



## SEDBERGH INTERNATIONAL SUMMER SCHOOL

<b>Educational Visits(Non-EYFS): Policy Guidance</b>	
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### Scope

This guidance is applicable to all those involved with educational visits for pupils in the Summer School, excluding EYFS children.

### Objectives

To ensure that visits are well-planned and significant risks are identified and managed.

That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.

That there are those in charge of visits have the necessary competence to manage situations appropriately.

## Guidance

Learning outside the classroom environment is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):

Day and half-day trips to historic sites, museums, galleries, natural features, farms, drama productions  
Off-site adventure activities, e.g. canoeing, climbing, trekking, horse riding, sailing

The Summer School website will list the trips and visits that are due to take place over the coming summer programme.

Parents are expected to support the Summer School in ensuring that pupils follow instructions given by those in charge of the trip. The Group Leader in charge of the trip has the full authority of the COO and the right to sanction any pupil who declines to follow reasonable instructions (e.g. reducing shopping time for that student). Extra costs arising out of any such event will be payable by the parent.

The Course Director will:

- direct the Group Leader leading the trip to the appropriate person for assistance
- direct the Group Leader to the detailed Guidance Notes at Appendix 1 and seek evidence that all procedures have been completed
- keep records of visits, including details of accidents and incidents
- provide detailed risk assessments of all planned trips and activities and guide the Group Leader to conduct real-time adjustment to risk assessments in line with changing circumstances or emergencies (see 'Risk Assessments' section below)

Every planned trip or tour will have a nominated Group Leader (GL) who is responsible for leading the trip. A deputy Group Leader may also be nominated.

The School's Safeguarding Policy and procedures, including any procedures for vetting, DBS checking and assessing the suitability of staff and volunteers will apply at all times during trips, tours or visits.

Where a School minibus is used, the driver must have the appropriate qualifications.

## Personal Liability

The Group Leader acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do". However, in some circumstances such as where the Group Leader or another member of staff specialises in a particular activity or leads more hazardous or adventure activities, there may be a higher duty of care.

The School, as employer of the Group Leader, will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed School guidelines.

## Insurance

The School has Employers' Liability Insurance of £20m and Public Liability Insurance of £20m. It also has a group travel policy that covers most visits in the UK and overseas, including adventurous/hazardous activities.

The Group Leader should check with the Bursar Operations when planning trips relating to hazardous/adventurous activities for the applicability of insurance and arrange for an extension where

required.

The Group Leader should ensure that they have a copy of the School travel insurance with them on the trip.

Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the School's "occasional business use" motor policy, providing the vehicle is legally roadworthy.

### Planning a trip

Before the course, the Course Directors should have: -

- discussed key elements of the visit, including purpose, location, transport, accommodation, activities, itinerary, number and age of participants
- researched and engaged an external tour specialist if appropriate (e.g. outdoor adventure) and received their own risk assessments, insurance details etc.
- calculated to the staff to pupil ratio
- prepared a draft itinerary
- decided the mode(s) of transport for the whole journey
- prepared a costing for the visit, remembering to allow a contingency for delays and emergencies (see Appendix 3)
- if an adventurous activity is involved, checked that the provider is licensed and individual instructors possess a recognised qualification (such as the Adventure Activities Licensing Authority)
- obtained relevant details from the intended Centre regarding acceptance of responsibility and copies of risk assessments before committing to the visit
- prepared an ISS risk assessment
- assigned members of staff, remembering:
  - male/female ratios where necessary
  - language skills
  - medical assistance
  - nature of activities
- undertaken a reconnaissance visit to the location if the School has not visited it before, or a reference from another school where this is not possible
- established the minimum and maximum numbers for the visit to be viable
- established any age/height restrictions and medical requirements established the cost of any deposits required both for travel and the activity provider and calculate the deposit required from participants

### Staff-pupil ratios

These should be decided on the basis of risk assessment, taking into account the activity to be undertaken, and the age and maturity of the pupils. As a guide, the following minimum ratios should be met:

1:10 for aged 8-11

1:15 for ages 12 and 13

1:20 for aged 14+

Where Summer School groups are mixed ages, the Course Directors will strive for a general ratio of 1:10 on all trips and activities.

### Risk Assessment

The Operations Director should assess for the trip for:

- potential hazards of the location being visited

- the groups of people that are at risk from significant hazards
- control measures that are in place
- hazards which may not yet be fully understood due to lack of information
- monitoring hazards during the visit
- identifying alternative activities should the risks of the initially planned activity become too great, and risk assess the alternative

The Group Leader should ask for copies of risk assessments from professionally operated licensed activity centres and tour operators, where appropriate. These will form part of the overall Summer School risk assessment.

Risk assessments from previous visits can be used as a starting point for a revised assessment, but they must never be adopted without checking for changes which may have occurred.

Risk assessments must be shared with all supervising staff on a trip or tour, and they must all be fully aware of the content of the risk assessment.

The Group Leader should dynamically assess the risks on the ground during the trip or tour and take appropriate action to mitigate risks.

The Senior School maintains a dossier of generic risk assessments relating to sports activities, regular school visits and theatre/museum visits, etc. This can be accessed for Summer School staff members by the Course Directors.

### Procedure

Day prior to departure/day of departure:

- Collect tickets, currency, etc from the safe
- Give trip information packs to nominated persons (hold an excursion meeting)
- Give each pupil the names, addresses and phone numbers of their accommodation, if residential
- Remind pupils about expected standards of behaviour and sanctions if not followed
- Collect travelling first aid kit (check contents)
- Organise student ID badges into class groups and replace any that are missing
- Check that any catering provisions have been ordered and are in progress

During the visit or activity:

Primary responsibility for the safe conduct of the visit rests with the Group Leader. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They will liaise with the tour organiser/destination staff regarding changed arrival times. They may delegate part or all of 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 location. Ensuring that every pupil walks through the emergency escape route at each hotel if residential
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor)
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff)
- Asking all pupils to write their mobile number on a sheet of paper (on departure from school). Give all pupils the number of a member of staff's mobile if they are going to be allowed out in small, unsupervised groups (seniors only).
- Setting agreed times and locations for checking pupils if they are allowed out unsupervised in small groups (seniors only)
- Enforcing expected standards of behaviour
- Looking after (or reminding pupils to look after) passports and valuables
- Storing cash and tickets in the hotel safe
- Keeping an account of all expenditure (keeping receipts)
- Recording all accidents and near misses

#### Illness or minor accidents

If a pupil has a minor accident or becomes ill, the Group Leader, or another member of staff, will take him/her to the local hospital or clinic and provide medical staff with the pupils' medical information. The Group Leader will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.

#### 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 first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.

After ensuring that the rest of the group are safe and looked after, the Group Leader will:

- inform the Course Directors or on-call member of the SLT of what happened
- Where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Course Directors are maintained
- arrange for the School's insurers to be contacted as quickly as possible (usually by the Operations Director)
- a full record should be kept of the incident, the injuries and of the actions taken.

Where appropriate the School Major Incident Plan will be implemented.

Where possible, communication with the media should be left to the Course Directors. The Group Leader will refer the media to the Summer School. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

### Delayed return

If the return from a visit is delayed, the Group Leader will phone the Summer School office, or on-call member of the SLT (out of office hours). Social media may also be used to alert parents to the delay and the revised time of arrival.

### On Return

- The GL will provide the Course Director with a brief report on the visit.
- The GL will return all School property (together with a report of any lost or damaged property).
- The GL will instruct all pupils to delete their records of any staff mobiles.
- The GL will remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit
- The GL will return any unused cash to the Operations Director, with a summary of expenditure accompanied by all related transaction vouchers/receipts.

## Appendix 1 – Further Guidance for Group Leaders

### **The Group Leader is responsible for:**

- Undertaking a risk-benefit analysis in relation to a proposed trip or tour;
- making all necessary preparations and risk assessments, with a view to ensuring the safety and welfare of pupils;
- maintaining discipline and good order at all times;
- delegation to responsible adults when groups are split;
- ensuring that the good name of the School is upheld.

### **Group Leader's Checklist**

The Group Leader must take:

- all documents covering booking, travel arrangements and accommodation;
- receipts for payments;
- a credit or debit card, or means to access emergency funds;
- full insurance details and documents;
- a detailed itinerary;
- a full list of the party members;
- details of weather forecasts where appropriate;
- the consent forms, including medical consent which may need to be produced at a hospital;
- details of emergency contacts and contacts for first aid;
- an appropriate first aid kit;
- passport documents (where appropriate);
- one, and preferably two, mobile telephones with charger(s).

A copy of all relevant information should be retained at the School Office.

### **First Aid and Skin Care**

The first aid kit must include:

- antiseptic wipes;
- medical preparation for cleaning wounds;
- sterile dressing (adhesive) of various sizes;
- surgical tape;
- triangular bandage and supply of safety pins;
- plastic gloves;
- a brief guide and notes on first-aid.

Care must be taken to ensure that pupils are adequately covered or take shelter in hot conditions.

### **Reconnoitre**

Areas or activities involving significant hazard should have been reconnoitred if at all possible; alternatively reliable information should be obtained concerning the nature of any hazards and means of avoiding or minimising risk. The risk assessment should be updated as necessary following the reconnoitre.

### **Briefing Other Staff**

The Group Leader is responsible for ensuring that other staff, supervisors, helpers and (if applicable) host parents know the travel arrangements, the types of activity permitted, the emergency contacts, the special needs of individual pupils and the arrangements for welfare.

### **Appropriate Clothing and Equipment**

Pupils (and parents) must be told to bring clothing that is appropriate to all anticipated temperature and weather conditions, and cultural situations.

Specialist equipment must be identified separately from clothing.  
Clear instructions on whether or not pupils will be allowed to carry mobile phones should be provided to parents and pupils in advance of the visit.

### **Medication and Pocket Money**

The Group Leader must appoint one staff member to be responsible for medication. This includes the needs of pupils who self-medicate.

The Group Leader must appoint one staff member to hold and account for pocket money if he or she does not handle these matters himself.

### **Mobile Telephones and Pupils' Property**

- Staff members must ensure that pupils are not using their mobile telephones while walking during an excursion, especially around busy roads.
- The Group Leader and at least one other member of staff will carry a fully charged mobile telephone at all times and will ensure that an emergency contact at the School has the relevant numbers.
- Similar rules will apply to all items of personal property including for example, cameras. Parents are requested not to send pupils on trips and tours carrying expensive equipment that may attract thieves or be lost or broken. In any event, pupils will be responsible for all items of personal property taken on the trip or tour.

### **Emergency Contact**

The Group Leader must arrange a point of emergency contact.

The Group Leader must have the name, address, telephone and email address of "home" for each pupil both in the UK and in any other country visited and must supply details to all members of staff on the trip or tour, host parent (if applicable) and the School.

### **Fire Drill**

For each establishment in which there is an overnight stay, the procedures and drills to be carried out in the event of a fire must be explained to every pupil by a designated person.

This should include escape routes, alarm points, assembly points, etc.

### **Ensuring Good Conduct**

The Group Leader has the full authority of the Course Directors.

The Group Leader has the right to return any pupil home if, after consideration of all relevant matters, they are of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the parent(s) of the pupil(s) involved.



Appendix 2 – Model Consent Form. For ISS, agreement will have been granted by the parents or guardians in advance of the student arriving on site. The form below is for illustration purposes.

<p><b>Consent of Parent/Guardian to the Educational Visit</b> To be distributed with Notes for Guidance giving full details about the visit</p>
<p>This form must be returned to [NAME OF MEMBER OF STAFF] by midday on [DATE]</p>
<p><b>Pupil's surname          Pupil's first name</b> <b>Date of Birth   Age on [DATE] years   months</b> <b>House   Year Group</b> <b>Pupil's home address</b></p>
<p><b>Name of Parent/guardian</b> <b>Home telephone          Daytime telephone</b> <b>Emergency contact details for the duration of the visit (if different from the above)</b></p>
<p><b>Medical Conditions</b></p> <p><b>Special dietary requirements</b></p>
<p><b>Pupil's declaration</b> I, the abovenamed pupil promise to observe the rules governing behaviour, reporting, [mobile phones] and dress on this Educational Visit and also the School Rules (where applicable). I will do my best to ensure the safety of myself and other members of the party. I will obey the laws of the country I am visiting. I will at all times act with courtesy and consideration for others and do my best to uphold the name of the School.</p> <p><b>Signed by Pupil _____</b></p>

**Consent of Parent/Guardian**

Nothing in this form excludes the legal rights of the pupil or those with Parental responsibility in the event of negligence by the School causing personal injury or death

**Transport**

I consent to the pupil travelling by any form of public transport and/or in a motor vehicles driven by the Group leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

**Health**

I certify that to the best of my knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason or medical grounds why the pupil should not be a member of the party for this Educational Visit.

**Disability and special needs**

I certify that I have provided full information on any disability of special needs that might affect the pupil's ability to take part in this Educational Visit or have an effect on the safety and welfare of others in the party.

**Passport etc**

I certify that the pupil has a current passport and (if applicable) all necessary visa(s) and satisfies the entry requirements of the country to be visited.

**Accident/Illness**

I consent to all emergency or other medical or dental treatment including inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of the pupil.

**Swimming and other Adventure Activities**

I certify that the pupil is able to swim 50 metres

I certify that my child is water confident in a pool

I certify that my child is confident in the sea/open inland water I certify that my child is safety conscious in water I agree to the pupil taking part in any/all of the activities (where application) contemplated in the Notes for Guidance, except for the following: .....

Personal effects of the pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. We will not hold the School responsible for losses unless caused by the negligence of the School.

**Breach of discipline**

I understand and accept that if the Pupil is sent home early from the Educational Visit because of a breach of discipline, I will be required to meet the costs.

**Indemnity**

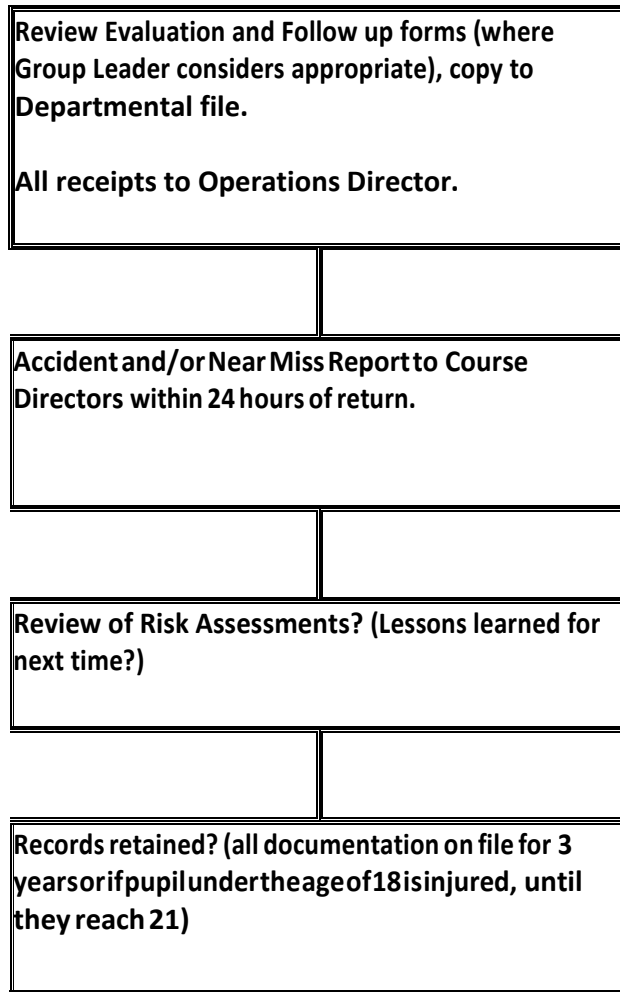
I agree to indemnify the staff and the School against every loss not recoverable under the terms of the Educational Visit insurance including any liability incurred by the pupil (alone or with others).

**Name(s) of Parent(s)/Guardian(s)\_\_\_\_\_**

**Signed\_ Signed\_ Relationship to pupil\_ Relationship to pupil \_**

**Date\_\_\_ Date \_\_\_**

**Post Trip Administration**



**Appendix 3: Tour Finances – Guidance Sheet – for illustration only**To: **Accounts Manager**

Date:

Tour	
Tour Organiser	
Tour Leader if different)	
Tour Finance Officer	

Date(s) of tour	
Destination	
Likely overall costs to pupil	
Cost to recharge/payable in stages	
Brief itinerary	
List of pupils attending (mandatory)	
Bursar to review pupil list (fee arrears)	
List of all staff attending (specify individual payments)	
Number of free places	
Total cost of trip/schedule of costs	Accommodation Transport to/from destination Meals/drinks/extra foodcosts Tour kit (if applicable) Staff meals Extra costs
Sponsorship – details if monies due in	
Funds deposited with Bursary	

Note –

One member of the party should be designated Tour Finance Officer, who should keep a record of expenditure and produce a summary at the end of the tour to the Bursary.