

# Educational Visits Policy

## Rainham Mark Grammar School

Key Document Details:			
<b>Approval Body:</b>	Trust Board/CEO/Headteacher		
<b>Leadership Group Responsibility:</b>	CEO		
<b>Type of Policy:</b>	Trust Statutory/Trust Non-Statutory/Academy Statutory/Academy Non-Statutory	<b>Version No:</b>	3.0
<b>Last Review:</b>	Start Date	<b>Next Review:</b> March 2027	End Date
<b>Review cycle:</b>	Annual/Every 2 years	<b>Date Ratified:</b>	Date policy agreed by approval body

Contents

Document Change History ..... 2

1. Introduction..... 3

2. Legislation and Guidance ..... 4

3. Statement of Equality ..... 4

4. Roles and Responsibilities..... 4

5. Planning and Preparation ..... 6

6. Risk Assessment ..... 10

7. Volunteers ..... 11

8. Communication and Consent..... 12

9. Emergency procedures and incident reporting..... 13

10. Charging and Insurance ..... 14

11. Residential Visits ..... 14

12. Monitoring Arrangements ..... 15

13. Links with other Policies ..... 15

Document Change History

<b>Date:</b>	<b>Version:</b>	<b>Description of Changes:</b>
Date of review	1.0	Information on why there had been a change
April 2024	2.0	Review
November 2024	3.0	Review

## 1. Introduction

### 1.1 Trips at RMGS

Educational visits are activities arranged by, or on behalf of, our school, which require students to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are a valuable way to enhance learning and improve attainment and so form a key part of what makes Rainham Mark Grammar School a supportive and effective learning environment. The benefits of children taking part in visits and learning outside the classroom include (but are not limited to).

- Improvements in their ability to cope with change and novelty.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Students are active participant's not passive consumers and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions giving them the tools and experience necessary to assess their own risks in a range of contexts.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and to make sure that our visits are available to all students. It sets out the roles and responsibilities of staff, students and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area.
- Day visits to places such as museums and other cultural and educational institutions.
- Sporting activities – these are beyond the usual sporting fixtures (**Appendix 1**)
- Adventurous and recreational activities.
- Residential trips organised by the school.
- Trips abroad organised by the school.

### 1.2 Application of this policy

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Education Visits Policy, Rainham Mark Grammar School:

1. Adopts the Local Authority's (LA) document: 'Guidance for Educational Visits and Related Activities with National Guidance and EVOLVE' (all staff have access to this via Evolve).
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info) (as recommended by the LA)
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

## 2. Legislation and Guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- > [Equality Act 2010](#)
- > [SEND Code of Practice](#)
- > [Keeping Children Safe in Education 2022](#)

## 3. Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for students with protected characteristics, as part of our commitments to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

## 4. Roles and Responsibilities

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a trip leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.

- Knowledge of the students, the venue, and the activities to be undertaken.

At RMGS we aim to support all of our staff through ongoing training, clear procedures, support from planning to execution of the trip, and robust evaluation of trips and visits.

#### **4.1 Head Teacher**

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training.
- Working with the governing body to approve residential trips of more than 24 hours.

#### **4.2 The educational visits co-ordinator (EVC)**

The appointed EVC's role is to:

- Oversee and guide other staff to arrange and organise educational visits.
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit.
- Assess outside activity providers.
- Advise the headteacher and board of trustees when they're approving trips.
- Access the necessary training, advice and guidance.
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements.

#### **4.3 Trip lead**

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to students, staff and volunteers.
- Assign staff and volunteer roles, as needed.
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments.
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed.
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party.
- Communicate key details about the visit and all locations to staff, students and parents/carers, including roles and responsibilities and expected behaviour.
- Make sure staff are capable and able to fulfil their roles at all times while responsible for students and others.
- Make sure students are aware of trip objectives, risk awareness and behaviour expectations.

#### **4.4 Staff**

Staff have a responsibility to make sure all students and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher.
- Carry out any required risk assessments and work with the trip lead.
- Communicate with parents and carers and make sure trips are inclusive of all students' needs.

- Look out for the health and safety of themselves and those around them through ongoing dynamic risk assessment.
- Help manage student behaviour and discipline as required while on the visit.
- Share any concerns or worries with the trip lead and others, as appropriate.

#### **4.5 Parents and carers**

By agreeing that students can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable.
- Agree to the payment process outlined in communication regarding the trip. This includes making of payments by agreed deadlines and an acceptance that payments cannot be refunded by deadlines stipulated in communications.
- Sign and return consent forms and any other documentation required in a timely manner.
- Share any concerns or information about the student that may affect or impact their ability to safely take part in the trip.

#### **4.6 Volunteers**

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly.
- Behave appropriately and model good behaviour for students.
- Report any concerns to the trip lead or other staff present as soon as possible.
- Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible.

#### **4.7 Students**

Our school behaviour policy also applies to all educational visits. This includes the expectation that students will:

- Follow instructions given to them while on the trip.
- Dress and behave as expected for the length of the trip.
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor.
- Students will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.
- The school reserves the right to refuse a student access to a trip based on their historic behaviour trend within school. This is monitored by our behaviour monitoring system outlined in our behaviour policy.

[Rainham Mark Grammar School Behaviour Policy:](#)

## **5. Planning and Preparation**

### **5.1 Trip decision process**

The decision on whether or not a visit will take place will be made by the Head Teacher and based on factors including:

- Cost (including any potential cost to parents/carers).

- Timing in the school year and any potential clashes.
- Educational purpose and value.
- Need of individuals within the group, including SEND and Vulnerable students.
- Disruption to the normal running of the school.
- Health and safety considerations.
- Staff-to-student ratio based on needs of the trip.
- Nature of transport involved.
- Nature of activities involved.

## 5.2 Trip considerations

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance.
- Travel plans or options.
- Full cost breakdown, including multiple options where available.
- Resources, including staffing, volunteer, and physical supplies.
- Accommodation options, where needed.
- Insurance detailed, where needed.
- Risk assessment plans and first aid provision.
- What safety measures can be put in place in order to reduce any risks.

## 5.3 Trip Approval

The trip lead will complete an online trip request form: [Out of school trips and visits form 2024-25](#)

The Head teacher and/or EVC will grant initial approval of the school trip, at which point the trip lead will complete the required Risk Assessment form. For a day trip, [an RA2 form risk assessment](#) is required. For a visit involving an overnight stay, or an adventurous activity, [an RA3 form risk assessment](#) is required. **(Appendix 2)**

## 5.4 Financial Trip Approval

If there is a financial cost to the trip the trip will need approval by the finance team also. The trip lead will be required to complete a Trip Costing Form for the trip. If the trip is deemed financially viable, the trip will be allowed to proceed. All expenditure, including voluntary donations to memorial sites and museums, must be accounted for on the Trip Costing Form and trip leads can seek guidance from RMET finance team to guide them through this.

Any trip that is considered 'Enrichment' is likely to require a financial contribution by the parents.

If the trip costs between £1,000 to £5,000, trip leads will be required to get 2 quotes. However, if the trip is a unique experience (for example, a 'one-off' event such as 'Poetry Live') this will not be the case. If the trip costs over £5000, then 3 quotes will be required. Evidence of due diligence in costing of trips can include screenshots of pricings.

Parents need to pay for a trip in full before it departs.

Students spending money must be brought into the main office in an envelope, clearly labelled with the student's full name, form class and trip destination.

Pre-loaded emergency fund cards will be available for residential trips.

### **5.5 Volunteer food allocation fund**

Members of staff who volunteer for a school trip will be granted the following remuneration for meals:

- Breakfast: £7.50
- Lunch: £10.00
- Dinner: 15.00

It is not permitted to spend any of this allocation on alcohol. The consumption of alcohol on educational visits is not allowed.

### **5.6 Evolve Requirements**

Visits involving an overnight stay must be approved by the Leadership Team and then put on EVOLVE by the trip leader and the EVC 4 weeks in advance of the trip. The school is required to submit these for Local Authority Approval.

Visits involving adventure activities must also be approved by the Leadership Team then put on EVOLVE and submitted to the LA for approval at least 6 weeks in advance.

Visits abroad require detailed planning to commence well in advance and the Head Teacher must be kept up to date with progress. Checks must be made on any third-party providers and permission from the Head Teacher to use them be obtained before any deposits are paid. Third party providers who hold the LOTC quality badge do not require further checks. Those who do not hold this accreditation should complete and return a Provider Questionnaire, which visit leaders should scrutinise. The Health and Safety Committee which is led by the Chair of the Premises Committee are advised of all residential, overseas and hazardous visits, this is a standing item on the Agenda. The EVC will need to submit final plans to the Local Authority at least 4 weeks before the departure date.

Once the risk assessment has been approved by the headteacher and the board of trustees where relevant, staff will communicate with parents/carers and provide trip information.

Parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment. This consent can be digital.

Letters informing parents and carers of trips will go via Finance (ParentPay) and the Main Office. Trip letters are checked by the EVC.

Letters can be printed out with a barcode to facilitate cash payments if parents/carers do not wish to use ParentPay. Barcodes can be taken to Paypoint shops for payment.

Finance and office staff will facilitate in the administration of collecting funds and consent from parents and carers.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

### **5.7 Inclusion**

All students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a student with a disability, statement of special educational needs (SEN) or an education health and care plan (EHCP), or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day. Staff should factor the cost of an additional staff places in to their financial planning if an EHCP student requires 1:1 support.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and students, for example with a student who is suffering mental health issues leading to self-harm or suicidal tendencies.

### **Place allocation and oversubscription.**

#### Day visits

In the first instance places will be allocated to students who study, or participate in, the relevant subject and/or co-curricular activity. If the trip remains over-subscribed, students who have been unsuccessful in Educational Visits Policy and Guidelines for the present academic year gaining a place on other trips will be considered next. Following this process, a ballot may be necessary to allocate the final places.

#### Residential

#### **How does the school allocate places when a trip is oversubscribed?**

Some of our trips and visits have more applicants than available places, and when this is the case, places are allocated by random lottery. Whilst we recognise that it can be difficult for a student to discover they have not been selected, we have safeguards in place to guarantee that the selection process is impartial; for example, the visit leader and accompanying staff are never involved in the selection process and we employ online software to carry out the random lottery to ensure fairness.

Random lottery is the fairest way to allocate places on oversubscribed trips and is a method utilised by many schools, both locally and nationally. It is important that students understand that when they apply to go on a trip, their place is not guaranteed until confirmed by the trip leader, and in some cases this will be after a random lottery has taken place.

#### **Why doesn't the school use a 'first come, first served' policy?**

Schools are specifically advised against this practice by the visits guidance we follow, as it can disadvantage many of our students and families - for example, those who may need time to seek financial assistance. Because it is not possible for all families to immediately access the money that is needed, we use a random lottery of all applications received by the deadline stated on the letter to allocate places when trips are oversubscribed.

#### **What happens if my child doesn't get a place on a trip?**

All unsuccessful students' names are entered onto a reserve list. Again, to ensure fairness, the order of the reserve list is also determined by random lottery. Should students who have been allocated a place subsequently withdraw from the visit, then students from the reserve list will be offered the places.

#### **Why aren't unsuccessful students prioritised for future trips?**

There are several reasons why it isn't possible to devise a fair and equitable system to enable this.

For example:

- Trips are not always available to exactly the same group of students e.g. some may be specific to those studying a particular subject or in a particular year group, while others are open to all.
- Students will not necessarily apply for every opportunity that arises due to their personal circumstances. For example, a less confident student not applying for a residential trip should still have equality of opportunity when applying for a day trip.
- Cost is a consideration. For example, students from lower income families who do not apply for expensive trips should still have equality of opportunity for lower cost visits.

Given factors of this nature, it would not be right to give priority to someone who had been unsuccessful in applying for a previous trip over someone who did not even apply for the preceding visit.

## 6. Risk Assessment

6.1 We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment which can be found in the School Trips Team: [Risk Assessment Folder](#), and approved by the head teacher and EVC.

Existing risk assessments or those provided by the destination itself might also be used to support this process. Historic risk assessments can be found on the School Trips Team in the [Approved Risk Assessments](#) folder.

The risk assessment will include any specific medical issues and allergies (for staff and students), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the head teacher, and a copy taken on the visit and another copy left with the EVC.

All staff on the trip should be made fully aware of the risk assessment before the trip. Dynamic risk assessment by trip lead and accompanying staff will be a continuous part of the trip.

### 6.2 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will try to ensure:

- At least 1 male and 1 female supervising adult is present (for mixed student groups).
- At least 1 supervising adult able to administer first aid is present on trips.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip.
- Adults without a DBS check will not be left alone with students at any time.
- The trip lead will take regular headcounts and/or rollcalls.

On occasion, some trips with low number of students and/or low risk, will not require 1 male and 1 female supervising adult, or an adult to administer first aid.

### 6.3 Transport

Transportation for trips will be organised by the school, in line with our safety procedures in our Health and Safety Policy. We will make sure students, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

### 6.4 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

### 6.5 Guest Speakers to the School

We welcome a wide range of visiting speakers to RMET and to minimise risk. Speakers must be aware of our core values, outlined below:

- That we are fully supportive of fundamental British values, which include democracy, the rule of law, individual liberty and mutual respect, and a tolerance of those with different faiths and beliefs.
- Our Trust is not a platform for individuals who might espouse racist, homophobic, sexist, ageist or extremist views or anyone who might be trying to incite young people to violence or extremism of any form.
- We welcome people of all backgrounds, ethnicities, beliefs and experiences and we look forward to hearing what you have to share with us.

Any guest speakers visiting the school will be required to confirm they agree to these core values ahead of their visit - <https://forms.office.com/e/mPF3umqmc2>, and ensure that their presentation adheres to these values, but completing *appendix G 'Visiting Speaker Guidelines'* in the *Safeguarding Policy* <https://www.rmet.org/attachments/download.asp?file=425&type=pdf>.

## 7. Volunteers

### 7.1 Volunteer procedures.

Where appropriate, parents and carers may be asked to volunteer to attend and supervise students alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the students going on the trip.
- The setting and circumstances of the trip.
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience.

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with students or given sole responsibility for the care of a student.

## 8. Communication and Consent

### 8.1 Modes of communication

We will contact the parents and carers of students invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter and/or email, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location.
- Student-to-staff ratios and staff qualifications, where relevant.
- Clothing and equipment required, and whether this is provided by the school.
- Expected behaviour and consequences of students' failure to meet these standards.
- Deadlines for payments and refund procedures.

### 8.2 Consent

Where required, parents/carers will be asked to provide written consent for educational visits by either signing and dating a letter, or completing an online consent form, created by the trip lead and shared via letter and or email.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available. Useful sites for overseas requirements can be found in Appendix 3.

The full terms and conditions for parents can be found in Appendix 4.

## 9. Emergency procedures and incident reporting

9.1 Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk.
- Serious and life-threatening injury.
- Individuals going missing.
- A serious breach of safeguarding expectations.

See Appendix 5 for further information on what constitutes a critical incident and the RMET response.

9.2 The trip leader will be familiar with these plans for each visit.

The trip lead will communicate on a daily basis, via telephone call, email or text message, an update of how the trip is proceeding to a member of SLT. This will be communicated to the member of SLT who is the contact point for the trip.

The trip lead will provide the Head Teacher and the EVC with a digital record of the emergency contact details of the students on the trip. Two emergency contact numbers will be required. The EVC will record the emergency details in the Core Team.

In the case of an emergency, the trip leader or other supervising adult will contact the school office and senior member of staff who is the point of contact for the trip. The school office and/or senior member of staff will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a student seeking medical treatment.

In a case of a student being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found within 15 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the student when found. The remaining staff and adults will return to the school with the rest of the students.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

## 10. Charging and Insurance

10.1 We will follow our school's charging and remissions policy at all times. Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be optional (except for residential visits) and will not affect students' ability to take part fully in the trip. In cases where we do not receive enough voluntary contributions the trip may have to be cancelled or adjusted accordingly.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

## 11. Residential Visits

11.1 The headteacher will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training.
- All necessary permissions and medical forms are obtained before the start of the trip.
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with students – this will include relevant DBS checks.

11.2 Parents and carers will be given information about the visit and asked for permission in good time before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school.
- The full address and contact details of the destination.
- Planned activities and options.
- Meal provision.
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions and contingency funds where appropriate).
- Clothing and equipment provided, and what students must bring themselves.
- Public health requirements, including any required vaccinations.
- Accommodation options and arrangements.
- The names of staff attending.

11.3 For visits abroad, we will make sure that any organisation providing activities hold the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

## 12. Monitoring Arrangements

12.1 This policy will be reviewed by the Educational Visit Co-ordinator every 2 years. At every review, the policy will be approved by the Trust Body.

## 13. Links with other Policies

13.1 This Educational Visits policy is linked to the following policies:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Safeguarding policy
- Supporting students with medical conditions policy
- Special educational needs (SEN) policy
- Single equality plan policy
- Accessibility policy
- Medical needs policy

## **Appendix 1 – Sports fixtures**

Sports fixtures which take place at frequently visited venues (e.g. other schools or locations listed in the Sports Fixture Policy) and are either in or out of school time follow the operating procedure set out in Sports Fixtures Policy. [RMGS Sports Fixtures Policy.docx](#)

Sporting events listed below are classified as 'Exclusions to Sports fixture policy' and fall under this main Educational Visits Policy:

- Sports tours
- Tournaments
- Any fixture/ tour/ tournament 20 miles or more from the school
- Any overnight or adventurous sports fixture/ tour/ tournament
- Activities held at a location other than those listed in the frequently visited venues section of the Sports Fixtures Policy.

**Appendix 2** –Risk assessment forms can be located here: [Useful links - trips, visits and in-school activities 2024-25.docx](#)

## **Appendix 3 – useful links for overseas school trips**

<https://www.gov.uk/foreign-travel-advice>

<https://www.britishcouncil.org/school-resources/exchanges/travel-guidance#:~:text=Between%20five%20and%2050%20children,be%20named%20on%20the%20passport>

<https://www.gov.uk/guidance/safer-adventure-travel-and-volunteering-overseas>

<https://www.gov.uk/foreign-travel-advice>

[www.oeapng.info](http://www.oeapng.info)

## Appendix 4 – Terms and conditions



**Be the best version of yourself**

### **TERMS & CONDITIONS APPLICABLE TO SCHOOL TRIPS/VISITS (including the Duke of Edinburgh Award)**

#### **Over-Subscribed Trips**

Trips and Visits are offered by Rainham Mark Grammar School to enhance education outside the classroom and these are often over-subscribed. If a trip is over-subscribed the school will operate the EVC over subscription policy. Any student not selected at the outset will have their deposit returned.

#### **Attendance on Trips and Visits**

The school reserves the right to exclude any student whose behaviour has suggested that we would be unable to accept responsibility for/her/him outside the school and particularly abroad. In addition, an influencing consideration for an individual student's attendance on a trip could be the total number of school days absent. Where a student has an outstanding debt to the school for a trip or visit, they will not be allowed to attend any further trips or visits.

#### **Payments for Trips & Visits and Non-Refundable Costs**

All payments taken for trips or visits will be non-refundable. Cheques, which are returned by the bank unpaid, relating to deposits, part payments, or payments in full must be replaced by cheque, card or cash payment within 5 working days. Any charges incurred by Rainham Mark Grammar School are to be paid for by the parent/carer. Failure to complete this transaction will automatically exclude the student from the trip. If your daughter/son is successful in securing a place on an overseas trip, and if appropriate, a payment plan will be provided for the remaining balance of the trip once numbers attending have been confirmed. You are liable for the full cost of all trips by the specified dates and it is essential that you adhere to the payment deadlines. If these are not adhered to, the school reserves the right to withdraw the student from the trip and all non-refundable charges and any other costs incurred will be deducted from any refund owing to the student. The school accepts credit and debit card payments using Parent Pay. If there are financial difficulties or you are in receipt of benefits, please write in confidence to the Headteacher.

#### **Consent Forms**

All trips require the completion of consent via Parent Pay, which includes requests for full medical details and emergency contact information. Students will not be allowed to travel or attend unless full payment and consent has been received by the specified deadline(s).

**Please note that making a payment does not confirm that you give your consent for your daughter/son to attend the trip.**

#### **Withdrawal from a Trip or Visit**

Where a student, having made payment, does not attend a trip for any reason and Rainham Mark Grammar School has made a financial commitment, the student will be liable for the full payment of all of these costs to the school.

### **Insurance**

Students on trips are either covered by the Department of Education Risk Protection Arrangement (RPA) insurance policy or a policy is taken out directly with the travel company / other provider but please note that these insurance policies do not allow for "changes of mind". In the event that a trip/visit has to be cancelled due to any extraordinary circumstances or 'Act of God', including a pandemic, this would not be covered by insurance and therefore the school will not be liable for reimbursing money paid to tour operators/airlines/other providers and the student will be liable for any non-recoverable costs incurred by Rainham Mark Grammar School.

### **Important Post-Brexit Passport Information**

For trips abroad, your daughter/son is required to hold a personal passport with at least six months validity from the date of return from the trip and it must have been issued within the last five years from the date of arrival, otherwise your daughter/son may be refused entry to the destination country. Please allow plenty of time to apply for a new passport if the student does not already have a valid one. If they are not the holder of a British passport or would require a visa to enter the country of destination, you must advise the Trips & Visits Coordinator as soon as possible. It will be the student's family's responsibility to apply for a visa and any charges relating to this will be payable by the student. Students from third countries who are legally resident in the UK must be in possession of their own valid passport, containing an endorsement that they have permission to enter or remain in the UK. The school will request a photocopy of the passport well before the date of travel to provide passport details to the Tour Operator or other provider.

### **Behaviour and Incidents on School Trips**

The RMGS behaviour policy and all relevant policies apply on all school trips. Sanctions will be issued as appropriate and further investigation once the trip or visit has concluded may be necessary. If a student breaches this policy prior to attending a school trip, depending on the severity of the breach, the student may be withdrawn from the school trip.

All students attending school trips must adhere to all school policies. For those students who are on a Pastoral Support Plan, the Assistant Headteacher for KS3/4/5 will decide whether the student is able to attend the trip. Please note that the Educational Visits Policy states that, where students have been withdrawn due to breaching the policy, there is no obligation on the part of the school to refund any payments made or decline to collect future payments on the due dates.

### **Medical Conditions**

Please note that if your son/daughter has a pre-existing medical condition, you should check with their doctor before booking a place on the trip and again immediately prior to departure to confirm that they will be fit to travel. Our insurers have advised that an insurance claim would be considered only if RMGS could confirm that the traveller had checked with their doctor at the appropriate times to determine their fitness to travel.

**By completing the Parent Pay consent form and making payment, you are agreeing to these Terms and Conditions.**

## **Appendix 5 – critical incidents**

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the trip leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit. This is in line with our Emergency Incident document – Section 2 (on next page).

All staff on trips are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involve serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

## SECTION 2 - ACTIVATION

### 2.1 Notification of incident

---

Information about an incident may come from a number of sources (e.g. member of staff, student, parent / carer, member of the public, the emergency services, the local authority). Whoever receives the alert should ask for, and record, as much information as possible.

- + **Maintain a written record of your actions using this form and a log book. You may wish to record any new contact details in section 1.**
- + **Offer reassurance and support. Be aware that all those involved in the incident (both directly and indirectly) may be suffering from shock or may panic.**
- + **Find out what has happened. Obtain as clear a picture as you can.**
- + **Discuss with the informant what action needs to be taken and by whom.**

Name of informant:

Date and time of call:

.....

.....

Contact details of informant:

Date and time of incident:

.....

.....

Exact location of incident:

Details of incident:

.....

Where is the informant now and where are they going?

People affected (including names, injuries, where they are, where they are being taken to):

.....

What arrangements are in place for people not directly involved in the incident?

.....

.....

.....

What advice have the emergency services given?

.....

Who has been informed?

Headteacher

School staff

CEO

Students

Parents / carers

Extended services

Chair of Academy Committee

Police

Fire & Rescue Service

Ambulance Service

Local authority

Health and Safety Executive

Foreign & Commonwealth Office

Media

Insurance company

Trade union

Does anyone else need to be informed?

Are any other actions required?

.....

**+ If the incident happened on an educational visit please ask the questions below. You might already have these details but it could be useful to seek confirmation.**

Name of educational visit leader:

Number of students on educational visit:

.....

Nature of educational visit:

Number of staff on educational visit:

Location of educational visit:

If the incident happened abroad, do the Foreign & Commonwealth Office need to be notified?

.....

---

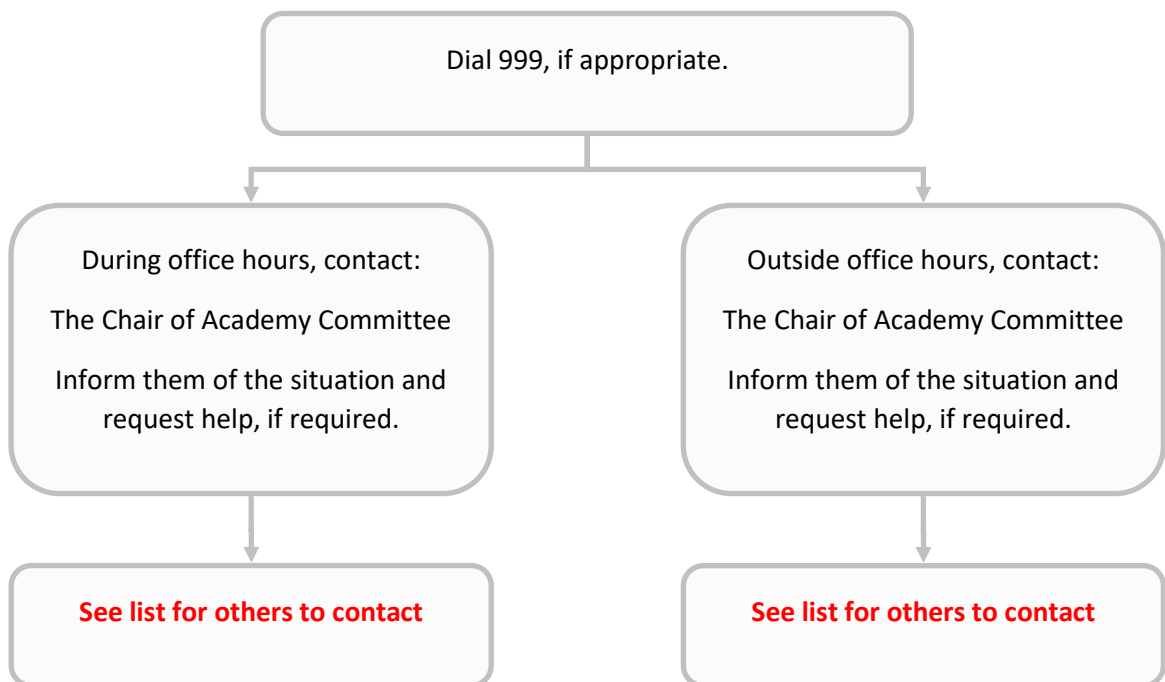
## 2.2 Initial action

---

Immediately inform the headteacher or nominated emergency contact. If neither is able to respond (they may be involved in the incident) the senior person present should follow the instructions below.

- + **Assess the situation and establish a basic overview of the incident.**
- + **Take immediate action to safeguard students, staff and visitors.**
- + **Attend to any casualties and administer first aid, if appropriate.**
- + **If appropriate, dial 999 for the emergency services and provide them with an overview of the situation. If in doubt, dial 999.**

The emergency services notify each other of incidents but consider speaking directly to each organisation required. This will ensure that each service has the information they need to respond appropriately.



These contact details should only be used in an emergency. Do not give them to the media, students, parents / carers or members of the public.

- + **Fetch any equipment that may prove useful (e.g. first aid kit).**
- + **Log all communications and actions.**

- + **Notify school staff. Consider assembling a School Emergency Management Team (SEMT) to assist with the response.**
- + **Refer to the list of emergency contact numbers for additional support if required.**
- + **Where possible, avoid closing the school and try to maintain normal routines.**