 2 trips and visits taking place during normal boarding or curriculum (academic and co-curricular) time between 9.00am and 6.10pm with no cost implication upon parents do not necessarily require parental consent, but parents should still be informed in a timely fashion and given the opportunity to raise any queries with the trip leader.
- 17.3.** Boarding trips and visits are communicated at the start of term, with student sign-up and parental communication and consent managed through the Orah app.

## **18. Links to Other Policies**

- Safeguarding and Child Protection Policy
- EYFS School Outings Policy

## **19. Review of Policy and Procedure**

- 19.1.** Planning and evaluation meetings for trips and visits take place regularly to ensure ongoing review of practice and procedure. These meetings may be more informal conversations reviewing a trip and visit or, where a critical incident has or could have taken place, the meeting is likely to be a formal meeting involving relevant members of staff.
- 19.2.** Trip leaders can evaluate every trip and visit through EVOLVE.
- 19.3.** This Policy is reviewed annually by the EVC (Deputy Head Pastoral) and then by the Headmaster and Chair of Governors to ensure the health, safety and welfare of all staff and students on education visits arranged by Ratcliffe College.

## Appendix 1 – Adventurous Activities

The following is a non-exhaustive list of what the College considers an ‘Adventurous Activity’ and therefore a Level 3 Trip and Visit.

The trip leader must be confident that any Level 3 Adventurous Activities are led by a competent leader, evidenced either by qualifications through National Governing Bodies, through a statement of competence from a qualified source, or through the qualifications and experience possessed by Ratcliffe College staff.

The College considers ‘wild country’ to be an area remote from habitation, which includes mountainous and some moorland. ‘Open countryside’ is anywhere else that would reasonably be considered to be countryside, such as a public footpath through woodland.

1. All activities in ‘open country’, such as any expedition for The Duke of Edinburgh’s God Award, hiking, hill walking, river or gorge walking, scrambling and mountaineering
2. Coastal activities, such as coasteering, coastal scrambling and sea level traversing
3. Swimming, except in publicly life-guarded pools inside the UK
4. Camping
5. Watersports, such as sailing, windsurfing, kite surfing, canoeing, kayaking, water skiing, rafting, improvised rafting, use of a powered safety/rescue craft as part of an activity, any form of boating other than commercial transportation, snorkelling, aqualung activities (i.e. diving)
6. Airsoft, paintball and laser tag
7. Archery
8. Shooting – all forms
9. Rock climbing, including indoor climbing walls
10. Abseiling
11. Mountain biking
12. Road cycling
13. Underground exploration, such as caving (not including ‘show’ caves)
14. Skiing, snowboarding and related activities, including use of a dry slope
15. Air activities excluding commercial flights
16. Horse riding
17. Motor sport – all forms
18. High level ropes courses
19. ‘Extreme’ sports, such as parkour, bungee, zorbing, mountain boarding, ATB boarding
20. Any activity which may involve a skill or risk inherent in the above, such as a specific team-building/initiative exercise.

## Appendix 2

### SCHOOL TRIPS AND VISITS CRITICAL INCIDENT AND EMERGENCY GUIDANCE

<b>Author: J Rainer</b>	<b>Receiver: All staff</b>
<b>Review Date: July 2024</b>	<b>Next Review: September 2025</b>

In the unlikely event of a critical incident (life-threatening injury, fatality, serious risk of harm, unaccounted for or missing student or staff member, behaviour that could seriously damage the reputation of the College, any other problem such as civil unrest, flight cancellation or technology failure etc.) during a school trip and visit, your first priority as a trip leader is

#### **THE SAFETY OF STAFF AND STUDENTS.**

Actions to take:

1. Account for all staff and students.
2. Establish the nature and extent of the emergency.
3. If there are injuries, establish their extent and administer first aid (if you have been trained or feel capable to do so).
4. Devise a safety plan (i.e. seek shelter, return to a hotel, return to school), whilst following the instructions of others in authority such as the emergency services or the armed forces.
5. Brief staff and students:
  - a. The group is to stay together unless explicitly instructed otherwise.
  - b. All are to immediately follow your instructions, or the instructions of others in authority such as the emergency services or the armed forces.
  - c. There is individual responsibility for the collective safety of the group: be alert to traffic, act calmly and with discipline, raise any concerns to a member of staff immediately.
  - d. Share the safety plan.
6. Enact the safety plan.
7. Contact one of the home points of contact when it is safe to do so. Start with the EVC (+44) 07494 425 961. If necessary, contact Main Reception (+44) 01509 817 000, asking for a specific member of staff.
8. Provide the home contact with full details of the incident, safety plan and location, contact telephone number for future communication and alternatives. Do not assume that the home contact is familiar with the details of the trip. The incident details required are:
  - ☐ Name of trip leader
  - ☐ Nature of the incident
  - ☐ Location of the incident
  - ☐ Date and time of the incident
  - ☐ Details of the involvement of Ratcliffe College staff and students, including names of staff and year group(s) and number of students
  - ☐ Any injuries/fatalities/significant risk of harm to Ratcliffe College staff and students
  - ☐ Names of those involved
  - ☐ Telephone numbers of staff involved
  - ☐ Action taken, thus far
  - ☐ Advice received on the ground
  - ☐ Planned next steps

**The home contact will now initiate the Critical Incident plan.**

Before a trip or visit, familiarise yourself with the following:

- The guidance above
- [Foreign and Commonwealth Office advice](#) and [Home Office advice](#)
- [Run, Hide, Tell](#) – in the unlikely event of a firearms or weapons attack
  - **Run** to a place of safety
  - **Hide** rather than confront. Turn your phone to silent and turn off vibrate. Barricade yourself in if you can.
  - **Tell** – if safe to do so, call 999 in the UK, 112 in the EU and familiarise yourself with local emergency numbers elsewhere
- Medical and dietary needs of staff and students on the trip – carry water and snacks on visits in case of travel disruption or delays, and have access to medication
- Risk Assessments
- Safeguarding updates
- Expectations and briefings of staff and students
  - Be alert to 'petty crime' (e.g. pickpocketing)
  - Stay together in the groups assigned by trip leaders
  - Register as required
  - Be vigilant and alert to anything suspicious, always alerting staff
  - Sensible actions, behaviour and language, particularly in areas where there is a heightened security risk such as an airport, aeroplane or train station
  - If there is likely to be an enhanced security presence, such as heavily armed police officers, alert staff and students to this as some may be scared or intimidated by this.



## Appendix 3 – Trip Leader Planning Aide Memoire

This aide memoire is a guide to help ensure that key aspects of organisation an educational trip and visit are met. It is not exhaustive and should be used by the Trip Leader alongside the Education Trips and Visits Policy alongside advice from colleagues such as the EVC (Deputy Head Pastoral), Finance Department, Medical Department and Director of Safeguarding.

- ☐ Formulate an idea for an educational trip and visit, discussing in your department as well as with relevant staff such as the EVC, Senior Deputy Head and Finance Department.
  - ☐ Level 2 trips require notice no later than the second Calendar meeting the term before the visit
  - ☐ Level 3 trips require notice no later than two terms before the visit
  - ☐ Level 4 trips require notice of no less than one year before the visit
- ☐ Establish staff who would be willing to support the trip.
- ☐ Submit a Visit Form for Outline Approval to the EVC and Management Assistant through EVOLVE.
- ☐ If approved, check that the Management Assistant has suitable detail to add to the Calendar.
- ☐ If necessary, contact external providers to ascertain availability and costs.
- ☐ Complete as much of the Trip Form on EVOLVE as possible. Consult necessary colleagues such as the Finance Department and the Estates Manager to assist with this.
- ☐ Have an initial conversation with the Finance Department and Medical Department to establish key dates (such as for vaccinations) and budget for the trip.
- ☐ Plan a date for a parent information evening. Consult the Management Assistant over suitable dates.
- ☐ Prepare a letter informing parents/guardians of the trip, including an indicative cost. Check it with your line-manager and share with the Deputy Head Pastoral with no less than one week for a turnaround.
- ☐ Edit the letter as instructed by the Deputy Head Pastoral and submit for final approval.
- ☐ Arrange for the letter to be included in Headlines or sent out at the next available opportunity.
- ☐ Plan a presentation to make at year group assemblies to promote the trip.
- ☐ Consult with the Marketing department to allow them to create promotional material on electronic signs and social media.

### **Established list of students interested in the trip**

- ☐ Update the pupil list on EVOLVE, sharing the list with the Finance Department, Medical Department and Director of Safeguarding.
- ☐ If issues are raised regarding a student, discuss with key colleagues such as the Director of Safeguarding, Lead Nurse, Head of Year or Houseparent.
- ☐ Check Tier 4/Visa requirements of students with the Admissions Manager.
- ☐ Check the supervision ratio. Remember **STAGER**.
- ☐ Check staff suitability and first aid qualifications.

### **Confirmed list of students – no later than 12 weeks before departure**

- ☐ Confirm arrangements with external providers, including for accommodation and transportation.
- ☐ Create an itinerary.
- ☐ Establish a final budget with the Finance Department.
- ☐ Share the final cost with parents/guardians and gain parental consent, including key dates for vaccinations and payment. Remember to have this letter checked by the line-manager and to give the Deputy Head Pastoral no less than one week for a turnaround.

- ☐ Confirm the staff accompanying the trip on EVOLVE. If the trip takes place during term time, ensure that you have discussed this with the Senior Deputy Head.

#### **Countdown to trip departure – two months to go**

- ☐ Check medical and safeguarding information through EVOLVE. Arrange to see the Medical Department and, if necessary, the Director of Safeguarding.
- ☐ Book a School mobile phone from the Assistant to the Director of Finance and Operations.
- ☐ Complete a Risk Assessment. Meet with the Estates Manager if you require assistance with this. It is good practice to involve other staff accompanying the trip in this process.
- ☐ If necessary, book a trip meeting with the EVC via the Management Assistant to review any areas of concern.
- ☐ Meet again with the Finance Department to check final payments, invoices and currency/cash.
- ☐ Meet with the marketing department to establish how updates will be shared during the trip for use on social media.
- ☐ Communicate with parents/guardians regarding behavioural expectations, departure and collection dates and times, and the kit list. Specify how medication will be collected and managed on the trip. Specify any changes to school rules for the trip, such as a relaxation of rules surrounding mobile phone use. Be clear about how you will communicate with families during the trip so that they are updated about the activities of their children.
- ☐ Prepare a trip pack and briefing for staff accompanying the trip, to include the risk assessment, itinerary and pertinent medical or safeguarding information.
- ☐ Establish a member of staff who will be responsible for pastoral matters on the trip. This should generally not be the member of staff responsible for the logistics of the trip.

#### **Countdown to trip departure – two weeks to go**

- ☐ Review the Risk Assessment. Is there any need to update it?
- ☐ Final communications to parents/guardians and pupils. Reiterate behavioural expectations, departure and collection dates and times, and the kit list. Reiterate how medication will be collected and managed on the trip. Reiterate any changes to school rules for the trip. Reiterate how you will communicate with families during the trip.
- ☐ Check transportation arrangements and accommodation.
- ☐ Check Home Office/Foreign and Commonwealth Office guidance for changes in advice or security alerts. Raise any concerns with the EVC as soon as possible.
- ☐ Pay particular attention to mentions of your destination in the media. Raise any concerns with the EVC as soon as possible.

#### **Countdown to trip departure – final week**

- ☐ Review the Risk Assessment. Is there any need to update it?
- ☐ Final briefing with staff.
- ☐ Collect First Aid kits and medication from the Medical Department.
- ☐ Collect School Mobile Phone from the Assistant to the Director of Finance and Operations. Check that it works. Share the number.
- ☐ If necessary, book a trip meeting with the EVC via the Management Assistant to review any areas of concern.

#### **On the trip**

- ☐ Update the EVC about the progress of the trip.
- ☐ Share details of any injuries or accidents with the Estates Manager.
- ☐ Update CPOMS if necessary.
- ☐ Share updates with the marketing department and families as agreed.

#### **Returning from the trip**

- ☐ Update CPOMS if necessary.

- ☐ Ensure details of any injuries or accidents have been shared with and actioned by the Estates Manager and the Medical Department.
- ☐ Return First Aid kits to the Medical Department
- ☐ Return the School mobile from to the Assistant to the Director of Finance and Operations.
- ☐ Complete an evaluation of the trip on EVOLVE.
- ☐ If necessary, arrange a post-trip meeting with the EVC via the Management Assistant to review any areas for development or learning.