St Mary's School
CAMBRIDGE

Off-site Visits Policy

This policy is the responsibility of the Health and Safety Manager

Last review: December 25

Next review: December 26

Overview

This policy is intended to meet the needs of all our pupils from the Early Years (EYFS) to the Sixth Form, including our Boarders, members of staff and volunteers. Where relevant this policy should be read in conjunction with the following school policies:

- Pupil Supervision & Duty of Care Policy including Building Access.
- EYFS Supervision of Pupils Policy.
- Missing Child & Uncollected Child Procedure.
- Medical and First Aid Policy.
- Arrangements for Workplace Transport.
- Safeguarding & Child Protection Policy.
- Behaviour Management Policy.

Legislation

This policy is written under the guidance of the following legislation:

Health and Safety at Work etc Act 1974: employers are required to ensure the health and safety of their employees and non-employees, so far as is reasonably practicable. The Act also places duties on individuals to take care for the health and safety of themselves and others.

Management of Health and Safety Regulations 1999: employers to undertake risk assessments and put measures in place to control the significant risks.

Adventure Activities Licensing Regulations 2004: a person who provides facilities for adventure activities is required to hold a licence if that person provides such facilities in return for payment; or is a local authority and provides the facilities to an educational establishment in respect of the pupils of such an establishment.

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General Information – Off-site Visits

Visits provide a valuable educational extension to both the academic and wider curriculum. Off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our pupil's learning experiences.

Individuals responsible for planning and controlling school visits have an important role to play. Not only are they responsible for the safety of the pupils in their care, they are also the school's representatives. Visit Leaders must ensure that both they and other staff within their group have the skills, qualifications, and other abilities to control the activities that will be undertaken. Teachers organising and taking part in school visits off-site accept responsibility for the care and welfare of pupils, and they act in loco parentis. A thorough understanding of matters affecting safety is essential.

For each visit there should be an emergency plan, known to the trip leaders. The website of the Outdoor Educator's Advisors' Panel (https://oeapng.info/) is a source of advice.

The following definitions are used throughout this policy.

Visit:

The entire period between departing from and returning to the school or home setting, including time devoted to travel. A visit comprises one or more activities.

Activity:

Any specific component of a visit. This might be an activity (such as cycling or pond dipping) or other element (such as travel or residence). Visits should be regarded as comprising a series of consecutive and/or concurrent activities.

Roles & Responsibilities

Head

The Head has overall responsibility for off-site visits. The Head is responsible for ensuring that establishment staff are competent for the roles allocated to them, and that there is a robust system in place for approving leaders and approving plans for activities and visits.

SLT Member with Responsibility for Trips

An SLT member is appointed to make management decisions on issues which are outside the remit of the EVC and Trip Leader. There are occasions where the specifics of a trip or pupils individual needs are not fully covered by the School's Off-site Visits procedures. This role allows staff to raise issues with a senior member of staff rather than approaching the SLT team as a whole.

Educational Visits Coordinator (EVC)

The Department of Education (DfE) advises that schools should appoint an Educational Visits Coordinator (EVC). Schools should ensure EVC(s) is/are appropriately trained and there should be a clear process for approving visits.

The EVC is the establishment's focal point for planning and monitoring visits and outdoor learning. They should work closely with the Head and with Visit Leaders.

The Head has delegated the management of educational visits to:

- Senior School EVC (including Sixth Formers).
- Junior School Assistant Headteacher.
- Head of Boarding.

Outdoor Education Adviser

A person engaged by an employer to provide advice and training about outdoor learning, off-site visits, learning outside the classroom and related matters to the employer and its establishments.

As an independent school, St Mary's does not have formal access to the services of the County Outdoor Education Adviser, however good practice is shared to help assess and manage risks. The Cambridgeshire County Council Outdoor Education Adviser is:

Mr Stephen Brown

Tel: 01480 375677 / 07879436541

e-mail: Stephen.Brown@cambridgeshire.gov.uk

Visit Leader

The person who has overall responsibility for managing the visit, including for the health and safety of the participants and the supervision, welfare, learning and development of the participants.

Visit Leadership Team

The staff team, including the visit leader and any assistant leaders, activity leaders and helpers.

Activity Leader

A member of the visit leadership team who is responsible for the management of the group (or sub-group) taking part in a specific activity within a visit, including for their supervision, health, safety, welfare, learning and development.

Assistant Leader

A member of the visit leadership team who supports the visit leader or an activity leader and who may be required to take over from them if necessary.

Helper

A person (normally an adult) who has an agreed role during a visit, but who is not a visit leader, assistant leader, activity leader or participant. For example, a helper might be an inexperienced member of staff; a

parent; an apprentice, student or trainee; a carer. Any child or young person acting as a helper should be regarded as a participant for the purposes of supervision, safeguarding and parental consent.

Appropriate former school staff and parent volunteers do not count as responsible adult supervisors on visits unless approved by the Head and after completing the relevant procedures for all volunteers working on behalf of the school. The list of approved “helpers” is held by the EVC.

Provider

Any third-party person or organisation contracted to organise and/or deliver a visit or activity, and/or supervision of participants.

Types of Visits

At St Mary’s educational visits are divided into categories:

- Local walking visits.
- Local visits requiring transport.
- Day/residential trips which are not local to Cambridge.
- Visits involving adventure activities.

Activities requiring an Adventure Activities License

A school or other educational establishment (college, university etc.) does not require a licence for provision to its own pupils or students. A licence is required for provision to pupils of another educational establishment or to other members of the public, when provided in return for payment. The following activities are within the scope of the scheme:

- Caving (underground exploration in natural caves and mines including potholing, cave diving and mine exploration, but not in those principally used as show-places open to the public).
- Climbing (climbing, traversing, abseiling and scrambling activities except on purpose-designed climbing walls or abseiling towers).
- Trekking (walking, running, pony trekking, mountain biking, off-piste skiing and related activities when done in moor- or mountain-country above 600 metres and which is remote, i.e., over 30 minutes travelling time from the nearest road or refuge).
- Watersports (canoeing, rafting, sailing and related activities when done on the sea, tidal waters, or larger non-placid inland waters).

It is the responsibility of the Visit Leader in conjunction with the EVC, to ensure that centres providing activities requiring licensing under the Adventures Activities Licensing Regulations 2004 are so licensed. The HSE web site hosts a page to search for activity providers who are registered with the Licensing Authority as licence holders (https://aala.hse.gov.uk/aala/). Providers are required to have their licence on display. Providers can make their licence available on their website and share it with potential clients and other interested parties. Rowing does not require an AALA License as the regulations exclude the use of powerboats and rowing-boats propelled or steered by oars. The legislation is aimed at commercial providers of outdoor adventure activities and not at private members' clubs. The Royal Yacht Association (RYA) is the UK's national body for all forms of boating.

Planning

Risk Assessment

A risk assessment is required for all school visits. They must be approved by the EVC. Risk assessments must be personalised to the individual visit. For day visits paperwork must be completed and passed to the EVC no later than 72 hours prior to the visit. Paperwork for residential visits must be completed and submitted no later than seven days prior.

Supervision

Pupil to staff ratios for school visits are not prescribed in law. Those planning visits, based on risk assessment, should decide the ratios, considering the activity to be undertaken and the age and maturity of the pupils. The school must ensure that the staffing of visits enables leaders to supervise pupils effectively. Decisions about the staffing and supervision should take into account:

- 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 young people and their age, level of development, gender, ability and needs (behavioural, medical, emotional, and educational).
- Staff competence.
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time.

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) so as to ensure that it meets current group needs and any other changes (e.g. time of year).
The following ratios, however, are assessed as being the minimum level required for St Mary's activities:

Type of Visit and Ratio Staff to Pupils					
Year Group	**Cambridge Walking Visit**	**Local Area Visit**	**Residential/ Trips Abroad**	**Adventure Activities**	**Duke of Edinburgh Expeditions**
Reception	1:4*	1:4*			
1	1:6*	1:6*			
2	1:6*	1:6*			
3	1:6*	1:6*			
4	1:10*	1:10*	1:10*		
5	1:10*	1:10*	1:10*		

6	1:10*	1:10*	1:10*		
7	1:15*	1:15*	1:10*		
8	1:15*	1:15*	1:10*		
9	1:15*	1:15*	1:10*	1:5	1:10
10	1:15*	1:15*	1:10*	1:5	1:10
11	1:20*	1:20*	1:10*	1:5	1:10
12	1:20*	1:20*	1:10*	1:5	1:10
13	1:20*	1:20*	1:10*	1:5	1:10

*With a minimum of 2 adults.

Two teachers should accompany a group by coach.

Duke of Edinburgh's (D of E) Award teams must consist of 4 to 7 participants.

Recommended or required ratios should not be seen as automatically safe. They are minimum levels of supervision. The correct supervision must be based on risk assessments.

External providers may have more stringent requirements for supervision considering their own unique settings and activities.

In some cases, there may be only one leader on a visit, or on a particular activity during a visit. If this is the case, young people (or any adult helpers) should be competent to manage in the event of the leader being taken ill or injured and should, as a minimum, know what to do to contact the establishment and get support.

A useful framework for assessing requirements for ratios and effective supervision is **STAGED**:

- **Staffing**: Evaluates the number, competence, and experience of staff members, as well as their roles and responsibilities.
- **Transport**: Considers the method of travel, the qualifications of drivers, the safety of the vehicles, and risks during travel and at stops.
- **Activity**: Assesses the nature of the trip's activities and any associated risks, such as specialized equipment or physical demands.
- **Group**: Looks at the characteristics of the group, such as age, health, medical needs, and abilities, and how these might affect the trip.
- **Environment**: Examines the location, weather conditions, and any specific environmental factors that could pose a risk.
- **Distance**: Considers the overall distance of the trip, including travel times, and how it impacts the group and the logistics.

Parents should be made aware if on any visit supervision will be "remote" i.e. Duke of Edinburgh's (D of E) Award expeditions, or older pupils undertaking survey work in a town centre. Remote supervision is defined as the Supervisor remaining out of sight and hearing of the team and allowing them to get on with the expedition with minimal intervention. The Supervisor will have a good idea of where the team is and how they are progressing. This is the norm for the majority of practice expeditions and all qualifying expeditions. D of E expeditions will also require a higher ratio of staff to pupils together with more competent and qualified staff, the letter of invitation to join the scheme should make it clear that teams will be "remotely supervised" during the expeditions.

External Activity Providers

Schools must check that external activity providers have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which

meet nationally recognised standards. Where the organisation does not hold the badge, the school must check they are an appropriate organisation to use. This will include checking:

- Their insurance.
- They meet legal requirements.
- Their health and safety and emergency policies.
- Their risk assessments and control measures.
- Their use of vehicles.
- Staff competence.
- Safeguarding.
- Accommodation.
- Any sub-contracting arrangements they have.
- That they have a licence where needed.

Transport

Careful consideration must be given to transport for any visit. For local visits, where possible, walking is recommended but must be strictly supervised and the route chosen with care. When considering the method of transport for any visit, staff will consider the following:

- Pupil and staff numbers.
- Destination and ease of parking (minibuses, coaches).
- Route to and from a venue.
- Cost to pupils.
- Ratio of staff – on minibuses 2 members of staff (inc driver) must be present.
- Insurance.
- Safety of all persons.
- Contact with the public.
- Driver's licence (cat B for car, D1 for minibus) and driver's hours (if applicable).

School minibuses are booked through the Assistant Operations Manager, due to their frequent use, minibuses must be requested 4 weeks in advance.

Insurance

The school has a School Travel Policy with Allianz Insurance plc. Providing cover for the educational visits the school typically undertakes. If there are concerns raised by the Visit Leader or EVC about gaps in cover the Bursar must be consulted.

Finance

Where visits have a direct cost to pupils, or the School the Visit Leader must keep the Bursary informed about all finance matters, this includes visits covered under the School's Travel Insurance Policy. As part of the planning the Off-site Visit Finance Form should be completed and authorised by the Head of Department/SLT Line Manager a minimum of three months prior to the visit (or prior to financial commitment if earlier). Information should be submitted to the Bursary group email address accounts@stmaryscambridge.co.uk.

When completing the Off-site Visit Finance Form a detailed breakdown of the budget should be prepared to include:

- Numbers of pupils and staff expected to take part.
- Income – amounts and proposed payment plan for deposits and the billing of instalments.
- Costs of operating the visit, including timeline of when payments to tour operator/airlines/accommodation will be due.
- Details of any internal subsidy to fund the visit (to include the account to be charged and the name of the budget holder).
- Draft communication to parents concerning finance.
- Subsequent updates of the budget document should be recorded and authorised by the Head of Department/SLT Line Manager and the Bursary must be kept up to date.

At the time of booking the Bursary will require the following information:

- Booking confirmation.
- Terms and conditions of all relevant parties to include tour operator, airline, hostel, campsite or hotel etc.
- Visit itinerary.
- List of pupils attending.
- Authorisation to the Bursary to bill parents for the visit.
- Any communications between the school and relevant businesses concerning the booking.

Subsequent changes to the booking – the Bursary must be copied into all email communication concerning changes to the visit.

Minor changes

An additional pupil, or a pupil withdrawing, a change to the itinerary, changes to costs etc.

Any communication to third party providers by telephone to be followed up by an email to the same and confirming the content of the telephone call, copying in the Bursary accounts@stmaryscambridge.co.uk.

Significant changes

Changes which may result in the need to make a claim against the School's Travel Insurance Policy.

- All communications to be agreed with Bursar/School Accountant prior to communication with the third party.
- Except in the case of emergency please allow adequate time for the School to consult with our insurers concerning such changes.
- All communication with third parties to be by email if at all possible, with the Bursary copied in.

- Any communication to third party providers by telephone to be followed up by an email to the same confirming the content of the telephone call, copying in the Bursary accounts@stmaryscambridge.co.uk.

Last minute changes and/or emergencies

Pupil unable to attend due to illness or other reason:

- All communications to be agreed with Bursar/School Accountant prior to communication with the tour operator etc.
- Except in the case of Emergency please allow adequate time for the School to consult with our Insurers concerning such changes.
- All communication with tour operator etc to be by email if at all possible, with accounts@stmaryscambridge.co.uk to be copied in.
- Any communication to tour operator etc by telephone to be followed up by an email to the same confirming the content of the telephone call, copying in the Bursary accounts@stmaryscambridge.co.uk.

Cancellation

In the event of a trip being cancelled: Obtain a cancellation invoice from tour operator and supply to the Bursary.

Requirements for Cash or Foreign Currency

- Please request cash for visits within the UK at least 10 days before departure.
- Please request foreign currency at least 21 days before departure.

After the Visit

Confirm total Income and Expenditure, return unused cash or foreign currency, together with all receipts in support of expenditure to the Bursary within 7 days of the end of the visit.

Provision for Boarders

The School will provide a range and choice of activities for boarders out of class time, throughout the year both indoors and outdoors as appropriate. We ensure that Boarders have appropriate access to school sports, recreational and hobby facilities outside class time.

Pupils on Bursaries

Be aware that there are a number of pupils in school who are full bursaries. Therefore, when a visit requires a letter to parents requesting that the cost is added to their school bill, an amended letter will need to be sent to the parents of these pupils. If you teach one of these pupils before sending a letter, please liaise with the Bursary who will advise you on the situation in regard to add on costs for these pupils.

Behaviour

It is the responsibility of the Visit Leader to ensure that all pupils and their parents are briefed adequately about expectations of behaviour, risk management and informed about all the activities and events taking place on a visit. Parents should be referred to the Behaviour Management Policy and the Discipline, Exclusions and Required Removal Policy, the School rules and pupil code of conduct as the same levels of behaviour are expected on the trip as in school. Visit Leaders are also responsible for finding out the expectations different venues will have when it comes to pupil behaviour and ensuring these expectations are passed onto pupils and staff accompanying the visit. There is a “No Alcohol” policy for staff and pupils on off-site visits.

Parental Consent

At the beginning of each school academic year the School Secretary contacts parents and compiles a "consent list". In addition to consent the list contains basic medical details, any medication used, dietary requirements, emergency contact details as well as general parental consent to undertake visits off-site. Parents will on occasion give consent but with certain caveats, the list is updated throughout the year as parents amend information or submit further details. As part of the preparation and planning of a visit the School Secretary provides the consent list details for the relevant pupils to the Visit Leader and EVC. In the Junior School the consent list is available to all staff in the Medical Room. For any visit outside the local area an online consent questionnaire is sent through to parents by the Junior School Secretary.

Additionally, for each visit a letter is submitted to parents from the School Secretary explaining the details of the visit, a reply giving parental consent for their daughter to attend is required in the following circumstances:

- There is a cost involved for attending the visit.
- The visit takes place outside of the school day.
- The visit takes place outside the City of Cambridge.

The letter must be clear and detailed in setting out the activities and inherent risks involved, it is important that parents are giving "informed consent". The letters are returned to the School Secretary/Visit Leader who complies a list of replies.

In general pupils must be in good physical and mental health to take part in an off-site visit. Reasonable adjustments must be considered to ensure attendance/participation where possible. A risk assessment/medical advice may be required.

Parents must be made aware that if needed there is an expectation that pupils will be collected at their expense. Under no circumstances should a pupil be taken on any off-site visit without parental consent, this is a Visit Leaders responsibility.

Catering

Packed lunches are requested using the packed lunch request form. Completed forms are sent to the Catering Manager and Diary Group at least two weeks prior to the visit.

Medical

As part of the paperwork required for new pupils a detailed medical form is completed by parents. The information is held by the School Nurses and shared in school on a 'need to know' basis. Care plans are written for pupils with relevant medical issues. The Nurses hold details of pupils treated in the Medical Centre and those in contact with the School Counsellor. School Secretaries contact parents and compile a "consent list" (see parental consent para above). In addition to consent the list contains basic medical details and any medication used. Where pupils have medical conditions listed the Visit Leader must liaise with the Nurses to ensure the pupil is fit to attend the visit, any care plans in place are followed and any individual medication is taken. If any pupils are added to the visit at a later stage, it is important that liaison with the Nurses still takes place.

A first aid trained member of staff must be on any visits which take place outside Cambridge City or normal school hours (08:30 – 16:00hrs). All visits must have a minimum of one "medicines trained" member of staff for the administration of pupil medication. It is the Visit Leader's responsibility to assess the first aid requirements, to include appropriately trained staff and obtain first aid kit(s) from the School Nurses. A first aid trip request form needs to be completed and submitted to the Medical Centre least one week prior to the trip.

A copy of all participating pupils' medical needs, GP & parents/guardians contacts must be carried on visits. This parental consent information must be destroyed once the trip is over in line with Data Protection

requirements. If there are girls on your medical list who require medication, then it is also your responsibility to collect these medicines from either the medical room or Senior School reception.

In accordance with the School's Medical and First Aid Policy pupils diagnosed with anaphylaxis must always have their personal Adrenaline Auto Injector (AAI) with them (in the case of Jnr Sch pupils the AAI is hung on the rear of the classroom door). Additionally, a second personal AAI must always be available. For visits it is the Trips Leaders responsibility to ensure that the pupil has their AAI with them and that their second AAI is also taken off-site. In the event of the pupil being without two AAIs then the pupil will be unable to partake in the visit. Note the school emergency anaphylaxis kits are not to replace a lost AAI for a school off site visit. In the case of asthma all pupils diagnosed with asthma must always have their inhaler with them. For visits it is the Trips Leaders responsibility to ensure that the pupil has their inhaler with them. In the event of the pupil being without their own inhaler the spare prescribed inhaler (stored with the Nurses) will be used. If this is unavailable, then the pupil will be unable to partake in the visit. Note the school emergency asthma kits are not to replace a lost inhaler for a school off site visit.

School Mobile Phones

The school has android smart phones (on a monthly charge tariff) available for visits. These phones are held at the Senior School reception/Junior School Office, where they are booked and signed for upon issue. Phone chargers are available for visits with overnight stays. Receptionists/Junior School Secretary ensures the phones are charged ready for the next user, the IT Dept periodically "wipe" the phones to remove text messages, any photographs/screen shots and location data.

Checking Out & Back In

When departing on a visit during the school day Visit Leaders should inform reception/Junior School Office as they leave site, on return to school they should check back in. This ensures that the school is aware which groups are off-site at any given time and ensures fire registers are accurately maintained. Outside of school opening hours the SLT member with line management responsibility for the subject/year group should be kept informed in a similar manner.

Overdue groups

Where during a visit a group is delayed, the Visit Leader must contact reception/Junior School Office as appropriate. It may be necessary to inform parents where this is near the end of the day. Where a group is overdue by an hour and has not contacted school reception/Junior School Office should telephone the Visit Leader (or other staff) to find out the reason for delay and to ensure their welfare. If contact with the visit cannot be made, then the SLT member with line management responsibility must be informed. If the visit is planned to return to school outside the working hours of reception/Junior School Office, then the SLT member is responsible for following up the overdue group.

Trips Abroad

Leader & Staff Competence

In determining necessary leader competence, it is important to take into account the extra complexity involved in leading a visit overseas as compared to a visit within the UK. There should be someone who can communicate effectively and has a good understanding of the local culture.

Pre-Visit Staff Visit

Where possible consideration should be given to key staff visiting the overseas location beforehand, particularly where tour operators are not used, or the level of security and safety needs further consideration.

Pre-Visit Parental Briefing Session

Parents must be provided with full information about the visit so that they can make informed decisions when consenting to the arrangements, including any 'Plan B' alternatives. A pre-visit parental briefing session is good practice. It will provide an opportunity for parents to ask questions. The briefing should:

- Set clear expectations about the behaviour of young people, including circumstances in which parents should be prepared for young people to be sent home early, or to be responsible for their collection, and when such repatriation may be at parental expense. Refer the parents to the Behaviour Management Policy and the School rules which can be found on the policies page of the school website.
- Include a detailed programme of the visit, including any specialist activities.
- Explain the supervision arrangements, including any use of remote supervision (e.g. shopping during a visit without direct supervision).
- Cover expectations about downtime, curfew times, bedtimes, alcohol, smoking etc. Remind parents that the latter are disciplinary matters.
- Ensure that parents are aware of the need to disclose full information about their child's physical and emotional wellbeing or mental health that may affect them during the visit, and of any medications that they need to take.
- Set expectations about mobile phone/tablet use, social media activity etc.

The letter of consent should make it clear parental attendance is expected and should include a reply to the meeting as well as for the pupil's participation in the "visit and all activities" – which should be clearly set out in the letter.

All material from the pre-trip meeting should be placed on Parent Portal or emailed directly to parents. In the Junior School this process is done via emailing information and presentations to the parents directly, who must acknowledge receipt of the documents. It is essential parents sign in to record their attendance at the pre-visit meeting.

Languages

Staff with appropriate language capabilities should accompany the group where possible or suitable tour guides/ translators should be arranged prior to the visit.

Foreign, Commonwealth & Development Office Travel Advice

For all international visits the FC&DO travel advice must be followed https://www.gov.uk/foreign-travel-advice. It includes advice about travelling abroad, including safety and security, entry requirements and travel warnings. Any deviation from FC&DO advice is likely to affect or invalidate insurance cover.

Travel Insurance

Travel insurance outside the UK which covers the planned activities must be in place. This is especially important for visits overseas; the Bursary has information concerning cover included as standard.

The following cover will need to be assessed; personal accident; cancellation and curtailment; personal liability; personal effects and money; medical expenses and repatriation. It may be available as part of, or as a supplement to, the schools broader insurance policies.

Passports & Visas

Personal identification is required for international travel and within many countries, usually in the form of a passport.

Some countries require visas in addition to passports. Some have a requirement for passports to be valid for a minimum period (often six months) beyond the date of entry to the country, and some require them to be less than ten years old even if they have the required period remaining. Check requirements at https://www.gov.uk/foreign-travel-advice.

Prior to the visit departing the visit staff must ensure that all passports are in good condition and are valid for the correct duration. During the visit staff must have copies of all passports, visas, Biometric Residence Permits and any other important travel documents.

Post BREXIT, the British Council list of travellers' visa scheme is no longer available. Visit Leaders are to check with the local consulate for the destination EU country to identify any specific measures that non-UK/EU/EEA travellers must meet. A visa exemption in place for school pupils of listed countries who hold UK residency and who are travelling on a school trip to EU countries. International pupils must be in possession of their own passport and a travel document confirming their UK residency (such as a Biometric Residence Permit (BRP)). For our boarders BRPs are held by Head of Boarding in Mary Ward House. Remember there may be non-UK/EU/EEA pupils on the trip who are not boarders.

Travelling With a Minor

You must get the permission of everyone with parental responsibility for a pupil (or from a court) before taking a pupil abroad. The authorisation form for travelling abroad with a minor must be completed.

Tour Operators

For most visits overseas some form of external tour operator will normally be used. The Visit Leader and EVC must satisfy themselves that the operator has sufficient policies, procedures, and insurance in place.

ATOL Protection

Where relevant the ATOL (Air Travel Organiser's Licence) protection scheme must be in place. ATOL is UK financial protection scheme protecting most air package holidays sold by travel businesses that are based in the UK. The scheme also applies to some flight bookings, usually those where you book flights (including UK domestic flights) but do not receive your tickets immediately. If a travel business with an ATOL ceases trading, the ATOL scheme protects consumers who had booked holidays with the firm. It will support consumers currently abroad and provide financial reimbursement for the cost of replacing parts of an ATOL protected package.

ABTA Protection

Where relevant the ABTA (Association of British Travel Agents) protection scheme must be in place. ABTA covers non-flight-based holidays, linked travel arrangements and monies paid to travel agents. ABTA ensures that all its members properly protect their package holidays, as required by law. Packages including a flight are covered by ATOL. Packages not including a flight are covered by ABTA bonding, or insurance policies. Examples of these packages are coach, rail, or cruise holidays. ABTA protection means that if your travel company goes out of business, you will be entitled to a refund which includes hotel costs. If you are abroad, your transport home will be covered. Package holidays that are for less than 24 hours, or are for business travel, may not be protected.

Foreign Currency

Please request foreign currency from the Bursary at least 21 days before departure

School Transport

Where school vehicles are taken outside the country the necessary insurance and breakdown arrangements must be in place, the Bursary has information concerning cover included as standard. A green card certifying that the vehicle is insured may be required. How fuel will be purchased outside the UK also needs to be considered.

When outside the UK additional breakdown items may be required by law (e.g. high visibility vests, snow chains, breathalysers etc). An International Driving Permit (IDP) is likely to be required by all drivers. Avoiding accidentally breaking the local rules of the road need to be considered. Basics like speed and road signs can be different from home so get to know the local rules beforehand https://www.theaa.com/european-breakdown-cover/driving-in-europe/country-by-country is a good source of advice when planning to drive abroad.

Medical

In addition to the standard liaison between Visit Leader and School Nurses an overseas visit will have additional requirements for first aid kits, level of first aid training and stocks of individual medication (to include any reasonable delays).

Check what vaccinations you need by visiting https://www.nhs.uk/vaccinations/travel-vaccinations/travel-vaccination-advice/or School GP Practice at least 3 months before you travel.

Crime & Theft

Groups can be particularly vulnerable when arriving in a foreign country, especially at night or if tired after a long journey. Criminals often target busy airports, railway stations and bus stations. Pick pocketing and luggage theft are common, and more serious crime such as sexual assault is not unknown in some areas. The risks can be reduced by:

- Having leaders who are familiar with the location and speak the language – if this is not the case, it can be very helpful to have a trusted local person to meet the group at the airport/station to facilitate arrival.
- Delegating specific leaders to concentrate on group supervision while others deal with other tasks.
- Preparing participants to keep valuables secure and out of sight, to be alert and vigilant, to stay together and to know what to do if they feel threatened.
- Ensuring that participants' clothing and behaviour minimise unwelcome attention.
- Having a clear plan, so that the group moves purposefully.
- Having pre-arranged transport to the first night's accommodation (if using public transport, a leader should be familiar with it).
- Ensuring that the first night's accommodation is secure and in a safe area, so that it provides a refuge for rest and orientation.

Emergency Procedures

Both the School and any third-party provider should have an emergency or critical incident plan. The Visit Leader should ensure that the two plans will interact effectively before the visit takes place.

- For an overseas visit consideration should be given to the action to be taken if a member of staff becomes incapacitated or has to leave the visit. If the country to be visited requires a visa, you will need to ensure that any backup leader holds an appropriate visa.

Emergency Procedures

Most incidents that happen on off-site visits can be dealt with by the visit leadership team. However, sometimes an incident becomes an emergency, when the Visit Leadership Team needs support from the establishment.

In an emergency practical action to take, includes:

- Calling the emergency services.

- Informing parents.
- Informing the Head, SLT, governors.
- Arranging food/drink/shelter/accommodation/transport as necessary.
- Sending staff to the scene of the incident to support the group.
- Dealing with the media and social media communications.
  Informing insurers.
- Making emergency funds available.
- Addressing any safeguarding issues.
- Practical arrangements for the group travelling back to base and being reunited with parents.
- Arranging counselling.

A copy of all documentation for any visit will be accessible in case of emergency. All members of SLT are sent a copy of the documentation prior to the visit's departure. In the Junior School, a hardcopy of the documentation is filed in the trip folder in the staff room and an electronic copy is sent to the Head of Juniors.

The Visit leader will carry a list of emergency phone contacts for SLT. In the event of a serious emergency after the initial response the School's Crisis Management Plan would be implemented.

The Visit Leader must carry a copy of the pupils' medical/contact information on the visit, which contains details of what medical treatment can or cannot be given to a pupil in an emergency. In any matter requiring outside medical assistance, SLT should be contacted immediately.

The School Off-site Visits Emergency Plan is at annex A. A copy should be taken on the visit.

Documentation & Procedure

The following procedure and documentation is in place for visits:

Educational Visits Preliminary Approval Form

Completed. Signed by HoY & Assistant Head. Sent to EVC. Entered into the School calendar before the beginning of the academic year, by Assistant Head. In the Junior School the visit is given permission to proceed by the Head of Juniors, and then entered into the school calendar by the School Secretary. Any new visits must be approved by the SLT.

Complete the following forms as needed:

- Form A - Out of School Visits Form (day / residential trips which are not local).
- Form A1 - Walking Visit in Cambridge.
- Form A2 - Visit requiring Road Transport in the Cambridge Area.
- Form B - Accommodation for Out-of-School Visits.
- Form C - Outside Agencies.
- Form D - Outdoor Activity Centres.
- Form E - Educational Visits – Finance Details.
- Risk Assessment for Educational Visits.

Timings:

- Catering. Packed lunches are requested using the packed lunch request form. Completed forms are sent to the Catering Manager and Diary Group at least two weeks prior to the visit.
- A first aid trip request form submitted to the Nurses least one week prior to the visit.
- All paperwork completed and passed to the EVC. For day visits 72 hours prior. Residential visits seven days prior.
- Evaluation Form Residential Trips (overseas trips) is to be completed after the visit has taken place.

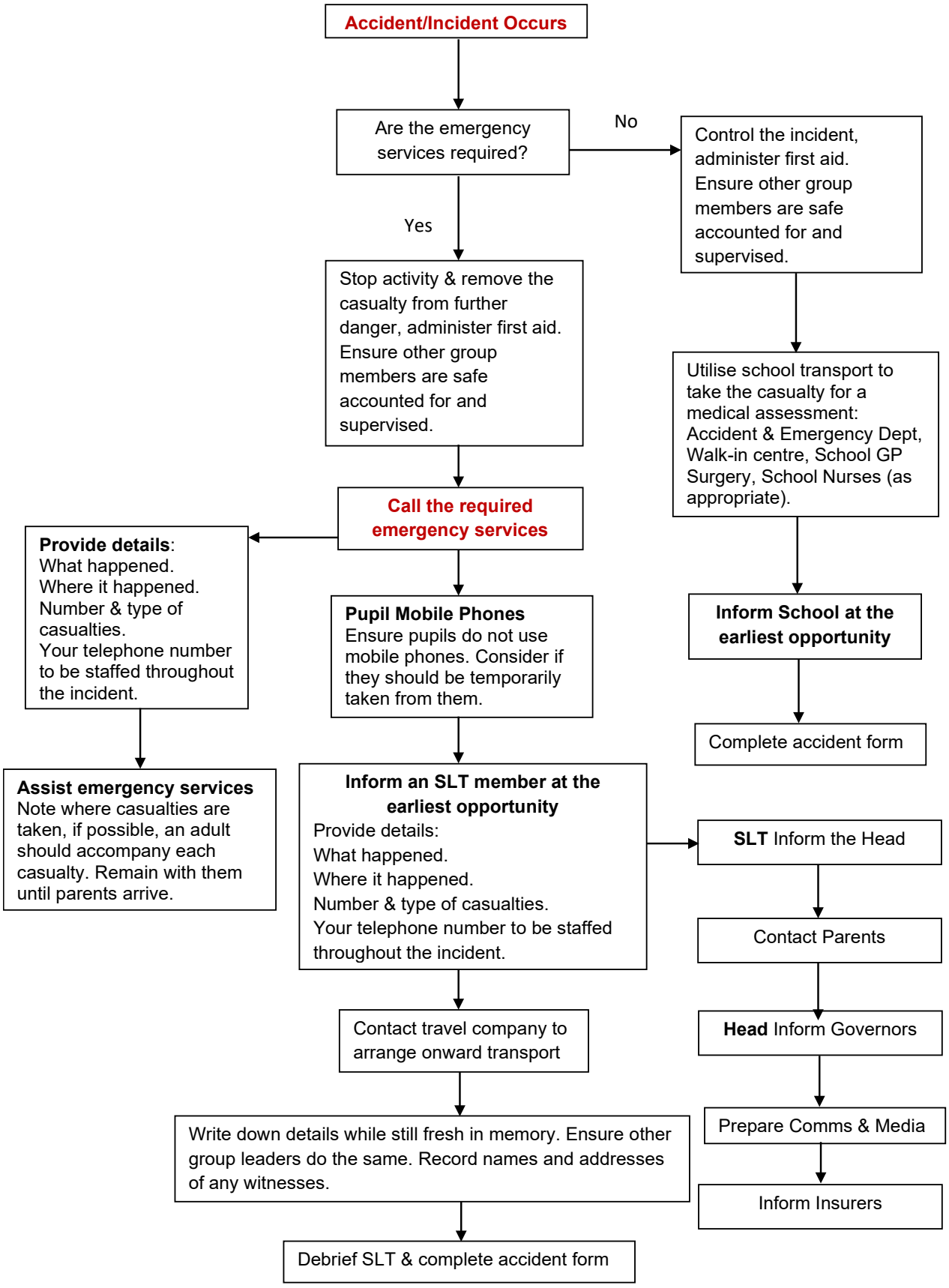
Evaluating Visits

On completion the visit leader and accompanying staff should evaluate the visits success, educational benefit and lessons learned to inform future planning. Any 'Near misses', accidents or emergencies should be recorded on the School Accident/Near Miss Record and passed to the School Nurses.

Summary of the Process for Arranging Visits:

Action/Item	Time Frame	Remarks
Educational Visits Preliminary Approval Form Complete	Before the beginning of the academic year	Added to Parent Portal School Calendar
Off-site Visit Finance Form Complete	3 months (or prior to financial commitment)	Sent to the Bursary: accounts@stmaryscambridge.co.uk
Request a visit letter is sent from School Secretary to parents	Approx. 1 month	
Medical consent list received from School Secretary	Once replies in from parents (if needed)	
Engage with the Nurses regarding pupil medical conditions and care plans	1 month	
Submit **packed lunch request form**	2 weeks prior to the visit	
Request **cash** from the Bursary	10 days prior	
Submit **first aid trip request form** (SS only)	1 week prior to the visit	
All paperwork completed and passed to the EVC Residential Visits Out of School Visits - Form A Accommodation for Out of School Visits - Form B Outside Agencies - Form C Outdoor Activity Centres - Form D Risk Assessments for Educational Visits Educational Visits - Finance Details - Form E One Day Visits Out of School Visits Form - Form A/Local Walking Visit – Form A1/Local Visit Requiring Transport – Form A2 Risk Assessments for Educational Visits Educational Visits - Finance Details – Form E	For day visits 72 hours prior Residential visits 7 days prior	
Re-engage with the Nurses regarding pupil medical conditions (any changes in pupils attending or new issues)	Days prior to the visit	
Sign out school **mobile phone**	Day of the visit	
Ensure you have a copy of the **Off-site Visits Emergency Plan**		
Ensure you have a copy of the **SLT Contact List**		
Ensure you have a copy of all participating pupils' **medical needs, GP & parents/guardians contacts**		

Collect any pupil medication required		
Check out at reception/JS office		
Confirm total **Income and Expenditure**, return unused cash or foreign currency, together with all receipts in support of expenditure to the Bursary	Within 7 days after the visit	

Annex A – Emergency Plan

Annex A – Off-site Visits Emergency Plan