

Parkstone Grammar School



PROCEDURES FOR OFFSITE ACTIVITIES

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THIS PROCEDURE APPLIES TO THE STUDENTS AND STAFF OF PARKSTONE GRAMMAR SCHOOL

The purpose of this document is to provide guidelines for the smooth and safe running of school trips and visits.

For more detailed guidance, particularly on specialised and/or adventurous activities, leaders can refer to the <https://oeapng.info/guidance-documents> which also sets out the full responsibilities for Governors and Headteachers, a copy of which is available from the Educational Visits Co-ordinator.

WHERE THINGS ARE

1. These procedures are also on the Admin network in the shared (J) drive, with various forms and sample risk assessment (j:\admin\school trips)
2. Educational Advisers Panel National Guidance, www.oeapng.info
3. Throw lines are kept in the School Office
4. First Aid Kits are kept and booked out at Reception.
5. Mobile Phones are booked and kept with the trips assistant, school office

A SUMMARY OF ROLES AND RESPONSIBILITIES FOR SCHOOL TRIPS

➤ **Educational Visits Co-ordinator:**

Checks health and safety of offsite activities, creates procedures, monitors trips checking that guidelines are followed, reports to Headteacher and Governors.

➤ **Teacher with responsibility for Diary and Cover:**

Checks school diary to identify possible staffing problems or clashes.

➤ **Governors:**

Overall responsibility for health and safety and therefore giving permission for trips to run. In the case of day trips this responsibility is delegated to the EVC. In the case of residentials, governors make the final decision, though they will normally seek advice from the Leadership Group and the EVC. There is a meeting once a year, attended by at least two governors (from the Trips Working Party) and the EVC, in the second half of the Autumn Term, where decisions are made for the following academic year about offsite activities. Prior to this meeting the Leadership Group will have the opportunity to discuss the applications for residential trips and their views will be fed into the group discussion when decisions are made.

➤ **Heads of Department:**

Must ensure that trips, run within their department, have a suitably qualified leader – not necessarily themselves.

➤ **Trip Leader:**

Responsibility to see school and DfE procedures are followed to the letter. The trip leader deals with pre-trip planning, on the day leadership and post-trip evaluation. It is possible that in exceptional circumstances the trip leader may not be able to go on the trip. This would have to be agreed with the EVC who would manage the handover of responsibility to the deputy.

SCHOOL VISITS WHICH DO NOT REQUIRE AN OVERNIGHT STAY

- Advanced permission for all offsite activities must be sought from the Headteacher, Educational Visits Co-Ordinator and Teacher in Charge of Cover and Diary. For trips involving hazardous pursuits permission must also be sought and approved from the Governors.
- A risk assessment must be carried out for all offsite activities.
- A leader must be designated for every off site activity. The leader bears responsibility for all planning, delivery and evaluation of the activity and must be suitably experienced.

➤ PREPARATIONS

1. Establish aims and objectives, which must come from sound educational purposes. Ensure that the activity is closely matched to the students' ability and age and to available teacher expertise.
2. Consult with the Educational Visits Co-Ordinator (EVC) if in doubt and particularly for first time activities. Develop a clear plan and contingency measures.

NOTE :

Swimming in or entering the sea or other natural waters will not generally be given approval by the Educational Visits Co-Ordinator or Governors, unless with a licensed activity centre (e.g. water sports trip). The pleas of students to be allowed to bathe, if this is an unplanned activity, **MUST BE RESISTED**. If a specialist water sports activity is planned, the Educational Visit Co-Ordinator must be consulted in advance.

Field Trips in or near water: check OEAP National Guidance www.oeapng.info/downloads/specialist-activities-and-visits

Farm Visits : consult with Educational Visit Co-Ordinator in advance and check OEAP National Guidance www.oeapng.info/downloads/specialist-activities-and-visits

Adventure Activities and Field Trips: consult with Educational Visit Co-Ordinator in advance and check OEAP National Guidance www.oeapng.info/downloads/specialist-activities-and-visits

3. If deemed appropriate by the EVC, carry out a pre-visit inspection, if this is the first time for the activity. For activities, which have been successfully organised on previous occasions by the same leader, this may not always be necessary, providing it is possible to consult a post-visit evaluation. Always ensure, however, that you check with providers for any possible changes since the last visit. Activities, which have run for several years, should also be regularly reviewed to ensure they remain relevant and feasible. A list of questions that schools can ask providers is available in Appendix 8
4. Carry out a risk assessment and keep a written record of it. (See Appendices 1 and 2). Risk Assessors should apply lessons from relevant incidents. The Risk Assessment document should be a working document subject to revision. Templates for risk assessments, along with exemplars of previous trips can be found in the 'Key Resources' section of Evolve Trips.

Risk Assessment should have three levels :

- Generic risk assessments, which are likely to apply wherever and whenever the activity takes place.
- Visit/site specific risk assessments, which will differ from place to place and group to group
- Ongoing risk assessments that take account, for example, illness of staff and students, changes of weather etc.

The trip leader should check any generic risk assessments prepared externally (e.g. by a provider). The Risk Assessment needs to be approved by the EVC prior to the trip taking place.

5. Centres: no centre which provides hazardous outdoor activity is to be used unless it has been licensed by the Outdoor Adventure Activities Licensing Authority. All centres should provide you with a Code of Practice, a list of employees and their qualifications and an Emergency Action Plan, which the leader should check (see Appendix 8). No Field Study Centre should be used unless it subscribes to the Best Practice Guidance, Quality, Safety and Sustainability produced by NAFSO (National Association of Field Studies Officers).
6. Cost the visit per student
 - a. All trips should be self-financing. When calculating the cost, include transport, entrance fees, equipment, photocopying and emergencies.
 - b. Get several quotes from coach companies and make clear to providers your precise requirements. Remember to allow a little extra for contingencies.
 - c. Hardship cases can be subsidised from school funds on a limited basis. Free school lunch entitlement, pupil premium or bursary students should usually trigger a remission of charges for trips essential to the curriculum.
7. Provisional bookings can be made provided no charges are incurred or firm commitments made.
8. Establish a staff team. Choose a deputy team leader. Allocate responsibilities. Take into account experience and personal qualities. It is advisable for all offsite activities to include a qualified first aider, who should have knowledge of medical conditions appropriate to the party and the activities. Ensure all staff know their responsibilities. If using non-teaching staff; e.g. cover supervisors or parents, a set of written instructions, with clear parameters of responsibility, is required and DBS clearance.
9. Ratios: there must be a minimum of two adults for every trip (excluding sports fixtures).
Years 7-13 : 1 adult to 15-18 students for day trips.
Hazardous pursuits have specified ratios and certain other activities may require higher ratios. This must be judged by the leader and included in the risk assessment if necessary. Special needs students and very challenging students will also require a higher ratio of supervision. See OEAP National Guidance www.oeapng.info/downloads/good-practice
10. Complete the Visit Form on Evolve, completing all sections as requested, before submitting. The form will then be processed and the trip will be approved or declined. Please see Appendix 3 for the user guide. No trip should be arranged at the last minute. **Do not proceed until the trip has been approved.**

The EVC will assess the suitability of the activity, the leader and staff team and reserves the right to refuse permission for an activity or an aspect of it.

11. Confirm bookings, as necessary, with providers.
12. Inform parents. For regular offsite activities, parents can be informed and give one written consent at the beginning of the series of activities. For one-off trips, parents must be informed by letter and they must give consent. For sports fixtures, parental permission is obtained through parents signing an over-arching consent form when their child joins the school (Appendix 7).

The letter to parents should be initiated/formatted by the office and must contain the following information:

- Date of visit
- Departure and return times
- Method of travel
- Destination
- Name of leader
- Aims of visit

- Full details of all activities to be completed in normal circumstances
- Details of any hazardous activities and possible risks
- Cost and method of payment, including information on possible financial help.
- Kit list or equipment and clothing required
- Supervision details
- Full details of back-up activities in the event of changes having to be made (Plan B) e.g. in case of unsuitable weather conditions
- Deadline for payment
- The standard paragraph on the consequences of not meeting this deadline
- Instructions to make payment and give consent via ParentPay.
- For trips where no payment is required, instructions to return a completed reply slip to reception by the deadline.
- You must allow at least 10 days for the finance office and the office to collate replies.
- If parents are to be charged, the wording must invite a voluntary contribution only.

See Appendix 3 for a sample letter

Where necessary, the reply should include :

- Name and form of student
- Parent's or carer's name
- Signature of parent or carer
- Consent to abide by the Code of Conduct
- Consent to use contact and medical information held on the school's information system.

Above all parents should have a clear idea what they are consenting to.

13. Letter Home

- a. When initiating a trips letter with the office you will need to advise a deadline date for returns
- b. The draft letter must be passed to the office at least 14 days before the return of parental permissions is required. The office will normally produce an official letter within 24 hours. When the letter is produced in the office, standard information will be automatically inserted and adapted as necessary. These paragraphs are:
 - i. Voluntary contributions paragraph :

We are asking for a voluntary contribution of to cover the cost of the visit. Whilst non-payment may not necessarily preclude your child from taking part, if sufficient funds are not forthcoming then the trip may have to be cancelled. If your child is entitled to Pupil Premium/Bursary a separate letter will be sent to you shortly. If you don't satisfy the criteria to claim Pupil Premium/Bursary, but still require financial help with the trip then please do not hesitate to contact the Finance Department at school who will assist you with a request to claim from the school Hardship Fund.
 - ii. Payment and Consent paragraph:-

If you wish your child to participate in this trip:-

 - Please allow 48 hours from receipt of this letter for this trip to be added to ParentPay. Then, log into your ParentPay account, click on your relevant child's page, find the corresponding item/trip and
 - Tick the box offering permission for your child to participate in the trip
 - Click "Pay Now".
 - Please be aware that payment and permission must be made by **insert deadline** allow the collation of all information pertinent to health and safety. Please note that failure to meet this deadline date will result in your child being unable to participate in the trip. Throughout the preparation process for the trip there may be other deadlines.

We regret that unless all deadlines are met your child's place on the trip may be withdrawn.

- Where payment is required the following consent paragraph must be included :

IMPORTANT INFORMATION REGARDING CONSENT :

On ParentPay you will be asked to tick a box to confirm that you have read and agree to the consent paragraph in the trip letter, which is shown below.

Consent paragraph:

I have read and accept the contents of the letter relating to this trip. I give consent for my child to participate. For this trip, the school will use the medical information provided by parents and held on the school's information system. I will advise the school of any changes to my child's health information and to my contact details. My child and I agree that my child will abide by the school's Code of Conduct (included in letter and on the school website).

If you are unsure on what information is held by the school, please do not hesitate to contact the school office. Please find the Code of Conduct attached.

- Where no payment is required, a parental consent signature request must be sent to parents
 - Consent to take part and to use emergency contact and medical information held by the school **MUST BE** collected for any student taken off the school premises.
14. Money and Reply Slip Collection. In line with the details given in the letter, all trips involving money go through the Finance Office and those with just reply slips go through the main office (a specific member of the office staff is responsible for Trips Administration). Never ask parents to pay the provider direct. **Please note that it is the responsibility of the trip leader to ensure that all students have paid and given consent by the deadline date.** The Finance Department will be able to provide more detailed information should it be required.
 15. Heads of Year should monitor the offsite activities for their year group and ensure that the trip leader is made aware of any serious concerns. It is also the responsibility of the trip leader to make themselves aware of SEN students or any pastoral or medical problems within the group. All vulnerable groups or SEND data will be included on the register generated by Evolve. This should include any student who has caused a serious problem on a previous trip.
 16. If the trip is oversubscribed, the methods for selecting students must be fair and transparent. This cannot be done on a "first come, first served" basis. Students who do not gain a place must be informed in a sensitive way. Places for oversubscribed must be issued by random selection.
 17. Check insurance cover with the Business Manager. For most non-residential school trips, the school's insurance cover is automatic.
 18. Draw up an Emergency Action Plan or use an existing one (see Appendix 4). All adult members of the party must be familiar with it. Identify tasks and how to deal with them and give each member of staff a specific duty.
 19. Prepare students for the visit so that they derive maximum benefit.
 20. Inform Cleverchefs, at least two weeks in advance, if the trip is in school time. Students who are entitled to free school meals can be provided with a packed lunch from the school canteen. Staff are also entitled to a free packed lunch if on duty over lunch time. The catering brochure can be located at J:\Admin\Catering.

Attached in Appendices 11 and 12 are the two forms required for each of these requests. These should be completed in paper format and handed to the Head's PA who will process the request. No order forms should be sent direct to the kitchen. If you have any queries please contact the Head's PA in the first instance.

21. Establish an emergency contact for you to use in an emergency. This is someone who will be available from the time you leave until your safe return, normally a member of senior Leadership or your department. Even if you intend to leave and return within the school day a base contact is needed in case of travel delay. This can be the school office during the day.
22. Book a first aid kit(s) at least one week in advance from Reception. Find out if any students need particular care. Check for students with individual medical Care Plans and ensure all necessary actions are taken to support the Plan. For students who may be anaphylactic, the trip leader should take the epipen for that student for the day, from the office. The student should also be reminded to take their own epipen with them. The office will provide a photo of the student and there should be at least one member of staff familiar with epipen training. Where a student has a medical box held in the school office, ensure that this is taken on the trip.
23. Book a throw line from the Educational Visits Co-ordinator if you are likely to be in or near water and make sure that all necessary staff can use it.
24. Book mobile phones with the member of the office team responsible for trips admin as soon as the trip is approved. Delay in doing this may mean insufficient phones being available.
25. Final student briefing. Emphasise educational aims, activities, behaviour expectations and safety. Ensure students know what to do in an emergency, particularly if they become separated.

Providing all steps have been followed, this procedure ensures that all concerned know the details of the trip and its participants. If any late changes are made, it is the responsibility of the trip leader to inform the EVC, the office, the person in charge of Cover and Diary and staff. Failure to keep everyone informed and up to date leads to problems, for instance the office may chase up absences if they do not know who is on a trip.

Please note that the office will provide form lists, party lists or coach lists and a folder with copies of student medical and contact details for the leader to take with them on the trip.

It is the responsibility of the trip leader to liaise regularly with the office in advance of the trip to ensure that all students have given consent. **STUDENTS MUST NOT BE ALLOWED TO GO ON A SCHOOL TRIP UNLESS THESE HAVE BEEN GIVEN IN TO THE SCHOOL OFFICE BY THE REQUESTED DEADLINE.**

➤ ON THE DAY

1. Take group lists, booking forms, emergency telephone numbers, student medical and contact details, spare cash, first aid kit, student medical boxes, mobile phone, worksheets, relevant information and equipment, sick bags and paper towel. Remember to take any personal belongings you may need on your return (e.g. car keys) as the school may be locked.
2. Check weather forecast and contingency plans.
3. Register students by name, either through use of a paper register or the Evolve App.

➤ THE VISIT

NOTE : for further advice/details on coach travel, minibus journeys, journeys on foot, train travel and coastal visits see the next section on Overnight Trips.

1. For walking, minibus travel, coach travel and train journeys :
 - see “School Procedures for Offsite Activities - School Visits Which Involve an Overnight Stay and Visits Abroad” - The Visit – page 12
 - any member of staff driving any vehicle as part of the trip (e.g. school minibus/hired vehicle/own vehicle) **MUST** have participated in an online driving licence check together with the relevant member of the administrative team. This will involve the school holding a print of the driver’s historical information gained as part of the online check. **All drivers MUST advise the school of any future changes or additions to this information e.g. speeding fines – any undisclosed information could invalidate insurance cover.**
2. Never allow students to go anywhere alone and try to ensure that you are never alone with a student. If physical contact is necessary, explain it in advance and the reasons for it.
3. Try to anticipate and avoid difficult situations. Refer to your Risk Assessment and warn students of possible hazards. Be proactive NOT reactive.
4. Do not deviate from planned activities, except in an emergency, and then continue to follow procedures.
5. Monitor that activities are being satisfactorily carried out, and monitor the physical and emotional condition of students. If external providers are being used, check the quality of instruction. If you are not happy for any reason, speak to the provider and if the situation is still not resolved and safety is an issue, stop the activity. The tour leader has a legal duty of care, which cannot be delegated at any time during an offsite activity.
6. Keep a copy of lists, contact numbers and medical information close by and accessible. Keep first aid kit(s) in an accessible place at all times.
7. Register students at intervals and at the end of the day. Each adult should be responsible for a small “cell” of students. For remote supervision, ensure that there is a duty teacher at all times, whose location is known to all.
8. Ensure that the Code of Conduct is enforced and be vigilant for signs of it being broken. Refer to the Trips Behaviour Policy (Appendix 10) for sanctions.
9. Register students at each stop on your return to school.
10. Ensure that all students have been collected and inform parents if a student has been unwell or if there has been an accident.
11. Giving lifts home: Avoid a situation where you are left in your car with one student except in an emergency.
12. Confirm your return to base person.
13. Staff should bear in mind that the school switchboard will be open on schools day until 16.30 hours Monday to Thursday and until 16:00 hours on Fridays. After this time any contact with school will need to be made with the base person.
14. During weekdays in the holidays you should check with the Premises Manager/Caretaker in advance whether the school will be open on your return.

➤ AFTER THE VISIT

1. Immediately deal with any discipline problems with reference to Form Tutor or Head of Year, as appropriate, and according to the school policy on sanctions. You may also want to consider using the school rewards system for certain students and ensure the Educational Visits Co-Coordinator knows about these in writing (to be completed within seven days).
2. Report to Headteacher or other staff as appropriate.
3. Check that the Finance Office has made all payments.
4. Deal with any refunds. If there is a surplus after all expenses have been paid, check with the Finance Office the position regarding refunds to students. It should usually be possible to refund amounts of £10.00 or over.
5. Deal with any necessary thank you letters
6. Carry out a post-visit evaluation, by completing the evaluation process on Evolve. This Will be reviewed by the Educational Visits Co-Coordinator and other relevant staff. If you have had a particularly good or bad experience on the trip, please ensure this is highlighted to the EVC for them to follow up

SPORTS FIXTURES

Sports Fixtures organised by the P.E. Department, by necessity, follow slightly different procedures.

1. The fixtures are made by the member of staff I/C fixtures.
2. Fixtures are arranged to meet league/tournament/competition requirements or friendly matches may be arranged.
3. A fixture calendar detailing all events is put on the sports notice board in the changing rooms. A copy of this is issued to the office, senior leadership and P.E. staff, and details are also published in the school's weekly Bulletin.
4. Parental permission is obtained through parents signing an over-arching consent form when their child joins the school (Appendix 7).
5. The member of staff I/C fixtures confirms matches with the opposition, and updates staff – and, in turn, students - of any changes to the original fixture list.
6. The member of staff I/C fixtures books the minibus/transport where necessary.
7. Staff responsible for individual fixtures should:
 - Organise teams to play fixtures and liaise with team captains to ensure teams have sufficient players.
 - Ensure that pupils are aware of the venue, time and other arrangements, special clothing, food and drink requirements. Students should, in turn, inform their parents of such details.
8. For away fixtures the member of staff needs to be aware of general school procedures and:
 - Check that transport has been arranged
 - Ensure a base contact is available
 - Organise a contact list of all those travelling in the minibus/transport with names and telephone numbers of next of kin. A copy of this list must be left at school in the office for information, and a copy must accompany the team(s) during the fixture.
 - any member of staff driving any vehicle as part of the trip (e.g. school minibus/hired vehicle/own vehicle) MUST have participated in an online driving licence check together with the relevant member of the administrative team. This will involve the school holding a print of the driver's historical information gained as part of the online check. All drivers MUST advise the school of any future changes or additions to this information e.g. speeding – any undisclosed information could invalidate insurance cover.
 - Ensure that a mobile phone is taken to the fixture and that the number is listed on the contact information.
 - Ensure that a first aid kit is taken to the fixture.
 - Carry out driver checks for the minibus – see section 20 of "School Procedures for Offsite Activities - School Visits Which Involve an Overnight Stay and Visits Abroad"

➤ AFTER THE FIXTURE

Staff should:

1. Ensure all pupils have been collected/left the premises to make their way home.
2. Ensure results have been recorded as necessary/inform relevant officials in the case of external competition.
3. Follow up any matters arising from the fixture and refer to Head of P.E. if necessary.

SCHOOL VISITS WHICH INVOLVE AN OVERNIGHT STAY & VISITS ABROAD

- Permission for offsite activities, which require an overnight stay, must be sought from the Governors and the Headteacher as well as from the Educational Visits Co-Ordinator and Teacher in Charge of Diary and Cover.

Except in exceptional circumstances this will be done before October of the preceding academic year so that approval can be given.

- Fill in a Visit Form in Evolve before the published deadline giving as much detail as possible. Requests are then considered by the Leadership Group before going to the Trips Committee which usually consists of the EVC, teacher in charge of Cover and Diary and at least two governors. The recommendations of the committee are then put to the Full Governing Body and the Committee will inform the trip leaders of decisions. This should take place before the end of the Autumn Term of the preceding academic year. A letter is then sent to ALL parents detailing all of the trips on offer for that academic year. After this letter has been sent trip leaders will be informed that they can advertise their trip to students.
- A pre-visit inspection should be carried out wherever possible and a risk assessment must be undertaken. For visits abroad, a pre-visit inspection may not always be possible, although some travel companies offer it. If an inspection is not possible, contact other schools, which have completed the same trip and also insist that the travel company provides you with details of their safety policy for transport, activities and accommodation. It is also appropriate to ask for their staffing policy and qualifications. A list of suggested questions for contactors is in Appendix 8.
- A leader must be designated for every offsite activity. The leader is responsible for planning, delivery and evaluation of the activity and must be suitably qualified.

➤ Preparations

1. Establish aims and objectives, which must come from sound educational purposes. Ensure that the activities are closely matched to the students' ability and age and to available teacher expertise.
2. Consult with the Educational Visits Co-Ordinator if in doubt and particularly for first time activities, and develop a clear plan of activities as well as contingency plans.

NOTE: Swimming in or entering the sea or other natural waters will not generally be given approval by the Educational Visits Co-Ordinator or Governors, unless with a licensed activity centre (e.g. water sports trip). The pleas of students to be allowed to bathe, if this is an unplanned activity, **MUST BE RESISTED**. If a specialist water sports activity is planned, the Educational Visit Co-Ordinator must be consulted in advance.

Field Trips in or near water: check OEAP National Guidance www.oeapng.info/downloads/specialist-activities-and-visits

Farm Visits: consult with Educational Visit Co-Ordinator in advance and check OEAP National Guidance www.oeapng.info/downloads/specialist-activities-and-visits

Adventure Activities and Field Trips: consult with Educational Visit Co-Ordinator in advance and check OEAP National Guidance www.oeapng.info/downloads/specialist-activities-and-visits

3. Carry out a risk assessment and keep a written record of it (see Appendices 1 and 2). Risk assessors should apply lessons learned from relevant incidents. The Risk Assessment is a working document subject to revision. Templates for risk assessments, along with exemplars of previous trips can be found in the 'key resources' section of Evolve Trips.

Risk Assessment should have three levels:

- Generic risk assessments, which are likely to apply wherever and whenever the activity takes place.
- Visit/site specific risk assessments, which will differ from place to place and group to group
- Ongoing risk assessments that take account, for example, of illness of staff and students, changes of weather etc.

The trip leader should check any generic risk assessments prepared externally (e.g. by a provider).

The Risk Assessment needs to be approved by the EVC prior to the trip taking place and communication to the Trip Leader.

4. Centres: no centre, which provides hazardous outdoor activity, is to be used unless it has been licensed by the Outdoor Adventure Activities Licensing Authority. All centres should provide you with Code of Practice, Safety Inspection Report, list of employees and their qualifications and an Emergency Action Plan, which the leader should check (see Appendix 4). No Field Study Centre should be used unless it subscribes to the Best Practice Guidance, Quality, Safety and Sustainability produced by NAFSO (National Association of Field Studies Officers).
5. Cost the visit per student
 - a. All trips should be self-financing. When calculating the cost, include the quotation from the travel firm, extra transport (e.g. airport transfer), additional entrance fees, equipment, photocopying and other administrative expenses, fluctuating exchange rates and emergencies. There can be a lot of hidden costs with trips abroad. Also it is not uncommon for one or two students to cancel, which will affect staff ratios. Maintaining staff ratios will incur extra costs.
 - b. Get several quotes from companies and make clear to providers your precise requirements. Be absolutely certain of what is provided by the provider and what is not. For instance are all visits and entrances included in the price?
 - c. Hardship cases can be subsidised from school funds, on a limited basis, for activities which fall largely within school hours and which are considered vital for completion of a syllabus. There can be no subsidies for optional trips, except in exceptional circumstances.
 - d. Pupil Premium/Bursary students will have the costs of the trip paid for from the central PP/Bursary Fund.
6. Make provisional bookings if you wish. For trips abroad, only adequately insured companies should be used, e.g. ABTA. No trip must cover more than two teaching days, except in unavoidable circumstances. A firm booking can only be made after the trip has been approved by the Leadership Group, the Governors and the EVC.
7. Establish a staff team. Choose a deputy team leader. Allocate responsibilities for normal activities and for emergencies. Take into account experience and personal qualities. All offsite activities involving a residential stay, must include a qualified first aider, who should have knowledge of medical conditions appropriate to the party and the activities. Ensure all staff and students know their responsibilities. Clarify your expectations. If using non-teaching volunteers; e.g. parents, a set of written instructions, with clear parameters of responsibility, is required and DBS clearance. Using non-school staff can only be approved by EVC.
8. Ratios. There must be a minimum of two adults for every trip, unless approved by EVC.
16 students to 1 adult, in the UK
Trips abroad – 10 students to 1 adult
Hazardous pursuits have specified ratios and certain other activities may require higher ratios. This must be judged by the leader and included in the risk assessment if necessary. Special needs

students and very challenging students will also require a higher ratio of supervision. See OEAP National Guidance www.oeapng.info/downloads/good-practice

9. Confirm bookings, as necessary, with providers.
10. Inform parents. Parents must be informed by letter and they must give consent via ParentPay.
11. The letter to parents should be initiated/formatted by the office and must contain the following information:
 - Date of visit
 - Departure and return times
 - Method of travel
 - Destination and accommodation
 - Name of leader
 - Aims of visit
 - Full details of all activities to be completed in normal circumstances
 - Details of any hazardous activities and possible risks
 - Cost and method of payment, including information on possible financial help. NOTE : deposits for residential trips are non-returnable and parents/carers must be advised of this
 - Kit list or equipment and clothing required
 - Supervision details
 - Full details of back-up activities in the event of changes having to be made (Plan B) e.g. in case of unsuitable weather conditions.
 - Deadline for payment
 - The standard paragraph on the consequences of not meeting this deadline
 - Instructions to make payment and give consent via ParentPay.
 - You must allow at least 10 days for the finance office and the office to collate replies.

Above all parents should have a clear idea what they are consenting to.

12. Letter Home

- a. When initiating a trips letter with the office you will need to advise a deadline date for returns
- b. The draft letter must be passed to the office at least 14 days before the return of parental permissions is required. The office will normally produce an official letter within 24 hours. When the letter is produced in the office, standard information will be automatically inserted and adapted as necessary. These paragraphs are:

Payment and Consent paragraph:-

If you wish your child to participate in this trip:-

- Please allow 48 hours from receipt of this letter for this trip to be added to ParentPay. Then, log into your ParentPay account, click on your relevant child's page, find the corresponding item/trip and
 - Tick the box offering permission for your child to participate in the trip
 - Click "Pay Now".
- Please be aware that payment and permission must be made by *insert deadline* to allow the collation of all information pertinent to health and safety. Please note that failure to meet this deadline date will result in your child being unable to participate in the trip. Throughout the preparation process for the trip there may be other deadlines. We regret that unless all deadlines are met your child's place on the trip may be withdrawn.

ii. IF APPROPRIATE – Voluntary Contributions Paragraph

We are asking for a voluntary contribution of to cover the cost of the visit. Whilst non-payment may not necessarily preclude your child from taking part, if sufficient funds are not forthcoming then the trip may have to be cancelled. If your child is entitled to Pupil

Premium/Bursary a separate letter will be sent to you shortly. If you don't satisfy the criteria to claim Pupil Premium/Bursary, but still require financial help with the trip then please do not hesitate to contact the Finance Department at school who will assist you with a request to claim from the school Hardship Fund.

- iii.* If the trip involves a substantial amount of money and the trip organiser would like to offer payment in instalments:
If you would like to make payment in instalments, please contact the trip organiser at the school. The trip organiser will then make the necessary arrangements and advise the parent and the office when payments are due.
13. Money Collection. In line with the details given in the letter, all money for trips is collected via ParentPay and those with just reply slips go through the main office (a specific member of the office staff is responsible for Trips Administration). Never ask parents to pay the provider direct. Please note that it is the responsibility of the trip leader to ensure that all students have paid and have returned permission slips by the deadline date.
14. Heads of Year should monitor the offsite activities for their year group and ensure that the trip leader is made aware of any serious concerns. It is also the responsibility of the trip leader to make themselves aware of SEN students or any pastoral or medical problems within the group. All vulnerable groups or SEND data will be included on the register generated by Evolve. This should include any student who has caused a serious problem on a previous trip.
15. If the trip is oversubscribed, the methods for selecting students must be fair and transparent. This cannot be done on a "first come, first served" basis. Students who do not gain a place must be informed in a sensitive way.
16. Check insurance cover with the Business Manager. For most trips, the school's insurance cover is adequate but additional premiums may have to be collected for all residential trips. Most travel companies offer insurance as part of a package and if you prefer to use it this must be agreed by the Business Manager
17. Check the students you are taking away. Give a list to the relevant Heads of Year, who will inform you of potential problem students. You may be entitled to exclude any child who is considered a hazard in terms of behaviour or for medical reasons. You need to ensure that, to the best of your knowledge, no member of the party will constitute a hazard to themselves or the party. Making contact with parents and seeking their agreement on such matters is recommended. Also, be aware of recent Disability/Equal Opportunities legislation. Do not confirm places to students until you are assured of their suitability.
18. Include a Code of Conduct. This is included as part of the Parental Consent Form. Both student and parent/carer must sign this.
19. Draw up an Emergency Action Plan or use an existing one (see Appendix 4). All adult members of the party must be familiar with it. Identify tasks and how to deal with them and give each member of staff a specific duty.
20. For trips abroad – apply for visas (if necessary) in good time and ask students to provide you with a photocopy of their passports and take photocopies with you. It is advisable to collect passports from students a few days before the trip leaves. You must ensure that each student has a valid passport for the country you are travelling to.
21. Check insurance cover and ensure that the party is covered for private medical treatment where appropriate.

22. Health and Safety

- a. Get parents to fill in and return the school's Parental Consent Form (see Appendix 5 and 6). Give them the opportunity to provide confidential details in a sealed envelope, to be opened only in an emergency. Take the forms with you on the trip and make sure the information is available to all other staff in the team.
- b. One member of staff should be responsible for health and there must be a current qualified first aider on residential trips. In the event of an emergency, staff must follow the advice of the first aider.
- c. Obtain information on vaccination requirements for the destination but it is not the trip leader's duty to inform students or parents precisely what they need. Refer them to their own doctor.
- d. Check for students with individual medical Care Plans and ensure all necessary actions are taken to support the Plan.

23. Liaison with Parents – usually through an evening meeting.

The following information should be given in good time to parents:

- Details of the visit, including destination addresses and telephone numbers.
- Time and place of departure and return. Arrangements for collecting students.
- Name of all travel companies / coach companies/ airlines etc.
- Cost of visit and what it covers.
- Pocket money and any extra money needed by students.
- Insurance cover and what is provided.
- Whether inoculations are advisable.
- Details of staff accompanying the trip and their responsibilities.
- Emergency contact procedure – a telephone tree and details of staff base contact.
- Details of Code of Conduct
- Supervision arrangements.
- Proposed activities and details of any hazardous activities and risks (e.g. if local coaches do not have seat belts, parents should be told).
- Arrangements for travel delay.
- Kit list and baggage allowance.

Parents should be asked for:

- Their telephone numbers
- Health details and allergies or phobias of students, power to act in emergencies, permission to swim (if authorisation has been offered) and permission for short periods of remote supervision in groups of not less than four. (See Health and Safety)

24. Baggage. Students should be informed of the following:

- They should only take what they can carry.
- Labels should be used for outward and return journeys.
- Lockable luggage is recommended.
- A contents list should be attached to the inside of the suitcase.
- A small piece of hand luggage should be used for the journey, which should contain emergency kit if main luggage is lost.
- All articles should be labelled.
- Articles, which may not be carried on board aircraft.
- Baggage allowance.
- Keep an eye on own property at all times and do not accept packages from strangers.
- Articles which may not be purchased on the trip, e.g. alcohol, cigarettes and drugs
- Make a list of souvenirs purchased to speed up customs.

25. Prepare students for the visit so that they derive maximum benefit and so that they are safe and secure. Students should learn about the countries to be visited, history, culture, traditions,

acceptable behaviour, language, food and currency. They should master some simple foreign language phrases, where relevant.

26. Room Plans. Get hotel or hostel room plans and room numbers and allocate rooms. Insist the group is not separated on different floors or different blocks. Teachers should be adjacent. Enquire whether the immediate accommodation is for the group's exclusive use.
27. Inform Cleverchefs at least two weeks in advance, if the trip is in school time.
28. Establish an emergency contact. This is someone who will be available from the time you leave until your safe return, normally a member of the Leadership Group or an experienced member of your department or the Educational Visits Co-Ordinator.
 - Give details to the emergency contact.
 - Include:
 - A list of students and staff.
 - Arrival and departure times, destination.
 - Names of providers and their emergency contact numbers.
 - Your telephone contact number and telephone tree with parents' phone numbers
 - School and 24 hour contact number of Headteacher.
 - Insurance details
 - Emergency action plan
29. Make a telephone contact tree to be used in an emergency.
30. Book a first aid kit(s) at least one week in advance from Reception. Find out if any students need particular care. For students who may be anaphylactic, the trip leader should take the epipen for that student for the day, from the office. The student should also be reminded to take her own epipen with her. The office will provide a photo of the student and there should be at least one member of staff familiar with epipen training. Where a student has a medical box held in the school office, ensure that this is taken on the trip.
31. Book a throw line from the Educational Visits Co-ordinator and make sure all necessary staff can use it, if you are likely to be in or near water.
32. Book a mobile phone with the member of the office team responsible for trip admin as soon as the trip is approved. Delay in doing this may mean insufficient phones being available. Check procedures for use abroad.
33. Final student briefing. Emphasise educational aims, activities, itinerary, behaviour expectations and safety.
34. Ensure all students know what to do in an emergency situation. e.g. if they become separated.

Providing all steps have been followed, this procedure ensures that all concerned know the details of the trip and its participants. If any late changes are made, it is the responsibility of the trip leader to inform the EVC, the office, the person in charge of Cover and Diary and staff. Failure to keep everyone informed and up to date leads to problems, for instance the office may chase up absences if they do not know who is on a trip.

Please note that the office will provide form lists, party lists or coach lists and a folder with copies of student medical and contact details for the leader to take with them on the trip.

It is the responsibility of the trip leader to liaise regularly with the office in advance of the trip to ensure that all students have returned all necessary documentation. **STUDENTS MUST NOT BE ALLOWED TO GO**

ON A SCHOOL TRIP UNLESS THESE HAVE BEEN GIVEN IN TO THE SCHOOL OFFICE BY THE REQUESTED DEADLINE.

➤ ON THE DAY

Take group lists, booking forms, passports (or copies of passports), EHICs, tickets, emergency telephone numbers and contact numbers of travel company and insurance, details of British Embassy or Consulate if abroad, medical details, spare cash and if possible a credit card, first aid kit, mobile phone, worksheets, relevant information and equipment. Also remember to take any personal belongings you need for your return (e.g. car keys) as the school may be closed.

Check weather forecast for travel delays, where necessary, and contingency plans.

Register students by name and allay the fears of first time travellers.

➤ THE VISIT

1. Never allow students to go anywhere alone and try to ensure that you are never alone with a student. Each adult should be responsible for a small “cell” of students, leaving the leader free. Students must be made aware of their staff leader. If physical contact is necessary at any point, explain it in advance and the reason for it.
2. Inform students of procedures at sea ports, airports, passport control etc. Do not allow them to disperse without instruction. Make sure they can all hear the leader.
3. Try to anticipate and avoid difficult situations. Refer to your Risk Assessment and warn students of possible hazards. Be proactive NOT reactive.
4. Do not deviate from planned activities except in emergency and then continue to follow procedures.
5. Safety checks for accommodation: NB These should have been satisfactorily established at the planning stage, but should be checked on arrival as well.
 - Security arrangements for the building, particularly if it is not manned 24 hours.
 - Fire exits, procedures etc. Are outer doors secure yet easily opened from inside?
 - Students and staff sleeping areas. Can students lock doors internally? Can staff access their rooms?
 - Availability of centre staff day and night.
 - Bathroom and toilet facilities.
 - Location of First Aid kits.
6. Check that activities are being satisfactorily carried out. If external providers are being used, check the quality of instruction. If you are not happy for any reason, speak to the provider or company H.Q. If the situation is still not resolved and safety is an issue, stop the activity. The tour leader has a legal duty of care, which cannot be delegated at any time during an offsite activity.
7. Register students at intervals and at the end of the day.
8. Keep first aid kits and lists of students’ medical details close by and readily accessible. All staff should have this information.
9. Register students on your return to base and do not let them disperse until they know future plans.
10. Remote supervision. There must always be one duty member of staff, who can maintain contact with other staff and leader. Only students, who have been briefed, are trustworthy and are familiar with

the area, should be allowed remote supervision. If deemed appropriate, giving students a map or plan can be helpful.

11. Toilet and refreshment stops should be planned.
12. Ensure that the group is a good representative for the school and the country. Remind them to behave courteously and obey the rules of the country, hotel, transport etc. Although good relationships are likely to be developed between staff and students, do not accept lower standards of discipline and behaviour than in school.
13. Ensure that the Code of Conduct is enforced and be vigilant for signs of it being broken. Refer to the Trips Behaviour Policy (appendix 10) for sanctions.
14. Be vigilant for local interest in the group – pickpockets, beggars, drug pushers and local youths.
15. Supervise at all times. This includes the evening. Establish a night duty rota for staff with at least two staff on duty at all times. This does not mean they go without sleep, but students should be informed of the ‘duty room’ each night, in case of problems. In short, ensure that everyone is aware of the supervision arrangements. At times of changeover, responsibility must be clearly passed to the next supervisor
16. Use evenings to reflect on the day and inform students about the next day.
17. Establish sensible rest and bed times. Keep to them and insist that there is no noise late at night and that students stay in rooms after lights out except in an emergency.
18. Journeys on foot:
 - a. Remind students of road safety rules.
 - b. Keep a teacher at the back and one at the front.
 - c. Students should be under supervision at all times, unless it has been previously agreed with parents that they can go away in groups of no less than four, for short periods.
 - d. Make sure no one is split from the party.
 - e. In crowded environments, ensure that all staff, including the back marker, knows the proposed route. Keep to it.
 - f. Use all available pavements, subways and recognised crossings.
 - g. On roads with no pavement, walk facing the oncoming traffic and wear something bright or florescent.
 - h. Where a crossing is not available, choose a safe crossing place with good visibility, line up the group parallel with the kerb and only cross with numbers, which can be easily controlled and can cross quickly. Avoid a long crocodile crossing the road.
 - i. Keep the group well away from the kerb before and after crossing and maintain a member of staff on either side of the road.
19. Minibus Travel:
 - a. There should be two members of staff. Discretion can be used for small groups on short journeys. EVC to approve.
 - b. For long journeys, the second adult should be the relief driver.
 - c. It is essential that all drivers complete a driver-training programme. For details see the Business Manager.
 - d. Any member of staff driving any vehicle as part of the trip (e.g. school minibus/hired vehicle/own vehicle) MUST have participated in an online driving licence check together with the relevant member of the administrative team. This will involve the school holding a print of the driver’s historical information gained as part of the online check. All drivers MUST advise the school of any future changes or additions to this information e.g. speeding – any undisclosed information could invalidate insurance cover.

- e. It is the legal responsibility of the driver to carry out normal pre-journey safety checks, to carry the necessary equipment and documentation and to ensure seat belts are used and luggage is secure. Long term and routine maintenance is the responsibility of the Premises Manager and any faults should be reported to him.
- f. Carry a first aid kit, mobile phone, warning triangle, flashing light and list of passengers and contact numbers.
- g. Mobile phones must not be used by the driver while driving.
- h. Mobile phones must be turned off whilst driving (this does not apply to passengers).
- i. Being caught using a mobile 'phone whilst driving will be seen as a disciplinary offence.
- j. Any driving fines associated with mobile 'phone use will have to be paid by the member of staff, not the school.
- k. Any fines for road traffic offences that do not relate to the condition of the minibus, e.g. a speeding fine, will have to be paid by the member of staff, not the school.

Do not consider using the minibus abroad without first consulting the EVC.

20. Coach Travel:

- a. Before departure from School please check the following
 - i) Register and Headcount are both correct for each coach. The trip leader should appoint a member of staff to do this for any coach they are not travelling on and they should report any problems back to the trip leader.
 - ii) Staff/other adults should be sat, spread out, at different points in the coach, to help supervise students.
 - iii) Check that all mobile phones are working, switched on and that the volume is high enough for the phone to be heard in traffic.
 - iv) Ensure students wear seatbelts at all times.
- b. It is the coach driver's responsibility to establish emergency procedures and to check that seat belts are done up but not all drivers will do this automatically, so school staff should be prepared to do this.
- c. Tell students to use seat belts and visually check that they have done so.
- d. Ensure that a first aid kit and mobile phone are carried in the coach.
- e. It is recommended to take a few sick bags and paper towels.
- f. There should be no moving around in the coach while it is in motion.
- g. No doors or windows should be opened.
- h. Note the position of emergency exits. They should be unlocked during a journey.
- i. Students who suffer from travel sickness should be advised to take medication.
- j. No-one should get off a moving vehicle.
- k. No students should be allowed to stand during the journey
- l. Luggage should be stowed in racks or in the boot and gangways should be kept clear.
- m. The driver should not be distracted or expected to supervise students.
- n. When leaving the vehicle, choose a safe place and cross the road well away from the vehicle. Staff should always supervise this.
- o. Ensure that drivers are taking adequate rest stops.
- p. Do a head count at each stop, if students have been allowed to alight a vehicle.

21. Train Journeys:

- a. Try to keep all students in one coach. Pre-book seats if possible.
- b. Establish emergency procedure if someone misses the train, alights at wrong stop or gets lost.
- c. Ensure all students know where to alight from the train.

22. Airports and Seaports:

Students will often be either very excited or very anxious. To avoid problems, make absolutely clear to them the procedures and your expectations of behaviour.

- a. In airports make sure they know the flight number. Agree a rendezvous point for anyone who gets separated. Check in together to ensure the group is seated together and make this a firm

- request with the air carriers. Find out if anyone has a fear of flying and ensure they sit near a member of staff.
- b. Students will often want to disperse. Only allow this if you are absolutely sure there is adequate time and conditions are suitable. Arrange a clear meeting time and place.
 - c. On ferries, only allow students on deck in daylight and if a member of staff is directly supervising. Do not allow students to climb on rails and do not allow them on deck at night unless they are feeling ill, in which case they must be accompanied by a member of staff.
23. Coastal Visits:
- The group leader will want to bear the following points in mind when assessing the risks of a coastal activity:
- a. tides, rip tides and sandbanks are potential hazards; timings and exit routes should be checked.
 - b. group members should be aware of warning signs and flags.
 - c. establish a base on the beach to which members of the group may return if separated.
 - d. look out for hazards such as glass, dog faeces and sewage outflow etc.
 - e. Cliff tops can be highly dangerous for school groups even during daylight. The group should keep to a safe distance from the cliff edge at all times – a “buffer zone” between the students and the hazard. Be aware that cliff falls can mean that cliff paths stop abruptly at the cliff edge.
 - f. The local coastguard, harbour master, lifeguard or tourist information office can provide information and advice on the nature and location of hazards.
24. Returning Home:
- a. Register students on return.
 - b. Ensure all students are collected and inform parents if a child has received medical attention and/or been unwell.
 - c. If you must give a student a lift home, it should be with parental permission, except in an emergency. Try to avoid being left in a car with one student.
 - d. Confirm your arrival to base contact.
 - e. Staff should bear in mind that the school switchboard will be open on school days until 16.30 hours Monday to Thursday and 16.00 on Friday. After this time any contact with school will need to be made with the base person.
 - f. During weekdays in the holidays you should check with the Premises Manager/Caretaker in advance whether the school will be open on your return.

➤ AFTER THE VISIT

1. Immediately deal with any discipline problems with reference to Form Tutor or Head of Year, as appropriate, and according to the school policy on sanctions. You may also want to consider using the school rewards system for certain students and ensure the Educational Visits Co-Coordinator knows about these in writing (to be completed within seven days).
2. Report to Headteacher or other staff as appropriate.
3. Check that the Finance Office has made all payments and action refunds to parents if necessary.
4. Return any documentation or confidential medical details to students /parents.
5. Deal with any necessary thank you letters
6. Carry out a post-visit evaluation, by completing the evaluation process on Evolve. This Will be reviewed by the Educational Visits Co-Coordinator and other relevant staff. If you have had a particularly good or bad experience on the trip, please ensure this is highlighted to the EVC for them to follow up

As soon as practical

1. School Newsletter. Consider writing a report or get a student to do it.
2. Provide a final budget statement and instruct the Finance Office to close the account.
3. Deal with any refunds. If there is a surplus after all expenses have been paid, check with the Finance Office the position regarding refunds to students.

FURTHER GUIDANCE

PLEASE NOTE: These procedures are for general guidance. For more specialised advice on specific activities and for hazardous activities you should refer to the following:

- Offsite Educational Advisers Panel National Guidance
www.oeapng.info
- Health and Safety of Students on Educational Visits – DFE
www.gov.uk/government/publications/health-and-safety-advice-for-schools
- Field Studies Centres: Code of Practice - Quality, Safety and Sustainability – NAFSO www.nafso.org.uk
- Taking Students Offsite – ATL (All teaching unions produce good information)
www.atl.org.uk/publications-and-resources/legal-employment-advice/taking-students-off-site.asp
- Safe Practice in PE & Sport – Association for Physical Education
www.afpe.org.uk

APPENDIX 1

Parkstone Grammar School

Management of Health and Safety at Work Regulations



RISK ASSESSMENT RECORD

REF NUMBER:	
DEPARTMENT	

NAME OF ASSESSOR(S):	
POSITION:	

ACTIVITY TO BE ASSESSED	
DATE OF ASSESSMENT	

Activity/Process	Persons at risk	What hazards to health and/or safety exist?	What harm do they pose to employees and other persons?	Precautions taken	Risk level achieved? (H,M or L)	Referable documents	Are additional measures necessary?

Are any special groups at risk? Delete as applicable	YES	If YES, who are these and how many?		REVIEW DATES:	
	NO				

REMEMBER: Risk Assessment is a continuous process – significant changes in the working environment requires a re-assessment of the work

SECTION B

HAZARD NO	EXISTING CONTROLS (can refer to existing documents)	EXISTING INFORMATION (including site safety)	EXISTING TRAINING	BEST PRACTICE	EXISTING CONTROLS OK/NOT OK

If existing control not OK, complete Action Plan

Assessment Carried out By:

Signed:

Date:

Next Assessment Before:	
--------------------------------	--

Action Plan

Site Location:				
Activity Situation:				
ACTIVITY/SITUATION/HAZARD Note: Health Surveillance need? Serious imminent danger?	ACTION REQUIRED	TARGET DATE	ACTION BY	COMPLETED BY (Name and Date)

This Action Plan Prepared By _____

Parkstone Grammar School

RISK ASSESSMENT RECORD

TO BE COMPLETED BY PREMISES MANAGER

REF NUMBER:	
DEPARTMENT	



TO BE COMPLETED BY THE HEAD OF DEPARTMENT

ACTIVITY TO BE ASSESSED		NAME OF ASSESSOR(S):	
DATE OF ASSESSMENT		POSITION:	
DATE OF REVIEW			

Please complete your activity Risk Assessment (RA) and send to the Premises Manager (sam.donohoo@parkstone.poole.sch.uk). This will then be checked, completed and stored in the shared drive, making it accessible to all staff in the department

Hazard	Risk	Existing control measures	Risk Rating (L x S = R (refer to Risk Rating diagram) (To be completed by Premises Manager)			Control measures needed
			L	S	R	
Students gaining access to confined spaces in the classroom, such as walk-in cupboards, storage sheds etc	Students					
Use of display screen equipment in class, supervision, time allowances	Students					
Electrical safety	Staff and students	A fixed wire test is carried out every 5 years and any hazards are identified and isolated/rectified. Staff are encouraged to contact the premises team if they have any concerns.				

APPENDIX 3 – EVOLVE USER GUIDE – VISIT FORM

NB NEW Material – to be reviewed during 2025-2026 after introduction to staff Request for Approval for a Trip

Stage 1 – Completing the Visit Form

The initial step in organising a trip is to complete the Visit Form. The form will then be submitted for Approval

Please follow the steps below.

EVOLVE Staff Starter Guide

How to Add a Visit Form and Submit the Form for Approval

Step 1

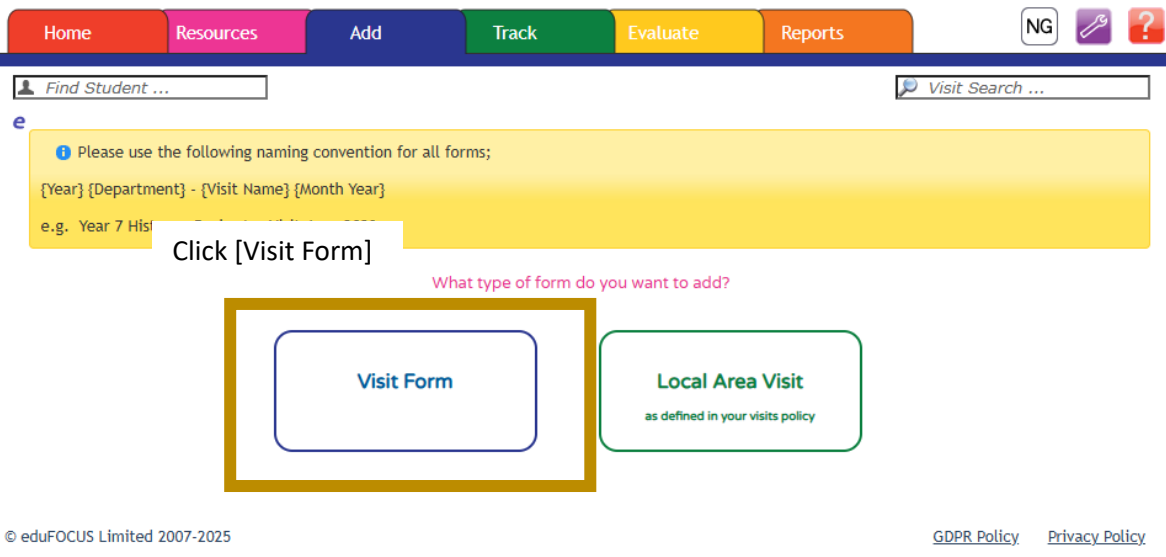
Log in to EVOLVE.

Step 2


Click [Add]:



Step 3

A screenshot of the EVOLVE application's 'Add' page. The navigation bar is visible at the top, with the 'Add' button highlighted. Below the navigation bar are two search boxes: 'Find Student ...' and 'Visit Search ...'. A yellow information box contains the following text: 'Please use the following naming convention for all forms; [Year] [Department] - [Visit Name] [Month Year] e.g. Year 7 Hist...'. Below this is a heading 'Click [Visit Form]' and a question 'What type of form do you want to add?'. Two buttons are shown: 'Visit Form' (blue) and 'Local Area Visit as defined in your visits policy' (green). The 'Visit Form' button is highlighted with a thick blue border. At the bottom left, there is a copyright notice: '© eduFOCUS Limited 2007-2025'. At the bottom right, there are links for 'GDPR Policy' and 'Privacy Policy'.

Add the name of the event

Answer each section as directed clicking on the [Continue] icon as each section is completed. Click the Information  icons for more information, where they appear.

For Attendees please indicate year groups and likely numbers of students. We will add specific names for your trip once it has been publicised and we know which students are attending.

For Attending Staff – please click the edit pencil and add the staff who you are proposing to take – this will ensure we can check likely cover implications when agreeing the trip in principal.

Choose Department:

Any Department

or Search by Name:

Jez Graves



Results for names containing 'Jez Graves' in any any Department.

User ID	Forename	Surname	Sex	
6373	Jez	Graves	M	✓

Continue to complete all sections of the form until all areas are ticked.

- ✓ Name
- ✓ Type
- ✓ Purpose
- ✓ Dates
- ✓ Times
- ✓ Venues/External Providers
- ✓ Pre-Visit
- ✓ Travel Arrangements
- ✓ Transport Company
- ✓ Staffing
- ✓ Attendees
- ✓ First Aider
- ✓ First Aid Kit
- ✓ Cover
- ✓ Finance (Outline)
 - Finance
- ✓ Catering
- ✓ School Mobile
- ✓ Insurance
 - Risk Assessment
- ✓ Notifications
 - Event Specific Plan
- 0 Attachments
- Submit Form

EVC Approval Required

You will not be able to submit the form until all areas are filled in.

Finance

In this section you will be required to have all costs listed.
Please see guidance in the resources tab


Risk Assessment

Generic and previous risk assessments will be archived under the resources tab for you to use as the basis for the trip. Please do amend with specifics for your trip.

Event Specific Plan

Event Specific Plan

The Event Specific Plan is suitable where there has been a Planning Meeting of staff involved in the visit. Click [here](#) for more information.



No Plan.

Continue







Please use this area to complete any further information regarding the trip. For instance – if students are assigned to a specific member of staff, if a particular person will lead on certain activities.

Attachments

Please add all forms where they are available.

Attachments

The following Documents may be attached to this visit form:

Programme/Itinerary	<input type="text"/>	
Finance Form	<input type="text"/>	
Other	<input type="text"/>	
Letters to Parents	<input type="text"/>	
Provider Contract/Booking Forms	<input type="text"/>	
Provider Insurance	<input type="text"/>	

Submitting Form

Once all aspects are completed please submit the form.

Submit Form - Step 1 of 2

APPENDIX 3 - UK

Our ref: 0026/DMJ/FMH

12 September 2024

Dear Parent/Carer

GEOGRAPHY GCSE FIELDTRIP TO STUDLAND

As part of the GCSE Geography course, students are required to undertake fieldwork, on which one of their final exams is based.

This year's fieldwork and data collection will take place at the Studland Dunes. The purpose of the day is to collect information on the dune ecosystem, and the human impact on the environment. Students will be travelling by coach, and the fieldwork will take place within the normal hours of the school day. The details are as follows:

Trip:	GCSE Geography Fieldwork trip to Studland.
Cost:	£14
Dates:	25 September 2024 – Groups 11C and part of 11B 27 September 2024 – Groups 11D and part of 11B
Location:	Studland
Timings:	Leave Parkstone Grammar School at 9.00 am and return at 3.00 pm.
Travel Arrangements:	Students will travel via coach to and from the location.
Lunch/Dinner:	Please provide your child with a packed lunch, snacks and drinks for the day. Students in receipt of Free School Meals will be sent a form to complete for a packed lunch to be provided on the day.
Clothing:	Students may wear non-school uniform in line with the Schools Non-Uniform Policy. Loose comfortable clothing is advised as well as weather-appropriate, waterproofs and sunscreen. Sensible footwear, suitable for walking on uneven and sometimes boggy ground, should be worn – trainers are ideal. Long trousers rather than shorts should also be worn as we walk through thick vegetation.
Equipment:	Students will need writing materials, including a clipboard or notepad. A plastic bag is useful to keep these dry if it rains. Students will find a photographic record of the day useful when completing their controlled assessment and will be allowed to use their mobile phones for this on the trip. They are allowed to share images.

Cont.

We are asking for a voluntary contribution of **£14** to cover the cost of travel and resources for the trip. Whilst non-payment may not necessarily preclude your child from taking part, if sufficient funds are not forthcoming then the trip may have to be cancelled. If your child is entitled to Pupil Premium then a separate letter will be sent to you shortly.

If you do not satisfy the criteria to claim Pupil Premium but still require financial help with the trip then please do not hesitate to contact the Finance Department at school who will assist you with a request to claim from the school Hardship Fund.

If you wish your child to participate in this trip:-

- Log into your ParentPay account, click on your relevant child's page, find the corresponding item/trip and
 - Tick the box offering permission for your child to participate in the trip
 - Click "Pay Now".

Please be aware that payment and permission must be made by **Thursday 19 September 2024**, to allow the collation of all information pertinent to health and safety. Please note that failure to meet this deadline date will result in your child being unable to participate in the trip. Throughout the preparation process for the trip there may be other deadlines. We regret that unless all deadlines are met your child's place on the trip may be withdrawn.

IMPORTANT INFORMATION REGARDING CONSENT:

On ParentPay you will be asked to tick a box to confirm that you have read and agree to the consent paragraph in the trip letter, which is shown below.

Consent paragraph:

I have read and accept the contents of the letter relating to this trip. I give consent for my child to participate. For this trip, the school will use the medical information provided by parents and held on the school's information system. I will advise the school of any changes to my child's health information and to my contact details. My child and I agree that my child will abide by the school's Code of Conduct (included in the letter and on the school website).

If you are unsure of what information is held by the school or have any queries regarding this trip, please do not hesitate to contact the school office. Please find the Code of Conduct below.

Yours sincerely



Mr D Miller-Jones
Head of Geography

APPENDIX 3 - OVERSEAS

Dear Parent/Carer

ACADEMIC YEAR 2024/2025 - YEARS 9 – 13 **SKI TRIP TO GRANDVALIRA, ANDORRA 5 APRIL - 12 APRIL 2025**

We are delighted to announce that next Easter's ski trip will take us to the resort of Grandvalira in Andorra. The tour company organising the trip is Equity, which has been organising school trips for over 85 years, and has organised fantastic ski trips for Parkstone Grammar School in previous years.

The trip is open to students in Years 9 to 13 in the **Academic Year 2024/2025**, and to skiers of all abilities, from absolute beginners to advanced. There is a limit of 50 places available. In the event that the trip is oversubscribed places will be offered as follows:

1. Students who applied to go on the ski trip in 2024 and were not offered a place, predominantly Year 10 students in the Academic Year 2024/2025.
2. Students who will be in Years 10-13 in the Academic Year 2024/25
3. Students who will be in Year 9 in the Academic Year 2024/25

If the trip is oversubscribed at any stage then places will be allocated on the basis of a lottery system, but we will maintain the priority order above.

The cost of the ski trip is **£1660**. This price includes:

- Transport from Parkstone Grammar School to a southern airport, flights and coach transfers overseas to Grandvalira
- 6 nights hotel accommodation to include breakfast and dinner in the hotel and a hot lunch on the mountain
- A five-day lift pass and 20 hours of ski tuition in groups of 1:12
- Apres ski events
- Winter sports insurance
- Ski equipment hire (skis, boots, poles and helmets)
- ABTA and ATOL financial protection
- A souvenir ski trip hoody

You will need to ensure your child has:

- A valid passport
- An ETIAS (European Travel and Authorisation System), if these come into operation as planned in 2025
- A GHIC (Global Health Insurance Card)
- A waterproof ski jacket, ski trousers, ski gloves, ski socks and goggles
- Food for the journey to resort

We will be skiing in Andorra. The Equity brochure says *"Home to some of the best-loved and highest resorts in the Pyrenees, Grandvalira boasts stunning views and beautiful runs, flowing from the top of the mountain all the way down to Lake Pessons. School groups find this resort (the largest in the region) easy to navigate thanks to its sophisticated lift system, which allows for easy access between villages while on the slopes, and to Andorra la Vella's incredible entertainment package in the evenings"*.

Our accommodation will be the Hotel Monte Carlo located at the southern gateway to the ski resort. All rooms offer en-suite facilities.

Taking part in a school ski trip offers a range of important benefits to students. Skiing is a great form of cardio-vascular exercise, and can also help to improve balance and flexibility. Taking up skiing at a young age is a great way to make physical exercise enjoyable and often instils a life-long desire to continue.

Students on the trip will have the opportunity to engage with their classmates in an unfamiliar setting, discover new places and ideas and most importantly further develop their own skiing skills. As I mentioned, beginners are especially welcome on the trip – there is no doubt that a school trip is a fantastic way to learn to ski.

There are also mental health benefits to skiing – spending time outdoors in such stunning natural surroundings can reduce stress and increase happiness and well-being, as well as cultivating in young people an appreciation for their natural environment, and a desire to work to conserve it.

The full cost may be paid in instalments from June to December 2024 as outlined below:

Thursday 20 June 2024	£110 non-refundable unless a place is not offered
Wednesday 31 July 2024	£310 non-refundable
Friday 30 August 2024	£310
Monday 30 September 2024	£310
Thursday 31 October 2024	£310
Friday 29 November 2024	£310

Should the above payment schedule not meet your requirements please do not hesitate to contact the school to organise alternative arrangements.

If you wish your child to participate in this trip: -

- Log into your ParentPay account, click on your relevant child's page, find the corresponding item/trip and
 - ~ tick the box offering permission for your child to participate in the trip
 - ~ click "Pay Now".
- Please be aware that payment and permission must be made by **2.15 pm on Thursday 20 June 2024** to allow the collation of all information pertinent to health and safety. Please note that failure to meet this deadline date will result in your child being unable to participate in the trip. Throughout the preparation process for the trip there may be other deadlines. We regret that unless all deadlines are met your child's place on the trip may be withdrawn.

IMPORTANT INFORMATION REGARDING CONSENT:

On ParentPay you will be asked to tick a box to confirm that you have read and agree to the consent paragraph in the trip letter, which is shown below.

Consent paragraph:

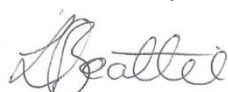
I have read and accept the contents of the letter relating to this trip. I give consent for my child to participate. For this trip, the school will use the medical information provided by parents and held on the school's information system. I will advise the school of any changes to my child's health information and to my contact details. My child and I agree that my child will abide by the school's Code of Conduct (included in the letter and on the school website).

If you are unsure what information is held by the school, please do not hesitate to contact the school office. Please find the Code of Conduct attached.

For this visit, the trip leader has permitted students to bring their mobile phones. These are brought at the student's own risk.

Should you have any questions regarding the trip, please do not hesitate to contact me.

Yours sincerely



CODE OF CONDUCT FOR OFFSITE EVENTS AND ACTIVITIES

While the students are out of school they will be subject to supervision by a reasonable number of school staff and adult helpers. However, a well-behaved group of students means that a visit can be enjoyed by all and will enhance the students' educational experience. A well-behaved group is also a safe group.

- We expect the students to abide by the normal rules of the school at all times.
- Students are expected to obey supervising adults at all times.
- Students should recognise that this is a visit not a holiday. They will be expected to participate fully in all aspects of the visit, except where an activity is specifically classed as optional.
- Students must not smoke, vape or drink alcohol or be in possession of illegal substances.
- Students will not be allowed to leave the group without the express permission from the group leader or his or her representative.
- Students are expected to respect the environment.
- The rules laid down by the organisers at the venue will be obeyed at all times.
- All safety regulations will be obeyed at all times.
- Students should ensure they are never alone. They should stay in groups of at least four.
- Students should always be aware of meeting times and places and arrive promptly.
- Students should dress appropriately.
- Students have a responsibility to look after their own belongings, especially money.
- On coaches and ferries, students must abide the safety regulations. On coaches, seat belts must be worn at all times.

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- Students have a responsibility to look after their own belongings, especially money.
- On coaches and ferries, students must abide the safety regulations. On coaches, seat belts must be worn at all times.

Action to be taken by the Party Leader (or by other party staff) in the event of a serious accident/incident

A serious accident or incident is defined as:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury or
- circumstances in which a party member might be at serious risk or have a serious illness or
- any situation in which the press or media are or might be involved.

Assess the situation.

Protect the party from further injury or danger.

Render first aid or other service as appropriate.

Call Rescue Services (999) and/or police, as appropriate.

State the nature of the emergency.

Give your name and address/location and telephone number followed by:

- the location of the incident;
- the nature of the incident;
- the names of the individuals involved;
- the condition of those involved and where they are located.

Phone base contact person ASAP. If this is not the Headteacher, the base contact should inform the Headteacher

It is probable that both staff and students will be in a state of shock, therefore:

Remove remainder of party to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media

If necessary request the police to assist

Calm and comfort young persons and arrange for their evacuation.

Do not make any statement to press/media

Do not allow party members to telephone home until base contact has been made, who will contact other service units as appropriate.

Retain all equipment involved in an unaltered condition.

Do not allow anyone to see any party member without an independent witness being present.

No-one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.

APPENDIX 5 sample – TRIP ABROAD



Form from: Parkstone Grammar School

Trip letter to be added here

STUDENT INFORMATION

Student's Forename

*

Student's Surname

*

Students Mobile Phone Number +44

*

Student's Tutor Group

*

Student's Date of Birth

*

Student's Home Address

*

Nationality

*

Passport_Number

*

Expiry Date 00/00/0000

*

GHIC_Number - UK00000000



letter regarding trip

Student's Forename

*

Student's surname

*

Student's Tutor Group

*

Student's Date of Birth

*

Student's Home Address

*

MEDICAL EMERGENCY CONTACT INFORMATION

First Emergency Contact Name

*

Student's First Emergency Contact Number

*

Relationship to Student

*

Second Emergency Contact Name

*

Second Emergency Contact Number

*

PARENTAL CONSENTS - will last for the duration of your child's education at Parkstone

P E DEPARTMENT - SPORTS FIXTURES**	
I give permission for my child to attend inter-school fixtures on-site and travel off-site, if required. Should I have any queries regarding the procedure I will contact the PE Department. <i>(Please refer to Code of Conduct in Student Information Pack)</i>	<i>(Please tick)</i>
Signed <i>(Parent/Carer)</i>	
Name: <i>(Please print)</i>	
Date:	

LETTER TO ACTIVITY CENTRES

Use this as a basis for your letter to the activity centre or establishment that you are planning to visit.

I am planning on bringing a part of students from Parkstone Grammar School to your activity centre in

.....

I would be grateful if you could confirm the following in writing :

- Whether your centre is recognised or accredited by any national governing body or other relevant organisation
- A full list of the centre's staff with ages and qualifications
- Your policy for staff recruitment, training and assessment
- That your staff has been checked for relevant criminal history and involvement in civil actions for damage or negligence
- Your chain of management responsibility for each activity
- Written local operating procedures for each programme or activity offered
- That your centre staff competences are confirmed by possession of national governing body qualifications
- That all groups are accompanied by and have ready access to at least one responsible person with a current nationally recognised First Aid qualification
- That all equipment reaches appropriate safety standards and is regularly checked and logged.
- That there are written accident and emergency procedures, including procedures for contacting next of kin
- That you are covered by public liability, product and third party insurance or recognised, adequate alternative provision for which certificates are available for inspection
- That permanent accommodation complies with the DFE guidance and fire safety checks have been carried out

POST-TRIP EVALUATION

Trip Leader:	
Name of Trip:	
Date of Trip:	
Participating Staff:	

Did the trip achieve the planned educational aims?

- (a) Fully (b) On the Whole (c) Partially

If (b) or (c) are ticked, please give further details.

Please give details of any unplanned incidents involving student (e.g. discipline problems or medical emergencies or write "none").

Students Involved Form Tutor

.....

Students Involved Form Tutor

.....

Students Involved Form Tutor

.....

Students Involved Form Tutor

.....

For Future Reference:

(a) What went well?

(b) What could have been better?

Trips Behaviour Policy

Behaviour	First Occurrence	Second Occurrence	Third Occurrence
Student/s misbehaving or refusing to follow instructions on transport.	Warning	Student/s is/are moved apart. (Third occurrence consequence made clear).	(Or if student's behavior on first or second occurrence causes risk to themselves or others) Student/s is/are moved next to a member of staff. Student/s to serve a lunchtime detention on return. DSW to be emailed and informed of day that student has been told to attend the detention (please allow 24hrs to be actioned e.g. don't tell the student to attend the next day). Form Tutor/s to be informed of actions on return.
Student/s misbehaving or refusing to follow instructions on a day visit.	Warning	Student/s is/are separated into different group/s. (Third occurrence consequence made clear).	(Or if student's behavior on first or second occurrence causes risk to themselves or others) Student/s is/are separated from other students and continue time on visit with member of staff. No free time given. Student/s to serve a lunchtime detention on return. DSW to be emailed and informed of day that student has been told to attend the detention (please allow 24hrs to be actioned e.g. don't tell the student to attend the next day). Form Tutor/s and parents to be informed of actions on return.
Student/s misbehaving or refusing to follow instructions in overnight accommodation.	Warning	Student/s spend following day of the trip with a member of staff.	Depending on possibility student/s to be moved rooms or restricted in evening activities. Student/s to serve a lunchtime detention on return. DSW to be emailed and informed of day that student has been told to attend the detention (please allow 24hrs to be actioned e.g. don't tell the student the next day). Form Tutor/s and parents to be informed of actions on return.

<p>Student/s leaving rooms in overnight accommodation or accommodation itself without permission.</p>	<p>Student/s spend following day of the trip with a member of staff.</p>	<p>(Or if students behavior on first occurrence causes risk to themselves or others) Student/s not to be given free time. Student/s to serve an after school detention on return. DSW to be emailed and informed of the Friday that student has been told to attend the detention. Form Tutor/s to be informed of actions on return. Parents to be informed of detention.</p>	<p>(Or incidents where there is considerable risk to themselves or other students e.g. leaving the hotel completely to go somewhere else) Leadership Group to be informed either directly or through base contact, parents contacted and consideration made of returning student/s home.</p>
<p>Student/s late back to meeting point.</p>	<p>Warning (if lateness has not disrupted trip in any way)</p>	<p>(Or if trip has been considerably disrupted due to student lateness) Student/s not to be given free time. Student/s to serve a lunchtime detention on return. DSW to be emailed and informed of day that student has been told to attend the detention (please allow 24hrs to be actioned e.g. don't tell the student the next day). Form Tutor/s and parents to be informed of actions on return.</p>	<p>N/A</p>
<p>Student/s not dressed appropriately</p>	<p>Student/s made to change.</p>		

<p>Students/s found to possess alcohol or cigarettes.</p>	<p>Items to be immediately confiscated, student/s to be monitored on the rest of the trip by a member of staff and parents phoned/spoken to by trip leader at the time (where possible) or on return. Student/s to serve an after school detention on return. DSW to be emailed and informed of the Friday that student has been told to attend the detention.</p> <p>Form Tutor/s to be informed of actions on return. Parents to be informed of detention.</p> <p>-For incidents where there is considerable risk to themselves or other students Leadership to be informed immediately either directly or through base contact, parents contacted (by Leadership Group) and consideration made of returning student/s home and sanction on return.</p>
<p>Students/s found to possess illegal items e.g. weapon or drugs</p>	<p>Items to be immediately confiscated.</p> <p>Leadership Group to be informed immediately either directly or through base contact, parents contacted (by Leadership Group) and consideration made of returning student/s home and sanction on return.</p> <p>Possible police involvement.</p>

APPENDIX 11

*** Confirmation of Attendance**

- I confirm my child **WOULD** like to attend the EPQ trip to Southampton on 17 December 2024.
- I confirm my child **WOULD NOT** like to attend the EPQ Trip.

*** If your Child is entitled to a Free Packed Lunch please advise if they would like this provided for the trip.**

- I confirm my child is entitled to and **WILL** require a packed school lunch
- I confirm my child is entitled to and **WILL NOT** require a packed school lunch

Please select **ONE CHOICE** from the following options .

* -- please select --

Sandwich Fillings

* -- please select --

Crisps

* -- please select --

Dessert

* -- please select --

Drink

* -- please select --

Any other Dietary Allergens

*

Permission and Consent

Student selection form (digital)

Request to Cleverchefs (paper)

STUDENT FSM LUNCH REQUIREMENTS FOR DRAMA TRIP - BLANK COPY

Forename	Surname	Reg	Free Packed Lunch	Please select ONE CHOICE from the following options	Sandwich Fillings	Crisps	Dessert	Drink	Allergies Special Dietary Requests

STAFF LUNCHES REQUIRED BLANK COPY

Forename	Surname	Staff	Please select ONE CHOICE from the following options	Sandwich Fillings	Crisps	Dessert	Drink	Allergies Special Dietary Requests

