




ALDENHAM
— P R E P S C H O O L —

Educational Visits Policy (including EYFS)

Managed by:	Updated:	Review Date:
S M Galpin	August 2023	August 2024

Head's Signature:	Date:
	August 2023
Mrs S M Galpin	

INFORMATION This is a copy controlled document. If you are unsure of it being the most current version, please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

Introduction

Aldenham Prep School believes that taking students off-site for carefully selected and suitable purposes is good for their education and leads to short, medium and long term benefits. The School aims to ensure that all school trips are of high educational value, represent good value for money and, most importantly, are safe.

For the purposes of this policy, an educational visit is any visit which takes place away from the School site.

The School has an Educational Visits Coordinator (EVC) whose role is to ensure that educational visits are well-planned and well-managed, in accordance with both the School's policies and HSE guidelines. The EVC will also ensure that:

- a risk assessment is carried out for each educational visit;

- the standard risk assessment for use of Bushey Grove Leisure Centre is regularly checked and amended as necessary;
- the standard risk assessment for all sports matches, home and away is regularly checked and amended as necessary;
- appropriate insurance is in place for all visits; and
- records are kept of each educational visit, including reports of any accidents/incidents that may have taken place during the visit.

This policy should be read in conjunction with the following policies:

- Behaviour and Discipline Policy
- Health and Safety Policy
- Missing Pupil Policy
- Minibus Policy
- Acceptable Use of ICT and Mobile Phones Policy
- Professional Code of Conduct
- Restraining Pupils Policy
- Social Media Policy
- Supervision Policy
- Uncollected Child Policy
- Whistleblowing Policy

This policy should also be read in conjunction with Educational Visits Risk Assessment.

Procedure for Planning Educational Visits

For all educational visits, the following procedure must be adhered to:

1. The proposing staff member (the 'trip leader') should submit a 'Stage 0' form to the EVC. Trip budgeting should be submitted as part of this form.
2. When the Stage 0 form has been approved by the EVC, paperwork will be returned. They should then ensure they submit this as a calendar entry to the Office as soon as possible. Catering Staff/ Club Excel and Music/Drama Peris to be briefed on future planned dates as appropriate.
3. The trip leader should then draft a letter to parents, as part of a 'Stage 2' form, giving full details of the trip and requesting payment via 'Stripe' (if applicable), also requesting any lunch information if required. Once approved, the letter will be made 'live' to parents. The School Administrator is then responsible for checking that parents give approvals and make payments by the required date. They can send prompts via Operoo if required.
4. If payment in installments is required, trip leaders should advise School Administrator of payment amounts and due dates. The School Administrator can set up all future payment requirements on Operoo with pre-scheduled dates for issue.
5. If passport information is required, a copy should be requested with the initial form on Operoo. Imminent expiry dates or potential visa requirements can be flagged immediately.
6. Between 7 and 14 days before the trip departs, the trip leader should complete a 'Stage 2' form. This includes all risk assessments and full details of the trip including emergency contacts and staff ratios. This will then be approved/rejected by the EVC. If it is rejected the trip leader must

make the necessary amendments and resubmit the form. The form will then automatically go to the Head of the Prep School for their final sign off.

7. Around a week before the trip departs, the trip leader should email all Prep staff informing them which students will be absent for the trip and when.
8. Residential trips only:
 - the trip leader should arrange a meeting with the Deputy Designated Safeguarding Lead (DDSL) to be briefed on any essential safeguarding information relating to students and their participation in the trip;
 - trips leaders must discuss potential rooming allocations with a member of SLT before confirming the arrangements with accommodation providers, as this can alleviate potential problems upon arrival; and,
 - the trip leader must ensure that they have the contact details for two members of the Senior Leadership Team who will be contactable throughout the duration of the trip in case of emergency. This number should not be passed to parents.
9. The trip leader must collect first aid supplies from the Medical Room and ensure all trip staff are fully briefed on any medical requirements of students on the trip. Staff on a residential trip should hand a sealed envelope to the trip leader with personal medical information to be accessible by medical staff in the event of an emergency.
10. The trip leader should contact the School Administrator to get a mobile phone (if required). This number may be distributed to parents if it is deemed appropriate (it is compulsory to provide parents with this number for residential trips a Whatsapp broadcast group can/will be established by the school administrator if required).
11. If required, the trip leader must ensure that they book minibuses with the Head Porter and book lunches with the Catering Department, giving as much notice as possible. School Administrator will co-ordinate lunch requirements with the Catering Department following completion of parental consent form.
12. The trip leader should contact the School Administrator to acquire any cash required for their trip. The trip leader must ensure that they have sufficient funds within their budget for this request.
13. During the trip, the trip leader must:
 - ensure that they have access to all medical, dietary and contact information for students e.g. by downloading the information via the Operoo app when they have wifi;
 - be aware of the risks and assess them continually. In particular, the trip leader must ensure that students are wearing seatbelts wherever possible on public or school transport;
 - record any medical issues, accidents or injuries on Operoo:
 - keep all receipts for expenditure: and
 - take regular registers, preferably via the Operoo app.
 - Record any behaviour incidents/issues
14. After the trip, the trip leader must return all surplus cash and receipts to the Administrator (Sandra Constable).

Risk Assessments

All risk assessments must be completed with the Stage 2 form. If risk assessments are provided by external providers, these should accompany the School paperwork. These will be scrutinised by the EVC.

Students with Disabilities

The School will make all reasonable adjustments to cater for the needs of students with disabilities, while giving equal importance to ensuring that no other student's education is impaired. The medical needs of all students are considered carefully when deciding on residential trip locations, transport arrangements and whether extra support staff are required. Risk assessments for trips and visits will take account of the particular needs of disabled students if required.

Finance

Unless otherwise agreed with the Head of the Prep School, all trips will be self-funding and cover the whole cost of the trip. Payment for all trips should be made via Stripe (as part of the Operoo package). Deposits for trips will be non-refundable (unless the trip is cancelled).

All expenses on the trip must be accounted for and must be reasonable and justifiable. If staff submit unacceptable expenses claims or cannot account for their expenditure, they may be banned from attending future trips or face disciplinary action. If in doubt, staff should always consult the EVC/ Head of the Prep School for clarification over what constitutes appropriate expenses.

Insurance

Every educational visit is usually covered by the School's annual travel insurance. The policy extends to all accompanying staff members, as well as students. The trip leader must arrange additional cover if a planned activity is not covered by the travel insurance policy. For residential trips, parents should also be informed of the excess, payable by them, in the case of a claim.

Supervision

For residential trips, all accompanying adults must have passed relevant DBS/safeguarding checks including full Safer Recruitment for volunteers. No parents, supporting adults or volunteers may remain with students overnight on residential trips without these provisions being complied with. At all other times their contact with students must be supervised. Coach drivers and tour guides should not be billeted close to the students or have access to communal areas overnight unless accompanied by staff.

For residential trips, one member of staff must be on duty every night and available to drive in an emergency.

The following supervision ratios should be adhered to:

- Foundation Stage: there must be a ratio of 1:3, with a minimum of three staff per trip.
- Year 1-3: there should be a ratio of 1:10, with a minimum of three staff per trip.
- Years 4-6: there should be a ratio of at least 1:12, with a minimum of two staff per trip.
- Overnight and overseas trips: there should be a ratio of at least 1:10, regardless of age, and a minimum of three school staff per visit.

If staff accompanying trips are the parents of students on the trip, they do not count in terms of ratios. Careful consideration should be given beforehand as to whether or not it is appropriate for parents to accompany school trips when they are also members of Aldenham Foundation staff.

If a day trip involves both boys and girls, it is recommended (but not mandatory) that there is both a male and female member of staff accompanying the students. This is a compulsory measure for overnight stays or trips abroad.

All trips must have at least one qualified first aider amongst the staff. A list of approved first aiders can be found on the T drive.

Educational Visits Policy

Document History

Date:	Pages	Amendments:	Reason:	Name:
12/08/21		Policy Re written	Much detail from previous policy incorporated into Educational Visits Risk Assessment	V Gocher

30/01/22		References to Operoo paperwork removed	Operoo not used as was planned	V Gocher
Aug 2022	Front page	Change of name and Acting Head	Change of role and position	S Galpin
Aug 2022	Front page	Change of crest	Crest updated	S Galpin
Aug 23	Front page	Removal of Acting from Head	Permanent position appointed	S Galpin
Aug 23	1	Inclusion of word 'incidents'	Incidents are recorded alongside accidents	S Galpin
Aug 23	2	Inclusion of 'Catering Staff/ Club Excel and Music/Drama Peris to be briefed on future planned dates as appropriate.'	Clarification of procedures	S Galpin
Aug 23	2, 3	Number of amendments made in procedures carried out	Update in procedures	S Galpin
Aug 23	4	Inclusion of keeping a record of any behaviour incidents during school trip	Update in procedures	S Galpin
Aug 23	3	Replace Deputy Head with a member of SLT	Update in procedures	S Galpin