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**St Paul's Cathedral School**  
**EDUCATIONAL VISITS POLICY**  
**(January 2024)**

# AIMS & PRINCIPLES

***St Paul's Cathedral School is a Christian, co-educational community which holds to the values of love, justice, tolerance, respect, honesty, service and trust in its life and practice, to promote positive relationships throughout the school community and where the safety, welfare and emotional well-being of each child is of the utmost importance.***

*The school aims to instil a love of learning through a broad curriculum. It aims to give each pupil the opportunity to develop intellectually, socially, personally, physically, culturally and spiritually. All pupils are encouraged to work to the best of their ability and to achieve standards of excellence in all of their endeavours.*

*Through the corporate life of the school, and through good pastoral care, the school encourages the independence of the individual as well as mutual responsibility. It aims to make its pupils aware of the wider community, espouses the democratic process and encourages a close working relationship with parents and guardians.*

## **PART I: GENERAL INFORMATION**

### **INTRODUCTION**

At St Paul's Cathedral School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team working. Others will extend the pupils' knowledge of the world. The common factor is that they all make an essential contribution to your child's development and education in the broadest sense of the word.

### **OUR TRIPS AND VISITS**

We regularly take pupils on day trips to historic sites, museums, galleries, natural features, places of religious worship and Roman remains to support the school curriculum. There are theatre trips for pupils of all levels.

Overnight Visits: we run a Year 4 overnight camping experience (starting in 2025), a Geography field trip for Year 7, and a post-Common-Entrance visit to Snowdon for Year 8. A Year 7 visit to an outdoor centre is also arranged each year.

Overseas Visits: from time to time an overseas visit is held. Year 7 usually attend a week-long residential course in France

Boarding Pupils: have a weekend programme of local activities, including biking round Battersea Park, adventure playgrounds and ten-pin bowling

The Cathedral choristers make concert tours overseas. Responsibility for this rests jointly with the school and the Cathedral Music Department. Our school choirs perform at local venues.

### **INFORMATION ON PLANNED TRIPS AND ACTIVITIES**

Parents will always be notified in advance:

- If your child has been selected for a sports team where the match will be played outside school hours. We welcome family and friends at all our matches.
- If your child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site, make it clear if the visit involves a charge or late return to school, [or collection from another place, such as a theatre].
- We send details of planned trips and activities well in advance to all parents of pupils of the relevant year group or cohort. Parents who opt for residential or overseas day trips are, where appropriate, invited into the school for a full briefing before their child departs.

## CONSENT

We require parents' specific, individual written consent if we are to take pupils on any trip beyond the Cathedral boundaries. A blanket consent form is sent to parents when a pupil joins the school, but we ask for further signed consent for a residential trip or overseas trip. Chorister parents are asked to complete additional consent forms for the weekend visits which take place. Parents are given the option not to allow their child to go on a trip at any time.

## SAFETY

Safety is the top priority for us. We expect parents to support the school in ensuring that your child follows the instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment. We reserve the right to send any pupil home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety, (or do not follow the school's behaviour code). For residential trips, a behaviour contract is signed by the parents prior to travel (see Appendix).

## **PART 2: GUIDANCE FOR STAFF INVOLVED WITH SCHOOL VISITS**

### **INTRODUCTION**

We have a large number of trips, out-of-school activities and visits, which are an important part of our educational ethos. We expect that every member of our staff endorses the educational value of activities outside the classroom. We encourage as many staff as possible to participate in them, and to help with the arrangements. To make this possible, we set reasonable timetables, as we do not want this important function to become burdensome. We always welcome suggestions from staff for new trips.

### **EDUCATION VISITS COORDINATOR**

The Deputy Head Academic performs the role of the Education Visits Coordinator (EVC). They support the Head and Deputy Head in approving visits, ensuring they are spread through the different age groups and the school year. They help staff involved with organising tours, with checking parental consent forms and keep records of all previous visits (which can be borrowed). They, in conjunction with the school Nurses, keep reports of any accidents or near misses. All new staff have a session on planning school visits as part of their induction training (last training was February 2024). The EVC liaises with the Deputy Head regarding the Risk Assessments and correct administration for the visits.

### **ROLE OF THE GROUP LEADER**

Every trip or visit, no matter how short, must be planned by the member of staff who is in charge of organising and running it. S/he will always have had experience of accompanying school visits before becoming Group Leader. The Deputy Head, Deputy Head Academic and Bursar are available to give guidance to all potential Group Leaders, which covers practical guidance on conducting risk assessments, emergency procedures, the school's insurance cover, budgeting for visits and the circumstances under which a visit might be terminated or curtailed, for instance if weather or sea conditions suddenly deteriorated. We expect all Group Leaders either to hold a valid First Aid certificate or ensure that one of the other staff accompanying the visit holds one. One other member of staff on the visit must be capable of taking over the Leader's role, if necessary.

No one should drive the school minibus unless s/he has the appropriate qualification. There should always be a second member of staff on the minibus. The school will arrange and fund First Aid courses and driving minibuses courses for all staff as

needed. We expect every member of staff to complete a “Drivers’ Declaration Form” before s/he drives pupils in a school minibus. The completed forms are held by the Bursar.

## PERSONAL LIABILITY AND INSURANCE

The law places the Group Leader “in loco parentis”. The DCSF Guidance “The Health and Safety of Pupils on Educational Visits: A Good Practice Guide,” ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)), is helpful for all Group Leaders. It explains that their responsibility is to “act as any reasonable parent would do in the same circumstances.” Staff who take part in visits and activities outside school may feel concerned about being held liable if an accident occurs. However, they can be assured that St Paul’s Cathedral School, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school’s guidelines.

The school has £5 million of Employers’ Liability Insurance and £25 million of public liability insurance, *as well as a group travel policy that covers most visits inside the UK and overseas. Covers include cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The Group Leader should ensure that s/he takes a copy of the school’s travel insurance with him/her on all overnight visits.* The school’s policy is to discourage staff from transporting pupils in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the school).

## PREPARATORY ARRANGEMENTS

The amount of advance preparatory work needed will obviously vary with the type of activity. Preparation will still be needed for walking with a group of pupils to a local museum, spending an hour there and walking back in time for school lunch. Residential visits to another country require considerable research and preparation. Repeat visits and shorter visits will need less planning, and can be arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits. for school holidays and half-terms. (Group Leaders may draw upon the EVC’s stock of existing background material when planning regular repeat visits to familiar destinations, but it is vital that the paperwork is correct before submission).

The list that follows is designed to cover all the planning that a Group leader needs to undertake for a longer type of visit. It is designed to be as comprehensive as possible.

## **Up to a Year in Advance (for residential visits)**

- Obtain advice from the EVC, Deputy Head and Head, on suitable dates, precedents, chorister commitments etc, and discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number, and age of participants
- Calculate the staff to pupil ratio, (see below)
- Prepare a draft itinerary
- Decide mode of transport for all stages of the journey.
- Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included).
- Check that the provider of adventure activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority.
- Obtain a clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments
- Prepare the risk assessment(s), (Appendix),
- Find other members of staff who are willing to participate in the trip, bearing in mind the need to have both male and female teaching staff when both sexes participate in a visit. *In certain circumstances parents are invited to accompany school visits for a day or less.*
- Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.
- Carry out a reconnaissance visit if the location is not one that the school has visited before. (If a reconnaissance visit is impossible, a reference from another school that has visited the site may suffice).
- Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants).
- Ascertain the medical and visa requirements.
- Establish when the deposits are required by tour operators/airlines/activity centre etc, and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff).
- Meet the Head regarding potential visits and obtain permission.
- If necessary, attend a First Aid and/or minibus driving course beforehand.

## Staff/Pupil Ratios

The DfE recommended staff-to-pupil ratios for visits and off-site activities is:

Ratio	Pupils' Year Group
1:6	1- 3 inclusive (with a higher ratio for the under 5s)
1:10	Years 4 – 6
1:15/20	Years 7 upwards
1:10	All visits abroad

### Early Years

A risk assessment will be carried out for each visit. This assessment must take account of the nature of the outing and consider whether it is appropriate to exceed the normal ratio requirements (as set out in *The Early Years Foundation Stage Statutory Framework* document), in accordance with the school's procedures for supervision of children on outings.

### The Risk Assessment

All Group Leaders must conduct a risk assessment on the potential hazards involved in a visit, trip, or activity that they are planning. The form for risk assessments can be downloaded or found in the School Trips folder under Deputy Head Academic on the S Drive, and in the risk assessments should contain:

- Identifying the potential hazards of the place being visited – transport etc.
- Listing the groups of people that are especially at risk from the significant hazards (medical, dietary etc)
- Listing existing controls or notifying where the information may be found.
- Considering how he/she would cope with the hazards which are not currently identified or fully controlled.
- Carrying out continual monitoring of hazards throughout the visit.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Provided that s/he is satisfied, it will meet the school's requirements for the activity part of the visit. Additional risk assessments will be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can be updated and re-used unless there has been a change of circumstances. In certain situations it may be necessary to include individual risk assessments for individual pupils upon the guidance of the Head.



When planning an activity involving caving, climbing, trekking, skiing or watersports, the school will ensure that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

### Residential visits

After permission is granted:

- Write a preliminary letter to send to parents and guardians of the target age group, outlining the purpose of the trip, the programme *and* the expected cost. Ask for acceptance, together with a deposit or payment. If relevant, mention that parents will be invited to a briefing meeting before departure. Explain any restrictions on numbers. Remember that all letters to parents must be cleared in advance.
- Check names with the Nurses of all pupils wishing to participate. Discuss with EVC and the nurse about concerns about special arrangements required for handling specific medical issues.
- Ensure that deposits /payments are received.
- Pass all relevant invoices to the Bursar for payment.

### One to Three Months in Advance:

- Finalise the costs with the travel company etc.
- Insist that all coaches are fitted with seat belts.
- Finalise the cost for parents (including contingency to cover delays etc).
- Inform parents of the medical and visa requirements. Advise parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited.
- Liaise with the Bursar for final payments to travel companies etc. and from parents to be made.
- Liaise with the Bursar over currency requirements.
- Arrange meeting with parents to brief them on all aspects of the trip in school to discuss:
  - The itinerary, including the meeting and collection points.
  - Contact details for the hotels/hostels.
  - The money, kit, and equipment that the pupils need.
  - The medical (and visa) requirements
  - Any special equipment requirements
  - The expected standards of behaviour, and the potential risks of irresponsible behaviour and remind them that pupils who ignore or flout the behaviour code risk being sent home at their parents' expense. Pupils remain subject to school rules throughout the visit.
  - Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.

- Arrangements for communicating with parents if the return is delayed.
  - The need to notify the school if contacted with an infectious disease within four weeks of traveling.
  - The reasons why a completed medical consent form is essential.
- Send all parents a copy of the medical consent form and behaviour contract (Appendix)
  - Liaise with Nurses over first-aid kit. Designate a member of staff to be the medical officer for the duration of the trip (not the visit leader).
  - Ensure that all medical consent forms have been returned.

#### At Least One Week in Advance

- Collect passports
- Meet with EVC and Bursar regarding the itinerary, risk assessment and any final checks.
- Ensure that all travel / event tickets have been received.
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff, and emergency procedures.
- Prepare packs for the school and for relevant accompanying members of staff that contain the following information:
  - The itinerary (including address, phone numbers etc. of all locations where the party is staying).
  - The Group Leader's contact details,
  - Contact details of all participating staff,
  - A list of pupils, together with copies of their parental contact forms (which includes details of each pupils' medical conditions and behaviour contracts),
  - Emergency contact numbers for the base emergency contact
  - The address and contact details of the nearest British Consul (if appropriate),.
  - A copy of the travel insurance document (including emergency contact details).
  - A copy of the risk assessment.
  - Location of local hospital.
  - Pupil medical forms.

#### The Day Prior to Departure/The Day of Departure

- Collect tickets and currency from Bursar or Deputy Bursar.
- Give trip information packs to designated school recipients and to other staff participants.
- Remind pupils about the rendezvous, dress code, standards of behaviour etc.
- Collect traveling first aid kit(s). Check contents.

- Collect packed lunch if required.
- Collect school trip mobile phone

## DURING THE VISIT OR ACTIVITY

Primary responsibility for the safe conduct of the visit rests with the Group Leader. S/he has responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. S/He may delegate part or all the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts.
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Enforcing expected standards of behaviour.
- Looking after passports and valuables
- Storing cash and tickets in the hotel safe.
- Keeping an account of all expenditure.
- Recording all accidents and near misses.

## ILLNESS OR MINOR ACCIDENTS

If a pupil has a minor accident or becomes ill, a member of staff will take him/her to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff, to be repatriated to the UK. The pupil's parents will be telephoned if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises (following the guidelines from the risk assessment)

## EMERGENCY PROCEDURES

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff will accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the Head what had happened would be the next task for the Group Leader, who would need to give as full, calm, and factual an account as the circumstances permitted. Where the full facts have not yet emerged, s/he should say so, and ensure that

follow-up communications with the Head are maintained. S/he would also need to contact the British Consul (if abroad) and arrange for the Bursar to contact the school's insurers as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken.

Depending on the incident, the school would inform, as swiftly as possible, the families of the injured and those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our web, local radio) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Head. Staff should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge.

See the Appendix to this Policy for a quick guide to action to be taken in an emergency on a school visit.

## DELAYED RETURN

If a visit is delayed, the Group Leader should inform the school and use the agreed arrangements to contact all the parents to alert them to the delay and the revised time of arrival.

## ON RETURN

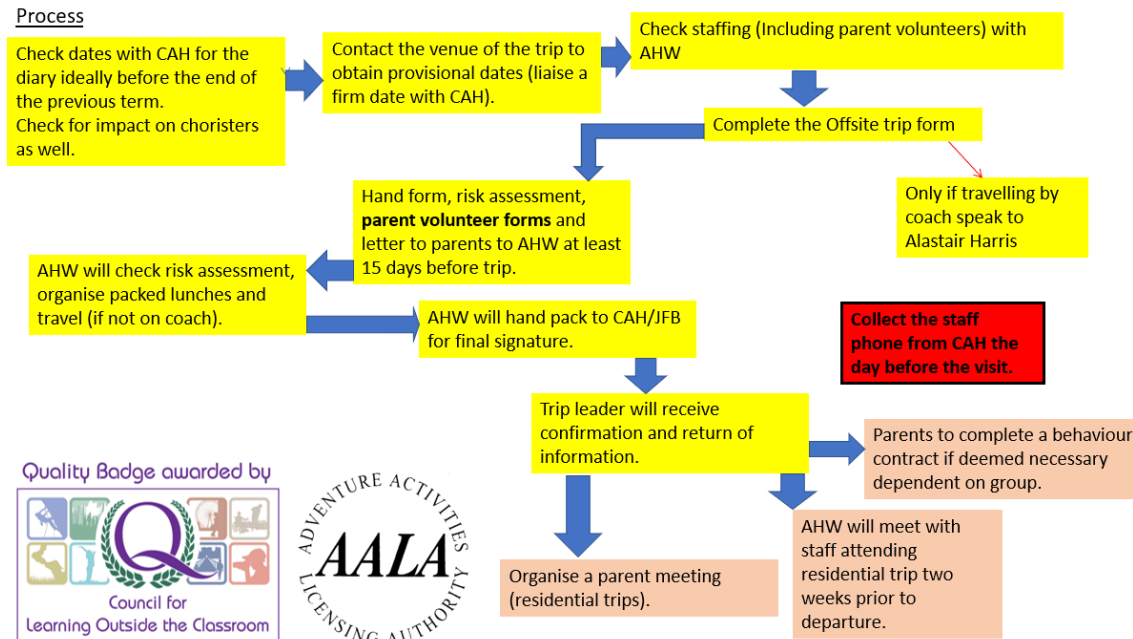
Each Group Leader is asked to provide a report on the visit, and any reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. This meeting should be held with the EVC.

## EXPENDITURE

The Group Leader is responsible for returning any unused money to the Bursar, together with a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill.

## Day trips

### Process



- The flow diagram above highlights the procedure for running a day school visit.
- The proposed trip should be discussed with the Deputy Head (DH) in the first instance to check for diary clashes and the Deputy Head Academic (DHA) for cover implications.
- The proposal form (the same as residential proposals in the Appendix) should be completed and a risk assessment and given to the DHA.
- The DHA will arrange transport and packed lunches if necessary.
- The DHA will then pass on the DH for final checks and approval.
- The trip phone must be taken on all visits.

### Report for Governors

The Head's termly report to the Governors always contains a synopsis of all the school trips and visits. He may ask the Group Leader for a short report.

## APPENDIX A ACTIONS IN THE EVENT OF AN EMERGENCY ON A SCHOOL TRIP Guidance on Emergency Procedures

All school trip leaders must acquaint themselves with this plan. The plan is included as an annex in the Educational Visits Policy.

- Establish the nature and extent of the emergency
- Make sure that all (other) members of the party are accounted for and safe.
- If there are injuries, establish their extent and administer first aid – within the bounds of your training and abilities
- Establish names of the injured and call the relevant emergency services
- Advise other party staff of the incident and that emergency procedures are in operation

- Ensure that an adult from your party accompanies any casualties to hospital. If on your own go with the injured pupil(s); the Emergency Services will look after the rest of the party until another member of staff arrives
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to school (or another base)
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for
- Control access to telephones until contact is made with the Head/Bursar or their deputy and until they or you have had time to contact those directly involved. Give full details of the incident to the school.
- Telephone numbers for future communication: identify alternate telephone numbers in case lines become jammed
- In serious incidents the parents of all party members should be informed. Liaise with the school on who will undertake this task, and that of informing parents of any delays.
- Media: refer all media enquiries to the school. If forced to communicate with the media, only give factual information and do not divulge the name of any member of the party.
- As soon as practicable write down all relevant details. A record should be made of any witnesses.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed. The school will inform insurers, HSE etc as appropriate.

### **Trip Bag**

A trip bag should be taken on all trips. It should contain:

- School phone
- School camera
- First aid kit
- Relevant medication
- Contact details (phone numbers and addresses) for all pupils on the trip
- Medical forms
- Behaviour contracts

### **APPENDIX B (all electronic copies are in the S:Drive)**

Copy of RA

**ST PAUL'S CATHEDRAL SCHOOL**

**RISK ASSESSMENT FORM**



Activity to be Assessed:

Date:

Numbers and Age Group Involved	Hazards / Risks Identified	How to manage it (control measure)	How control measures will be checked <ul style="list-style-type: none"><li>• Briefings</li><li>• Codes of conduct</li><li>• Checklists</li><li>• Training</li><li>• INSET</li><li>• Controls specific to your visit (amend)</li></ul>

Signature of Person Undertaking Assessment: .....

Date all Remedial Steps completed: ..... Signature: .....

**APPENDIX C**

Behaviour contract

**CONFIDENTIAL**

## PARENTAL CONSENT FORM / CONTACT DETAILS

**Childs' Surname (BLOCK CAPITALS):** \_\_\_\_\_

**Forenames:** \_\_\_\_\_

**Year Group:** \_\_\_\_\_

I agree to my child taking part in the above overseas trip.

I understand that while the staff in charge of the party will take all reasonable care of the students during the trip, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child, which occurs as a result of the trip. In the event of emergency medical treatment being required, whilst every effort will be made to contact me, it may be necessary for the teacher in charge to give consent.

I also accept that in the event of serious misconduct my child may be sent home and that expenses thereby incurred will be borne by me.

**Signed:** \_\_\_\_\_ (FATHER / MOTHER / GUARDIAN)

**Parent's Address:**

\_\_\_\_\_

**Home Tel. Number:** \_\_\_\_\_ **Work Tel. Number:** \_\_\_\_\_

**Mobile Tel. Number:** \_\_\_\_\_

**Parent's address if different from above whilst on the trip:**

\_\_\_\_\_

**Neighbour's / relative's name, address and telephone number (if unable to contact parent):**

\_\_\_\_\_

## APPENDIX D

### Parent volunteers form

Thank you for volunteering to accompany our children on a school visit – we do appreciate your help. You will be required to attend a briefing with the class



teacher/group leader beforehand to inform you about the visit. Voluntary helpers should be clear about their roles and responsibilities during the visit.

**You must:**

- Do your best to ensure the health and safety of everyone in the group. Speak to the group leader or teachers if you are concerned about the health and safety of pupils at any time.
- Not be left in sole charge of a pupil/pupils except where it has been previously agreed as part of the risk assessment and you have had a DBS check by the school.
- Follow the instructions of the group leader and school staff and help with control and discipline. The group leader sets and leads the rules, routines and expectations for the day.
- Ensure your group follows all instructions e.g. they must stay with their group and the group adult at all times.
- Inform a member of school staff if you need to leave your group for any reason.
- Let the group leader know immediately if there is a medical or other emergency. The group leader is responsible for first aid and for contacting the school and associated parents in emergency situations.
- Not smoke or consume alcohol on the school visit.
- Not use your mobile phone (unless in case of emergency). **Trip mobile is 07834 745939 or school number 020 7248 5156.**
- Not take photos of the children.

**Additional information:**

- Volunteers may not always have their own child in their group. The group leader will give parent helpers a list of children for whom they are responsible.
- Volunteers may not bring any siblings or additional children on a school trip.
- If the children have been asked not to bring spending money, please refrain from purchasing items for your child or group.
- Please respect and value your child's independence and social interaction with their group and peers.
- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coach.
- When walking in public places, volunteers should encourage children to walk in twos rather than in a group.
- If you have any queries or problems concerning the trip, please direct these in the first instance to the group leader, or if you would rather, the Deputy Head Academic (Mrs. Wright) on return from the trip.

**Confidentiality**

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers have the responsibility of informing parents of any concerns about a child.

**Thank you!**

**I have read and understood the Parent, Carers and Volunteer Guidelines on school visits and agree to follow them.**

Visit

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Volunteer name \_\_\_\_\_ Signed \_\_\_\_\_

Child's name \_\_\_\_\_ Year group \_\_\_\_\_

Date \_\_\_\_\_

Revised January 2024