



SEDBERGH INTERNATIONAL SUMMER SCHOOL

Educational Visits(Non-EYFS): Policy Guidance	
Extent of Policy	Sedbergh International Summer School
Policy Owner	Gemma Newton
Frequency of Audit	Annual
Publication	Staff training Website

Scope

This guidance applies to all staff involved with educational visits for pupils in the Summer School, excluding EYFS children.

Objectives

- Ensure visits are well planned and significant risks are identified and managed.
- Ensure contingency plans are in place for reasonably foreseeable changes during a visit.
- Ensure visit leaders and supporting staff have the competence to manage situations appropriately.

Guidance

Learning outside the classroom is an essential part of the Summer School curriculum.

Trips and visits may include (non-exhaustive):

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

The Summer School website will list trips and visits planned for the upcoming programme.

Parents are expected to support the Summer School by ensuring pupils follow instructions given by staff in charge. The Group Leader has the full authority of the COO and may sanction pupils who fail to follow reasonable instructions. Any additional costs resulting from such incidents are payable by parents.

Course Director Responsibilities

- Direct Group Leaders to the appropriate support person when needed.
- Direct Group Leaders to detailed guidance (Appendix 1) and confirm procedures are completed.
- Keep records of visits, including accidents and incidents.
- Provide risk assessments for planned trips and activities and support dynamic updates in response to changing conditions.

Every planned trip or tour must have a nominated Group Leader (GL). A Deputy Group Leader may also be nominated.

The School's Safeguarding Policy and procedures, including safer recruitment and DBS requirements, apply throughout all trips, tours and visits.

Where a School minibus is used, drivers must hold the appropriate qualification.

Personal Liability

The Group Leader acts in loco parentis and has a common-law duty to care for pupils as a prudent parent would. A higher duty of care may apply where staff are specialists or are leading hazardous/adventure activities.

As employer, the School will support staff in the unlikely event of an accident where reasonable care has been exercised and School guidance has been followed.

Insurance

- Employers' Liability Insurance: £20 million.
- Public Liability Insurance: £20 million.
- Group travel insurance covering most UK and overseas visits, including many adventurous activities.

The Course Director must confirm with the Bursar (Operations) that insurance is valid for hazardous/adventurous activities and arrange extensions if required.

The Course Director must have a copy of School travel insurance details ready to provide Group Leaders should the need arise during the trip.

Use of staff private cars is discouraged. If exceptionally permitted, cover is through the School's occasional business-use motor policy, provided the vehicle is legally roadworthy.

Planning a Trip

Before the course, Course Directors should ensure the following are completed:

- Define purpose, location, transport, accommodation, activities, itinerary, and participant profile.
- Engage suitable external specialists where needed and obtain their risk and insurance documents.
- Calculate appropriate staff-to-pupil ratios.
- Prepare a draft itinerary.
- Decide journey transport modes.
- Prepare full costing with contingency for delays and emergencies.

- Confirm providers of adventurous activities are correctly licensed and instructors are appropriately qualified.
- Obtain provider acceptance of responsibility and risk assessments before committing.
- Prepare an ISS risk assessment.
- Assign staff considering safeguarding, gender balance, language skills, medical support and activity type.
- Complete a reconnaissance visit if possible (or obtain suitable references where not possible).
- Set minimum and maximum viable participant numbers.
- Confirm any age/height restrictions and medical requirements.
- Confirm deposit requirements and participant payment expectations.

Staff-to-Pupil Ratios

Ratios must be determined by risk assessment, considering activity, age and maturity.

Minimum guide ratios:

- 1:10 for ages 8 to 11.
- 1:15 for ages 12 to 13.
- 1:20 for ages 14+.

For mixed-age Summer School groups, Course Directors should aim for a general ratio of 1:10 on trips and activities.

Risk Assessment

The Operations Director should ensure assessments address:

- Potential hazards at the location.
- Who may be at risk from significant hazards.
- Control measures in place.
- Hazards not yet fully understood due to limited information.
- How hazards will be monitored during the visit.
- Alternative plans if initial activities become too risky.

Group Leaders should obtain provider risk assessments (where applicable) to form part of the overall Summer School risk assessment.

Previous assessments may be used as a starting point but must be reviewed for change before use.

Risk assessments must be shared with all supervising staff before departure.

Group Leaders must continuously and dynamically assess risk during the trip and act promptly to mitigate concerns.

Procedure

Day Before or Day of Departure

- Collect tickets, currency and key documents from the safe.

- Issue trip information packs and hold an excursion briefing.
- Give pupils accommodation contact details (for residential visits).
- Reinforce behaviour expectations and sanctions.
- Collect and check the travelling first aid kit.
- Sort student ID badges/lanyards by class group and replace any missing.
- Confirm any catering arrangements are in place.

During the Visit or Activity

Primary responsibility for safe conduct rests with the Group Leader, including itinerary changes due to delays or weather. Specific tasks may be delegated to accompanying staff.

- Carry out head counts at each transition point.
- Check seat belt use where relevant.
- Check fire exits and emergency routes at each location.
- Check accommodation suitability and supervision arrangements.
- Set room curfews and conduct checks on residential visits.
- Share staff emergency contact numbers with pupils where unsupervised time is permitted.
- Set clear check-in times and locations for permitted unsupervised groups.
- Enforce expected behaviour standards.
- Oversee passports, valuables, cash and ticket security.
- Maintain expenditure records and receipts.
- Record all accidents and near misses.

Illness or Minor Accidents

If a pupil is unwell or has a minor accident, a staff member should accompany them to a local clinic or hospital with relevant medical information. Parents must be informed where treatment is required beyond minor first aid.

Emergency Procedures

In a serious incident, the first priority is emergency response and medical care.

After immediate safety actions, the Group Leader must:

1. Inform the Course Directors or on-call SLT member.
2. Share confirmed facts only and maintain follow-up communication as details emerge.
3. Ensure the School's insurers are contacted promptly (typically by Operations Director).
4. Maintain a full written incident record including injuries and actions taken.

Where appropriate, the School Major Incident Plan will be implemented.

Media communication should be handled by Course Directors wherever possible. Any unavoidable comment must be factual and calm, without speculation. Pupils should be discouraged from speaking to media.

Delayed Return

If return is delayed, the Group Leader must contact the Summer School office or on-call SLT member and provide revised ETA. Social media may be used by the School to update parents.

On Return

- Provide the Course Director with a brief visit report.
- Return School property and report any loss or damage.
- Instruct pupils to delete staff mobile numbers, where necessary.
- Remind staff to delete pupil mobile numbers obtained during the visit.
- Return unused cash to Operations Director with expenditure summary and receipts.

Appendix 1: Further Guidance for Group Leaders

The Group Leader is responsible for maintaining discipline and good order, delegating safely when groups split, and upholding the School's reputation.

Group Leader Checklist

The Group Leader should carry or ensure access to:

- Booking, travel and accommodation documents.
- Receipts and payment records.
- Means of accessing emergency funds.
- Detailed itinerary and complete party list.
- Consent forms and medical consent access arrangements.
- Emergency and first-aid contact details.
- Appropriate first aid kit.
- Passport documents where required.
- At least one, preferably two, charged mobile phones and chargers.

A copy of all relevant information should also be retained at the ISS office.

First Aid and Skin Care

First aid kits should include antiseptic wipes, wound-cleaning preparation, sterile adhesive dressings, surgical tape, triangular bandages, safety pins, disposable gloves, and a brief first-aid guide.

Pupils must be appropriately protected from sun and heat, including shelter as needed.

Reconnoitre

Significant hazards should be reconnoitred where possible. If not, reliable risk information must be obtained and the risk assessment updated accordingly.

Briefing Other Staff

The Group Leader must ensure staff and helpers understand travel plans, permitted activities, emergency contacts, individual pupil needs, and welfare arrangements.

Clothing and Equipment

Pupils and parents must receive clear instructions about suitable clothing for expected weather, temperature and cultural contexts. Specialist equipment requirements should be identified separately.

Parents and pupils should also receive advance guidance on mobile phone expectations for the visit.

Medication and Pocket Money

- Appoint one staff member to manage medication, including support for pupils who self-medicate.
- Appoint one staff member to manage and account for pocket money where required.

Mobile Phones and Personal Property

Pupils must not use mobile phones while walking on excursions, especially near roads.

The Group Leader and at least one other member of staff must carry a charged mobile phone and ensure emergency contacts at School hold current numbers.

Similar care applies to all personal property. Parents are asked not to provide expensive items that may attract theft, be lost, or be damaged.

Emergency Contact

The Group Leader must set and communicate an emergency contact point.

The Group Leader must hold and share home contact details (UK and overseas where applicable) with all trip staff, relevant host families, and the School.

Fire Drill

For all overnight venues, designated staff must explain fire procedures to every pupil, including escape routes, alarm points and assembly points.

Ensuring Good Conduct

The Group Leader acts with the authority of the Course Directors and may return a pupil home where justified after considering relevant factors. Any resulting additional costs are payable by parents.

Post-Trip Administration

- Complete accident/near-miss reporting and discuss with Course Director within 24 hours.
- Destroy temporary lists of pupil mobile numbers securely.
- Return lanyards, first aid kits and related items to the ISS office.
- Return receipts and remaining petty cash to Operations Director.
- Review and update risk assessments with lessons learned for future visits.