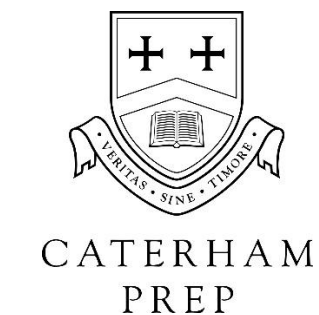
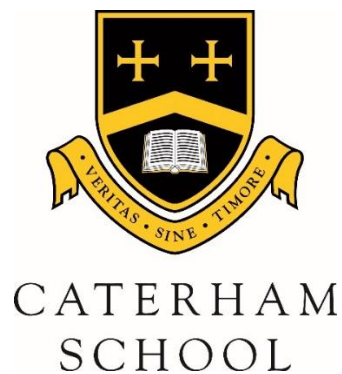


Educational Visits and Trips Policy



Policy Author:

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Helen Scarsbrook, Assistant Head (Prep School)

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Policy Statement

The school places a high value on fieldwork, excursions, visits and organised holidays. Such trips are of enormous benefit. It is a central part of the ethos of the school to provide the opportunity for educational visits and school excursions.

Pupils' physical and moral safety is of paramount concern. The school accepts that trips, visits and outdoor activities cannot be completely without risk but it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of pupils and staff, and minimise the risk of untoward or dangerous situations (in accordance with DfE Guidance Health and Safety of Pupils on Educational Visits). This policy (along with the procedures and risk assessment) is supported by and works in conjunction with the school's Behaviour and Anti-Bullying Policies, the Safeguarding Policy, Recruitment and Appointment Procedures and is overseen by the Educational Visits Coordinators, who are Alex Moore, Assistant Head Co-curricular and Operations (Senior School) and Helen Scarsbrook, Assistant Head (Prep School).

All lead supervisors of educational visits must be aware of the procedures of the **Critical Incident on a Trip or Excursion** and **Emergency Procedures**, which are found on the final two pages of this document and are drawn from the school's Critical Incident Management Plan.

Risk assessment and staff briefings must also consider safeguarding risks arising during the visit, including those associated with members of the public, third-party providers, accommodation, transport and periods of less structured activity.

The Headmaster or the Head of the Prep School and Trustees must be satisfied of the competence (training, assessment and experience) of staff to undertake and supervise the various activities. The lead member of staff will brief all accompanying staff about all aspects relating to the health and safety of pupils accompanying the educational visit or outing. This may include designating specific tasks to specific staff e.g. care of medication. All staff and volunteers accompanying visits will have undergone the appropriate safer recruitment and vetting checks in accordance with the School's Safeguarding Policy and KCSIE, and will be as well informed about the proposed visit as the leader. They will need preparation before the visit.

This policy and procedure is informed by:

- a. The School's Health and Safety Policy
- b. Health and Safety advice on legal duties and powers, 2014 (DfE)
- c. Guidance for Health and safety on educational visits (26 Nov 2018 – Gov.uk)
- d. Adventure Activities Licensing Regulations <https://www.hse.gov.uk/aala/>
- e. Keeping Children Safe in Education 2026
- f. OEAP National Guidance <https://oeapng.info/>
- g. National Minimum Standards for Boarding Schools 2022
- h. It is equally informed by the need to ensure that individual activities and visits are complying with Employer requirements and Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Any planned activity that involves caving, climbing, trekking, skiing or watersports must involve a check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). Risk assessments for such activities, as well as the policies, documentation and procedures of Third Party Providers, will be checked by the Head of Outdoor Learning. Providers should also hold an LOfC Quality Badge or similar, or should be subject to appropriate checks as detailed in Health and safety on educational visits guidance, Gov.uk, Nov 18.

Equal Opportunities

Every effort will be made to ensure that school journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc.

Pupils with SEND, Disabilities, Medical Conditions or Other Additional Needs

The school seeks to ensure that pupils with SEND, disabilities, medical conditions or other additional needs are able to participate in educational visits wherever reasonably practicable. Reasonable adjustments will be considered and made where appropriate, whilst maintaining the health, safety and welfare of everyone in the group.

Individual needs and any necessary adjustments or limitations must be considered at the planning and risk-assessment stage. Particular consideration should be given to appropriate supervision levels, accessibility, transport, activities, accommodation where relevant, and any additional support required. Trip leaders should have access to appropriate information about pupils' individual needs and the arrangements required to support them safely during the visit.

Where a pupil has an Individual Healthcare Plan, Allergy Action Plan or other agreed medical plan, relevant information must accompany the visit and be available to the staff responsible for the pupil. Group leaders should liaise with parents/carers and, where appropriate, the Health Centre and other relevant professionals to ensure that suitable arrangements are in place.

Pupils requiring emergency medication, including adrenaline devices or inhalers, must have the required medication available throughout the visit in accordance with their Allergy Action Plan, Individual Healthcare Plan or other agreed medical arrangements. Before departure, the Trip Leader must ensure that the required medication is in date, readily accessible and appropriately carried or stored, and that accompanying staff understand the pupil's needs and know what action to take in an emergency. A pupil must not take part in a visit where essential emergency medication is unavailable.

Arrangements for pupils with allergies and other medical conditions must be consistent with the school's Allergy Policy and other relevant medical policies and procedures.

Allergies and Adrenaline Auto-Injectors (AAIs) on Trips

Before departure, Trip Leaders must check that all pupils with medical conditions, including allergies, have brought their required medication; a pupil who cannot produce required medication, including an AAI, will not be able to take part in the visit. Pupils who carry an AAI must bring two devices on the trip. Senior pupils should carry these themselves; for Prep pupils, one device is carried by the pupil and the spare by a member of staff, and for Pre-Prep pupils both devices are carried by staff.

Where the Health Centre holds a spare AAI for an individual pupil, this must be taken on the trip by the Trip Leader. Where the Health Centre does not hold a spare AAI for an allergic pupil, the Trip Leader must carry a generic emergency AAI.

All trip activities must be risk-assessed to identify any risk they pose to allergic pupils, with alternative activities planned to ensure inclusion. For overnight trips, the Trip Leader should contact parents of any allergic pupil to discuss and understand the pupil's specific duty of care, and venue staff should be briefed in advance that an allergic pupil is attending, including any dietary requirements.

Full detail on the management of allergies, AAIs and anaphylaxis, including storage, expiry checks and emergency treatment, is set out in the school's Allergy Policy, which Trip Leaders must consult when planning a visit involving pupils with allergies or other medical conditions.

Criteria for Trips - Departmental

These should have a genuine educational value and/or academic relevance and benefit. Obvious examples would include Geography and Biology Field Trips, Modern Languages trips and Work Experience, History trips to the World War I Battlefields. They can be day or residential trips. There will always be exceptions, but in order to ensure balance and to avoid disrupting the timetable, Heads of Department should in broad terms, plan for a maximum of one whole year group trip per year in each of the First, Second and Third year, one whole year group trip during the GCSE course and one during the A-level course. Within the Prep range, Heads of Department should work with Form Tutors and the Assistant Head and Head of Pre-Prep to ensure a balance to the number and range of trips, with the number for a given year group not generally exceeding one in a given Half Term.

Criteria Trips- Recreational Holidays

There are a number of purely recreational trips that take place during the year. A variety of weekend activities and excursions are provided for boarders. There are also some trips abroad. New recreational trips would be considered.

Trip Planning

- Trip administration is done through our Trips Management Platform, Evolve
- All paperwork, including financial plans and risk assessments, will be stored against the specific trip on that platform. This allows for streamlined workflow and up-to-date information that is available to all requisite stakeholders.
- Supporting systems include WisePay (for collating consents and taking payments), SOCs (for scheduling) and iSams (for pupil database).
- Day Trips (Senior School): At the earliest opportunity gain the permission of the Assistant Head (Co-curricular) for the trip through an informal discussion
- Day Trips (Prep School) The overwhelming majority of trips are day trips. These are often repeat annual visits aligned to our curriculum and are agreed by SMT before they are accepted onto the termly school calendar. Where new visits are proposed these need to be approved by SMT through a combination of informal discussion and completion of a trip proposal form.
- Residential Trips (Senior School): Trip leaders should propose a trip for an academic year, in the preceding Autumn Term. This proposal is made to the EVC and considered by SMT. Trip leaders are advised as to whether their trip can proceed. Parents are notified of upcoming residential trips in a communication sent out early in the Spring Term, in order to assist with future planning and budgeting. The balance of trips and costs is considered. The Sports Department, both boys and girls, should be asked to plan well in advance. Within a defined period of several years, it would be reasonable for each major Sport (rugby, hockey, cricket, lacrosse and netball) to have one 'long haul' tour and one shorter 'European' tour. A careful balance should be struck to ensure that both junior and senior tours are considered for all major sports and that no age group potentially misses out on any possibility. Tours should be undertaken which have a reasonable chance of success on the field. The proposed plan should be submitted to SMT.
- Residential Trips (Prep School) There are currently three residential visits involving only Prep School pupils. These are annual repeat trips and approved by SMT on an annual cycle; these are Year 4, 5 and 6 residentials focused on outdoor and adventurous activities and team-building. All are planned for a year in advance and parents are notified so a deposit balance is sought and received. All such visits are well-established and led by staff who have accompanied such trips on numerous occasions. There is a joint Senior/Prep music-based residential visit on which the Head of Music at the Senior School takes the lead; however, there is close liaison with the Prep School Head of Music and Head.

Financing of Trips

All trips should be self-financing or funded from subject budgets. The financing of trips is overseen by the Finance Bursar.

Fundraising for Tours

Within the parental body, many of whom already make significant sacrifices to pay the fees, there is a finite pool of energy, good will and finance. To continuously make demands on the same group of people is unfair. It is essential that fund-raising fatigue and potential clashes should be avoided.

Principles of Fund-Raising

- Fundraising events organised by the Parents Association take precedence as their aim is to benefit all pupils (i.e. school minibuses, equipment in the Hall) rather than tours/trips which by definition only benefit a limited number.
- School fundraising activities are co-ordinated through the Assistant Head (Partnerships). No fundraising event in school should take place unless it has been agreed by the Assistant Head (Partnerships).
- Fundraising in school should be carried out to support 'charitable projects' i.e. not to benefit the pupils or teachers themselves through fares, kit etcetera.
- There is a great deal to be said for fundraising involving the pupils themselves. They are the chief beneficiaries of an exciting and wide-ranging array of overseas trips and should therefore whenever possible be encouraged to take a lead role in fund-raising. Furthermore, fundraising forms an essential component of the purpose of some trips, such as the trip to Tanzania.

Supervision Levels

There need to be some standard arrangements for this so that the school is confident that:

- a) Legal requirements regarding supervision and safety are fully met;
- b) Best practice guidelines are fully met;
- c) Pupils are well cared for;
- d) Parents are not unduly subsidising unnecessary staff;
- e) No trip is accompanied by fewer than 2 staff (unless this is deemed appropriate by the EVC and a risk management plan is in place);
- f) Mixed parties contain at least one male and one female member of Staff. If all pupils are over 16, there may be circumstances in which this rule need not apply on a day trip. Equally, it may not apply where a Third Party Provider is involved and provides a tour guide. (Seek advice from the EVC as far in advance as possible);
- g) On all overnight trips involving a mixed group there is to be at least one male and one female member of staff (see above);
- h) Ten pupils per member of Staff on non-hazardous trips abroad or on residential trips in this country is the guideline;
- i) For day trips in this country the number of pupils to teacher may be higher, but there should never be a ratio of fewer than one teacher per 20 pupils.

In most cases the travel company gives a standard number of free or subsidised places. (This normally varies from 1:12 to 1:8). If the member of staff organising the trip believes that there is a particular reason for having additional/fewer staff this **MUST** be discussed with the EVC during the planning stage of the trip. An enhanced risk management plan will be required in the case of a higher ratio.

At least one member of staff accompanying the trip should carry a relevant, up to date first aid qualification. At least one person with a current full paediatric first aid certificate that meets the requirements of the EYFS must accompany Reception pupils on outings.

The following ratios are school best-practice guidelines rather than fixed statutory ratios. Actual staffing must be determined by the risk assessment, taking account of the age, needs and behaviour of pupils, the nature and location of the activity, transport, staff competence and any SEND, medical or safeguarding considerations.

- a) UK Day Trips 2 : 12, 3 : 24, 4 : 36, etc
- b) UK Residential, Non UK Residential and Day Trips 2 : 10, 3 : 20, 4 : 30, etc
- c) For visits involving Reception pupils, staffing levels are determined through risk assessment, taking account of the children's age, individual needs, the nature of the visit and the activities undertaken. As a school best-practice guideline, a minimum adult-to-pupil ratio of 1:5 will normally be used, with additional adults where the risk assessment identifies this as necessary.
- d) Visits that involve pupils in Years 1 to 3 should have a supervision ratio of 1:6 adults to pupils.
- e) Visits that involve Years 4 to 6 should have a supervision ratio of 1:10 adults to pupils.
- f) For Prep School pupils, residential visits should be at a supervision ratio of 1:10 adults to pupils
- g) For Prep School pupils, residential visits abroad should be at a supervision ratio of 1:8 adults to pupils.

Assessing Risk

Trip leaders are responsible for creating risk assessments for their trip. A template to support this process is available on Evolve, providing some generic statements that would often pertain to trips (e.g. actions when travelling on a particular mode of transport). Trip leaders should collate any relevant statements and supplement them with any other trip-specific risk management statements using their intimate knowledge of the trip being planned. This responsibility cannot be delegated.

For outings involving EYFS children, the risk assessment must consider the nature of the outing, the children participating and their individual needs, appropriate staffing and supervision, transport arrangements, first aid and medical needs, and any specific safeguarding risks.

Transportation

Where minibus or coach travel is required, this should be booked via the Transport Manager, via the email transport@caterhamschool.co.uk

Staff should consider whether they need to risk assess their chosen method of transport, and ensure that they have taken the requisite preparatory steps to use that method of transport safely (e.g. basic visual checks of a minibus before departing).

Caterham staff may not drive a minibus outside of the UK.

Behaviour on the Trip

All pupils should observe the highest standards of politeness, courtesy and conduct at all times. Particular care needs to be taken when on public transport or in residential accommodation. Even out of school time pupils are representing the school and should do everything in a way that reflects positively on them as well as on their school. The expectations of good behaviour must be explained to pupils before any trip and reiterated as appropriate. The Trip Leader will be responsible for pupil discipline in accordance with School's Behaviour policy. A member of The Senior Management Team will be available to give advice and to contact parents as necessary. Poor behaviour on school trips must be reported to the Assistant Head (Co-curricular), or in the Prep School, to the Head of School (Prep)/Head of Pre-Prep on or before return to school. Pupils must be made aware that there may be further repercussions on their return to school and that they may lose the right to participate in future trips. Responses to behaviour will be appropriate to pupils' age, stage of development, SEND/additional needs and the circumstances of the incident.

Mobile Phones on Trips

The school's Mobile Phone Policy continues to apply on all educational visits, adapted as follows to reflect the nature of travel and residential trips.

Day Trips

Pupils may bring their mobile phones on day trips. During travel to and from the venue, phones may be used for taking photographs, listening to music, and telephoning or texting home. In all other respects the expectations of the Mobile Phone Policy continue to apply: once at the destination, phones must be out of sight and not used unless a member of staff gives specific permission.

Residential Trips

On residential trips, pupils in Years 1 to 5 will hand in their phone to a member of staff to be kept overnight. Trip Leaders may also define additional device-free windows during the day or evening, in line with the Mobile Phone Policy, to support group cohesion, balance and wellbeing.

Trip Leaders retain discretion to restrict phone use further where necessary for safety, safeguarding or behavioural reasons, and should make expectations clear to pupils and parents before departure. Full details are set out in the school's Mobile Phone Policy.

Drinking Alcohol

Under 18s

Health Advice and the law in the UK states:

- It is illegal to sell alcohol to under 18s in the UK.
- Those aged 16-17 may drink beer, wine or cider to accompany a meal on licensed premises, but only when the drink is bought for them by an accompanying adult
- Health advice in England and Wales is that:
 - Children under 15 should not drink alcohol;
 - If young people aged 15 to 17 years consume alcohol, it should always be with the guidance of a parent or carer or in a supervised environment;
 - If 15 to 17-year-olds do consume alcohol, they should do so infrequently and certainly on no more than one day a week, and never exceed recommended adult daily limits.

Taking this into account, all visits for under-18s should normally be alcohol-free. However, in certain circumstances and after careful consideration and consent of parents, it might be appropriate to allow young people under the age of 18 to have an alcoholic drink. For example, on a visit to a country where it is legal and the norm, it might be appropriate for a responsible group to have a glass of wine or beer during a meal in a restaurant or hotel. On these occasions a small amount of appropriate alcohol (not spirits) can be served alongside food under the close supervision of trip staff. Of course, there is no expectation or pressure to consume alcohol and many of our pupils choose not to.

Trip leaders should therefore agree specific expectations for visits to countries where pupils might have the opportunity to consume alcohol and communicate this to parents in the pre-trip briefings.

18 and Over (Pupils)

To ensure appropriate supervision of all pupils partaking in the trip, if any individual pupils are over the age of 18 on the trip, they will adhere to the same expectations as stated above for Under 18s.

Drinking - Staff

Consumption of alcohol by any staff accompanying trips should be discussed and agreed in advance, taking into account:

- The law;
- Establishment and employer policies;
- The negative effect of alcohol on the ability of participants to take part in the visit, and to carry out their responsibilities;
- The need for a sufficient number of alcohol-free leaders to provide effective supervision or to drive, including in an emergency;
- The time taken after drinking for someone to be free of the effects of alcohol;

- The effect that alcohol consumption by over-18s might have on under-18s taking part in the visit.

As alcohol affects judgement and decision-making ability, participants should always be supervised by alcohol-free leaders. This includes overnight during a residential. So, if leaders are to drink alcohol:

- There should be sufficient leaders to allow some to be 'off duty' without adversely affecting supervision levels or the ability to deal with an emergency, including the possible need to drive;
- Those who do drink should do so in moderation and be fit to return to duty at the appropriate time (note that the body will take up to three hours to process the alcohol in one large glass of wine or a pint of strong beer);
- The duty rota should not unfairly penalise any leaders who choose not to drink.

When travelling overseas, all leaders and participants should be aware of local laws and customs relating to alcohol. Local laws should always be followed where they are more restrictive than the laws of the UK or the agreed visit rules.

Smoking

Smoking is not permitted on school trips.

Pupils Sent Home

If a pupil is sent home for misbehaviour, then parents will be expected to cover all costs incurred.

Publicity for Trips

The school can always make use of video clips and photos of trips and tours. If staff wish to borrow the school digital camera they should please see the IT department.

Photographs which might be of sufficient quality for either newsletters or the press should be passed to the marketing department. Staff should not publish photographs or video clips publicly without having first checked the permissions given to do so for participating pupils.

Recording and Reviewing

It is the responsibility of the lead supervisor of each trip to report accidents and 'near accidents', sometimes known as near misses. They should do so using the same accident reporting system as usual; Evolve Accident book.

Reviews of each trip and monitoring of good practice should always be shared with the EVC.

If staff are in doubt about any aspect of a school trip they should consult the EVC.

Critical Incident on a Trip or Excursion

The following guidance is given to help Trip Leaders deal with any critical incident occurring off the campus.

- 1) Establish the nature and extent of the incident / emergency.
- 2) Make sure all other members of the party are accounted for and are safe.
- 3) Call the appropriate emergency services.
- 4) If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety vis-à-vis blood contact.
- 5) Advise other party staff of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
- 6) Ensure that an adult accompanies any casualties to hospital. If, because of the circumstances of the emergency, only one adult is available, in the circumstances a decision will have to be reached as to the best course of action.
- 7) Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
- 8) Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
- 9) Inform the Headmaster, or failing that the Senior Deputy Head (or Head of School (Prep)/Head of Pre-Prep) or COO, or a member of the Incident Management Team, as soon as possible. Give full details of the incident including:
 - a) nature, date, location and time of the incident;
 - b) details of injuries, etc;
 - c) names and home telephone numbers of those involved;
 - d) action taken so far;
 - e) telephone numbers for future communication.
- 10) Seek to control pupil use of phones and social media until the school has contacted parents/others directly involved.
- 11) Do not discuss matters with the media.
- 12) Make notes on the incident as soon as possible, and encourage other people involved to do the same. A record should be kept of the names and addresses of any witnesses or people involved.
- 13) Do not discuss legal liability.
- 14) Ensure accident forms are completed as soon as possible.
- 15) Inform parents of any delays that will be necessitated.

**A COPY OF THIS PAGE SHOULD BE CARRIED BY ALL MEMBERS OF
STAFF ACCOMPANYING A TRIP OVERSEAS**

Emergency Procedures

Despite good planning and leadership, unforeseen emergencies, accidents or injuries may arise. The following guidelines are designed to ensure the rapid transfer of accurate information while dealing with the situation sensitively and effectively.

On the Trip

- Inform all members of staff of the problem as soon as possible; clarify the actions to be taken.
- Account for all trip members and ensure their wellbeing.
- Establish the names of people involved in the incident and the nature and extent of any injuries.
- Ensure that any injured people are accompanied to hospital whenever possible by an adult who knows them.
- Clarify with the group what has happened and explain the consequent course of action.

Communications

- Notify the Headmaster and the emergency contact at school immediately.
- Restrict as far as possible pupils' use of mobile phones and social media platforms until the Headmaster and emergency contact at school have been alerted with precise details.
- If possible do not speak to the media until authorised to do so by the Headmaster.
- Do not allow pupils to speak to the media.
- Do not release the names of anyone involved in the emergency until their families have been informed.
- In the case of serious injury or illness the pupil's family must be informed as soon as possible to avoid the possibility of inaccurate rumours and before the news spreads through the media. The contact would normally be made by the Headmaster, the Senior Deputy Head or the pupil's Head of Year depending on the severity of the emergency and the particular circumstances of the case. The school's insurers may also need to be contacted in such circumstances.
- In the event of a death overseas the nearest British Consul should also be contacted as soon as possible. He will inform the F.C.D.O. in London which has a 24-hour telephone service.