



KING EDWARD'S SCHOOL
BIRMINGHAM

King Edward's School

Trips and Visits Policy

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POLICY ON VISITS/TRIPS OUT OF SCHOOL

King Edward's School, in common with most schools of its type, has a long tradition of teachers taking groups of boys off site. Out of school activities range from the half day visit to places of interest in the city, through school fixtures around the country, field trips and camps lasting several days, to large scale foreign tours lasting several weeks. All of these activities form a valuable part of the boys' education here, and the school prides itself on the wide range of visits out of school available to all boys.

Many visits are an integral part of the curriculum. For example, Friday afternoon trips to places of interest in the Birmingham area are made by boys in the Shells, Removes and Upper Middles. Shells have a three-day Shells Camp and Removes attend a five-day Activity Week. Field trips form an essential part of the Geography, History, Biology, Art and Design departments.

Hundreds of school fixtures, where boys are expected to represent the School if selected, involve trips away from the School. In addition, there are dozens of voluntary activities away from school that are extremely popular with boys and staff alike. These include CCF activities, leadership weekends, ski trips, visits/holidays abroad, foreign exchanges, theatre visits and outdoor pursuits such as hill walking, climbing and caving.

All visits require careful planning, and this document aims to help teachers plan a safe and successful off-site trip. It sets out some of the obligations of the Trip Leader, advises on potential hazards and indicates how the School would normally organise visits of different types.

Staff participation in visits out of school is much valued by parents and School alike, and staff can be assured of the full support of the Head of School and Governors when they are involved in trips off-site.

FURTHER GUIDANCE

Colleagues can find lots of helpful documents on SharePoint. In addition, colleagues can seek assistance from the Educational Visits Co-ordinator.

IN LOCO PARENTIS

The overriding principle to be borne in mind is the **in loco parentis** responsibility, whereby the parents delegate their own authority to the teacher so far as is necessary for the child's welfare, and so far as is reasonable to maintain discipline both in the interests of the School and (above all) of the individual pupil. A teacher who takes a party away remains **in loco parentis** throughout the trip and is required to take **reasonable care**. The more demanding or hazardous the trip, and the younger and less able the pupils, the greater the level of care needed.

CONSENT FOR TRIPS

An explanation of the school trips programme is provided to parents when their sons join the school. Parents sign a document at that stage confirming the following:

Trips requiring no additional consent

We operate the following trips regularly (and more so for boys in school teams). These trips are provided free of charge. For these trips we do not ask for specific consent each time – rather, parents give consent in writing when their sons join the school. Details about these relatively local activities are provided directly to pupils.

- Local trips as part of the Friday Afternoons programme
- Sports fixtures at any time (other than fixtures with overnight stays)
- Visits to the University campus

Trips requiring specific consent

For these trips we will send information to parents, usually via e-mail and occasionally in writing.

- For UK-based trips other than those described above, parents are asked to give consent via a tick-box on our parents' gateway, www.schoolgateway.com. Occasionally a reply slip or e-mail may be used in place of the gateway.
- For trips abroad we use a printed consent form.

PROCEDURES and SUGGESTED SUPERVISION

Vetting of volunteer adult participants

Adults (aged 18+ other than KES pupils who are 18) volunteers may need to be vetted. The vetting process is led by the HR Department. Vetting is a legal requirement if any of the following apply:

- an adult will have unsupervised access to pupils
- the trip involves an overnight stay
- an adult works or volunteers on a regular basis, ie three or more times per month

Vetting takes several weeks, so if it is likely to be needed, Trip Leaders must speak to the HR Department early in the planning process.

Vetting – foreign exchange hosting

If KES families are hosting foreign exchange students and this has been organised through the school, it is the school's policy to carry out vetting on all adults (those aged 18+ other than KES pupils) living in the house.

GAMES FIXTURES

Supervision Normally **one** member of staff per team.

Pupils taking part in an away sports fixture during the school day must be registered.

Taking boys out of lessons during the week is not common policy, but if it is necessary the permission of the Deputy Head (pastoral) must be obtained in advance.

WHOLE DAY VISITS and RESIDENTIAL VISITS

Extra Curricular and/or those where charges are made to boys

Visits by groups using minibuses, public transport, or hired coaches, e.g. Geography or History field trips, coach trips to London, leadership weekends, overnight camps, CCF camps and courses, Removes Activities Weeks etc; ski trips, holidays in E.U., foreign exchanges, sports tours, expeditions etc.

Procedure

Fill in School Visit Request Form and submit it to the Deputy Head (Co-curricular). This form includes a list of planned activities and all adventures. Trips which are new to the school are further discussed in person with the Educational Visits Co-ordinator or Deputy Head (Co-curricular).

- **Make a budget** for the trip. A spreadsheet is available on Firefly-Staff-Trips which helps in this process. Note: for trips abroad only, the budget must be agreed by the finance office before the trip is advertised.
- **Advertise** the trip to boys and parents
- **Complete a Risk Assessment** and submit it to the Educational Visits Co-ordinator. Refer to example risk assessments which are on SharePoint, including accommodation checklists.
- Check with FT / HOY / CPOMS / SENCO register for children who have specific needs which could affect them during the trip and formulate a written plan to include any reasonable adjustments to the arrangements for the trip. Share this plan with colleagues responsible for the child on the trip, and ensure they share necessary details with external providers such as instructors.
- **Consult the trips checklist** to help plan your visit.
There are exemplar risk assessments and further helpful documents on SharePoint.
There is also a lot of detailed advice from the Outdoor Education Advisers Panel at <http://www.outdooreducationadvisers.co.uk/>
For trips abroad, look at the advice for travellers to that specific country available from the Foreign Office at <https://www.gov.uk/foreign-travel-advice>
- **If you are providing meals**, check pupil and staff dietary requirements at any early stage in the planning and contact the provider to tell them. Pay special attention to pupils with food allergies. See the Accommodation Checklist for more information.

- **Check the rules for any hazardous activities** such as climbing, hill walking or canoeing, which are dealt with on page 8.
- **Request a list of all boys and adults participating in the trip** from the form on SharePoint.
- **Send an information letter to parents.** For simple visits one letter announcing the trip and giving details will suffice. For more complex visits, an initial letter giving basic information will be followed later by full details about the trip. Some trips will require a final letter giving updated information close to the departure date. Information needed by parents will include:
 - Dates of trip
 - Times of departure and return
 - Exact itinerary, but make it clear that this is subject to change due to events outside your control such as extreme weather
 - Purpose of visit
 - Method of Travel
 - Kit list
 - Suggested pocket money
 - Code of conduct
 - Cost/payment arrangements (see financial management)
 - Deposits required (for expensive visits), and circumstances under which these may or may not be returned – make reference to the Terms and Conditions for school trips at kes.org.uk/conditions
 - Insurance cover – summary of what cover is provided
 - Any particular hazards, e.g. canoeing, rock climbing etc.
 - Whether the trip is organised by the teacher or Travel Agent
 - Supervision of the party – if not direct all the time, state during which activities pupils will be working away from staff
 - Contact details: school office number, address and phone number of accommodation, school mobile number for Trip Leader
 - Any documentation required (passport, visa, EHIC form)
 - The right of the school to send a pupil home at the parent’s expense in the event of very bad behaviour should also be explained.
 - Arrangements for collection of pupils by parents following the trip: location, time and whether staff will wait with pupils or not.
- For trips abroad, arrange a parents’ briefing meeting

SUBMISSION OF DOCUMENTS AND FINAL APPROVAL FOR THE TRIP

A few days before the trip, the Trip Leader must upload the key documents for the trip and answer some questions, via an online form.

The documents are:

- The initial letter together with any detailed information pack and final correspondence sent to parents
- The risk assessment
- The Trip Information Sheet, including
 - Addresses and phone numbers of your accommodation (including how to dial abroad, where appropriate)
 - Contact numbers for your tour company, if appropriate
 - Mobile numbers and next-of-kin numbers for staff
 - A list of boys including their contact details
- Detailed medical and dietary print-out of pupils

Following submission of the form and these documents, final approval for the trip is given by the Deputy Head (Co-curricular).

The document pack is kept securely in cloud storage. Where electronic access to the pack may be difficult, a printed copy may be needed. In that case, great care needs to be taken by staff to ensure the pack is not lost or left in a place where it could be accessed by unauthorised persons. Once the trip is finished, any printed copies must be destroyed securely.

It is essential to share with instructors the special needs and medical needs of the pupils. Only essential personal data should be shared. If in doubt, consult the Deputy Head or School Visits Co-ordinator.

RULES / CODES OF CONDUCT

School Rules apply on school trips, and behaviour should be acceptable at all times. Boys should be reminded that they are on public view and that their poor behaviour will bring discredit on their school.

The code of conduct should reflect the strictest of the following standards:

- School Rules
- UK law
- The law in the country(ies) you will be visiting

For example whilst laws in some European countries permit sexual activity at younger ages than in the UK, sexual activity is prohibited by School Rules. Staff should be particularly vigilant to prevent alcohol abuse involving the school party.

COMBINED CADET FORCE

Organisers of trips involving the CCF must adhere to the guidelines for trips laid down by both service regulations and the school. The planning cycle for CCF trips follows the same procedure as laid down in this document. The trips request form should be seen first by the contingent commander before being forwarded to the Deputy Head (Co-curricular).

TRANSPORT

Coaches and minibuses which we use in the UK are required to have seat belts; colleagues should ensure that boys are wearing them. Abroad, seatbelts are provided in most European coaches, but not necessarily in other destinations. Trip Leaders should attempt to source coaches / minibuses which do have seatbelts and ensure that pupils are using them. Ensure adequate breaks for the driver. When school staff travel to a destination more than 100 miles away there should be a second driver if the intention is to return the same day.

If **driving abroad**, check first with the Educational Visits Co-ordinator

If **hiring a vehicle** check:

- Is your licence valid for the type of transport envisaged?
- What special insurance is required for the vehicle?
- Is any special permit required, e.g. for minibuses?
- What are the times and distances which drivers can cover?
- Do headlights need adjusting?

FINANCIAL MANAGEMENT

- At the start of the planning for your trip, make a budget. Take into account factors such as:
 - Transport
 - Accommodation
 - Any special group equipment required
 - Contingency money in case of emergencies or unexpected extras.
 - Hire of instructors
 - Food and drink

There is a spreadsheet template on SharePoint which provides headings to help you include everything you need in your budget.

- For trips abroad, your budget must be agreed by the finance office before being advertised to pupils.
- For trips of an educational nature it is possible for parents to write to the Head of School to request financial assistance. This is not guaranteed but is worth mentioning if pupils suggest they are unable to afford to go.
- Pupils who have assisted places can apply to the finance office for financial support for compulsory trips.
- **Don't use your personal bank account to manage school funds.** All trips must use the KES Trips account managed by the finance office.
- Staff usually attend trips free of charge. If the number of boys attending is very small you may decide, in consultation with the other staff members, that you wish to contribute towards the cost of the trip.
- For expensive trips an initial deposit will be required, followed by one or more additional payments. Ensure your letter to parents refers to the terms and conditions for trips on the website [kes.org.uk/conditions](https://www.kes.org.uk/conditions), which explain the rules with regard to refunds.

- Following the trip, balance up the income and expenditure. Where there is a profit you should consult with the Bursar about the disposal of such funds.

INSURANCE

The school's insurance covers all trips in the UK and abroad and includes:

- Legal liability
- Travel insurance, including personal possessions, medical treatment abroad and refund if a pupil or parent is unable to travel due to illness or injury.

Most school visits companies also include travel insurance. If you are using a company to operate your trip you should:

- check whether travel insurance is included
- check whether the school's own travel insurance covers the whole of your trip including all activities. If there is any doubt, you should contact the Insurance Officer at the Foundation Office who will advise accordingly.

If the school's travel insurance does cover the whole trip and all activities, you should ask the company to exclude their cover. This is because in the event of a claim, the claimant would have to fill in claim forms from both providers, and the providers would have to negotiate their joint liabilities, much extending the claims process.

There are two scenarios where additional insurance cover will need to be agreed and paid for:

- A very small number of activities are not included in the school's standard travel insurance, for example, parachuting. Once the agreement for the activity has been given by the Deputy Head (co-curricular), you must ask the Insurance Officer at the Foundation Office for a price for additional cover. These steps must be completed before the activity is advertised to parents.
- Our travel cover has a limit for cancellation of a trip. In this scenario, a trip has to be called off, for example due to flights being cancelled. The limit in 2024 for example is £100,000 for cancellation cover for any single trip. A very small number of our trips have a total cost exceeding the limit. In that event, insurers must be asked for a cost for the additional cover and this must be agreed and paid for. Note: once this cover is in place, insurers will not be willing to raise it further, so care must be taken to ensure the total cost of the trip is as accurate as possible, and includes a suitable contingency figure.

If a pupil has to withdraw from a trip due to illness or injury, please advise their parents to download the insurance claim form from [kes.org.uk/insurance](https://www.kes.org.uk/insurance). They should take the form when visiting the doctor since there is a short section which requires the doctor's signature.

FOREIGN TRIPS - DOCUMENTATION

- Parents should be encouraged to obtain GHIC cards at <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/> which provide for NHS-equivalent free medical treatment in European Union Countries.
- All group members should carry with them the contact details (for their accommodation, tour company or other emergency or assistance), with a brief explanatory note in English and the language of the country visited.
- Note that a child who is subject to a court order may not be removed from the jurisdiction of the court; e.g. taken out of the country. There are words about this in the school's consent form for trips abroad, stating that we assume the child's parent has requested the court's permission if required.

PASSPORTS AND VISAS

- Everyone travelling abroad requires a passport. This will need to have validity for at least three months after the date of travel when visiting the EU. Children's passports are only valid for five years so it is common for parents to have to replace their son's passport in the lead-up to a trip.
- Check whether the country(ies) visited require an entry visa.
- Some pupils may be a foreign national without British nationality. These pupils will require a visa to enter Europe, for which the application process is much more onerous than the process expected for the new ETIAS scheme which will apply for UK citizens entering Europe. Trip Leaders need to draw the attention of parents of non-UK citizens to this and warn them that they need to apply early for visas to enter Europe. The earliest they can apply is six months before the trip. The Trip Leader will need to provide several supporting documents and should liaise with the Educational Visits Co-ordinator to get these prepared and sent to parents. A similar process applies for any adults who are not British Nationals will require a visa to enter the country(ies) you are visiting.
- Obtain a copy of all group members' passports and keep this securely online, accessible to the Trip Leader and deputy leader.

- Group members may need to carry spare passport photos with them for permits in country, for countries outside the EU. It is wise to carry three photos if this is considered likely.

FOREIGN CURRENCY AND CURRENCY CARDS

Be sure to plan in your budget for in-country expenditure – for example, meals, buses and taxis etc. A few weeks before your trip, request some cash from the finance office. However, the bulk of your in country expenditure is safer done via one of the school's currency cards. These are pre-loaded with a given amount of the correct currency and operate with a PIN card. They can be used to get cash from cash machines and to pay bills in most venues.

SENDING PUPILS HOME DUE TO POOR BEHAVIOUR

If a pupil's behaviour threatens safety, or brings the school party into unacceptable disrepute, or makes the continuation of the trip impossible due to supervision procedures put in place for the pupil, you may need to consider sending him home.

The course of events should be:

- Trip Leader contacts Chief Master or in their absence the Deputy Head (Co-curricular) or one of the other Deputies. The Senior Leader and Trip Leader will take a decision together about what to do.
- Trip Leader or Chief Master contacts parents of pupil to explain their decision and arrange for transport home.
- Transport home will normally occur in one of three ways:
 - i) Parent comes and fetches the pupil – the easiest method, and recommended for UK trips.
 - ii) If air transport as an unaccompanied minor is available, parent agrees to meet pupil at airport. Ticket is purchased by parent and arrangement made for ticket to be collected at airport. Pupil is accompanied to airport by school staff and checked in as an 'unaccompanied minor'. Staff may leave pupil once he has passed through passport control into the departure lounge. Note: you will need to check each airline's rules and age limits for unaccompanied young people since these vary considerably.
 - iii) If the parent refuses or is unable to meet the boy, the pupil will have to be accompanied back to school by a member of staff. The parent will be asked to pay for the transport of the pupil and the two-way travel of the teacher.
- If the parent refuses to pay for transport of pupil or teacher the cost should initially be paid by trip staff and will be reimbursed by the school to the teacher upon the return of the trip. The Chief Master will then be responsible for pursuing the parent for payment.
- As soon as is possible, the Trip Leader should prepare a written report detailing the behaviour and the return home arrangements.

FIRST AID

The Trip Leader will have regard to the School's first aid and administration of medicine procedures and will ensure that there is adequate first aid provision on each visit.

For residential trips, the school requires that at least one member of staff has a current first aid qualification.

STAFF SUPERVISION

This policy sets out minimum standards for adult to pupil ratios, for qualifications where required, and for other arrangements.

Whilst the norm will be to adhere to these standards, it is of greater importance that those organising school visits make a careful risk assessment for each particular visit. Having prepared your risk assessment, it may be that you decide to increase the staff numbers or qualifications beyond the minimums laid out in this document. Alternatively, it may be that the age, experience and training of the pupils are such that you feel you can reduce the staff ratios below those in this document. In this event you must show your risk assessment to the Educational Visits Co-ordinator and gain their agreement to your plan.

The pupils prior to departure, and during any visit must regularly be made aware of:

- potential dangers and the need for vigilance
- the need to remain together - not to go alone (minimum group size of 3)
- the need to adhere to plans and follow instructions
- the need for courtesy and correct conduct
- what to do in an emergency as far as this can be foreseen

- on trips abroad, the need to carry emergency contact details or have these available on their phone

Other adults assisting with supervision

Parents of pupils or partners of staff may well be able to provide valuable additional supervision during a trip. See page 2 for vetting requirements.

Collection of pupils following trips

When setting out on the journey back to school, colleagues should gauge whether the trip will likely return at the time specified to parents. If the trip will likely be early or late, a message needs to be sent to parents. This can be done centrally via SchoolComms, which colleagues can be shown how to do, or a colleague at home or secretary during the school day, can be asked to do it. Alternatively, colleagues can dictate a message for pupils to type into their phones.

- For trips taking place and returning in school time, pupils may wait at school for their parents without staff needing to wait with them
- For trips not in school time staff should wait with boys who are below the Fourth Form.
- When school trips arrive back late at night staff must remain until all boys are collected or safely on their way home.

GENERAL RATIOS FOR NON ADVENTUROUS ACTIVITIES

- **A general ratio of 1:10 for UK trips, and 1:8 for trips abroad, applies.**
- **When adventure activities are involved, smaller ratios are likely. These are detailed below.** When there is any doubt about ratios, consult the guidance from the National Governing Body for the relevant sport, and then discuss with the Educational Visits Co-ordinator.

There should be a minimum of two teachers to supervise any group staying overnight away from home. In special circumstances where a small number of boys are involved, **one** member of staff could supervise, but the Deputy Head (Co-curricular) **must give permission beforehand.** An example would be foreign exchanges where boys are in the charge of parents abroad.

If a colleague takes his/her own child on a school trip the teacher shall not generally count in the supervisory staff unless the teacher's partner is also available to supervise their child.

ADVENTUROUS ACTIVITIES - SUPERVISION RATIOS

For all activities in this category

EXPERIENCED AND FULLY QUALIFIED SUPERVISION IS ESSENTIAL.

The minimum supervision is listed below with pupil ratios.

If necessary expertise should be bought in. The supervisor may have to hand over the leader's role to a fully qualified person who oversees the activity.

Caving

1. Caving within the limits of the Local Cave Leader Level One Award, ie principally horizontal caves with occasional use of safety ropes but no abseiling: 1 qualified instructor plus one assisting adult to 10 pupils.

2. Caving within the limits of the Local Cave Leader Level Two Award, ie climbing and abseiling on pitches less than 18m: 1 qualified instructor to 8 pupils, plus an additional adult with the group.

3. Caving within the limits of the Cave Instructor Award, ie pitches of variable height depending on student experience/ability:
1 qualified instructor to 6 pupils, plus an additional adult with the group,
or 1 qualified instructor to 3 pupils and another KES party caving nearby

Canoeing

FULLY QUALIFIED STAFF ESSENTIAL -

BCU, SCA, or CANI instructors of the level appropriate for the type of water.

Ratio: **1:8** for flat water

1:6 on rivers

1:4 on the sea

Climbing	<p>FULLY QUALIFIED STAFF ESSENTIAL for climbing out of school.</p> <p>Single Pitch climbing – ratio 1:6, instructor to hold the Single Pitch Award for climbers leading or supervising groups.</p> <p>Multi Pitch climbing – ratio 1:2, instructor to hold the Mountain Instructor Award.</p> <p>Winter climbing – ratio 1:2, instructor to hold the Mountain Instructor Certificate</p>
Cycling	1:6 ratio, one adult should be experienced in cycling the type of route envisaged.
Horse Riding/ Pony Trekking	1:10 but use should only be made of establishments licensed by the Local Authority and approved by the British Horse Society. Hats to BSI standard should be worn, together with suitable footwear.
Dinghy Sailing	<p>1:6 or 1:10 when there is additional support from the local safety boat. Instructors should hold current RYA certificates at the appropriate instructor level if sailing alone as a school group. If safety boats are available in addition, and manned by at least one person qualified with RYA Powerboat level 3 and 4, then the person supervising the sailing group must be an experienced sailor.</p> <p>Safety boats should always be available, manned by qualified operators. All boats used must have built-in buoyancy, and life jackets must be worn.</p>
Sailing off-shore	The skipper must be suitably qualified to be in charge of an off shore yacht, and conversant with all the relevant safety regulations.
Skiing	1:12 Pupils will have morning and afternoon ski lessons with qualified ski instructors. Outside of ski lessons, it may be necessary, or desirable, for boys to ski with a member of KES staff who is an experienced skier. Staff and pupils must wear appropriate safety helmets when skiing.
Swimming	Supervisors should be able to swim and effect a rescue. If not in a swimming pool, supervisors must ensure that swimming does not take place where there are strong currents, obstructions, difficult access from shore or the water's edge, or heavy water traffic. Supervisors must be out of the water when in charge of a group swimming. Pupils from Fourths and older may visit lifeguarded swimming pools without accompanying staff provided parental consent is given.
Water Safety	Supervisors must be able to swim and effect a rescue. During activities on water, life jackets must always be worn.
Walking	<p>A minimum of TWO staff are required to supervise any walking group that has more than 7 pupils, unless the group is being prepared for independent travel (such as Duke of Edinburgh Award) and the staff member is qualified for the terrain, in which case 1 member of staff can supervise up to 10 pupils Ratios :</p> <p>Low level routes and coastal walks 1:10</p> <p>High level routes 1:10 One member of staff must have the Mountain-walking Leadership Certificate.</p> <p>Mountains/difficult/isolated terrain 1:7 One member of staff must have the Mountain-walking Leadership Certificate.</p> <p>For Winter mountain walks; the Winter Mountain-Walking Leadership Certificate is necessary (or its equivalent).</p>

At the planning stage the Trip Leader should ensure by discussion with the Head of School or the Deputy Head (Co-curricular) whether the trip is classified as high or low level, and is a summer or winter expedition.

All staff and boys must be conversant with the particular code of conduct related to the visit; e.g. Mountain Code, Country Code, Safety on Water, etc.

Other potential adventurous activities need approval, and organisers should ensure that such activities are not undertaken without approval and parental consent. This is most likely to occur when an opportunity arises unexpectedly; e.g. water skiing, bungee jumping or parascending during an overseas trip. Equally, it is important that changes in plan do not take place without authority, e.g. a low level walk is re-routed over hills.

OUTDOOR ACTIVITIES PROVIDERS

Where the instruction is done by a non-school instructor, the teacher in charge must hand over the group of boys personally, and not just assume that it will happen. The centre should clearly specify when their staff will be responsible for pupil supervision and when the Trip Leader is responsible.

It is important that colleagues accompanying pupils brief external providers with regards to pupils with any specific needs.

Wherever possible, the teacher should accompany the group throughout the period of instruction and must be available to deal with any problem or emergency and to take back the group on completion. The teacher must be satisfied that the organisation or individuals instructing the boys are fully qualified.

THE ADVENTURE ACTIVITIES LICENCING SERVICE (AALS)

Any outdoor centre or individual which provides activities for school children in the UK is legally obliged to register with the Adventure Activities Licensing Service (AALS). The licence is required solely for any of the activities listed below – other activities are not licensable, but remain covered by existing health and safety legislation.

Licensable activities are:

- Caving
- Rock climbing, abseiling, scrambling, coastering (sea-level traversing)
- Trekking - journeying on foot, horse or bike or skiing over terrain which is moorland or more than 600 metres above sea level; and from which it would take more than 30 minutes travelling time to reach any accessible road or refuge;
- Watersports – sailing, canoeing, kayaking, rafting, windsurfing.

Holding a licence means that a provider has been inspected and that the Licensing Service is satisfied that appropriate safety measures are in place for the provision of the specified activities – other elements such as catering and accommodation are not inspected.

Trip Leaders are required to search the AALS website for the activity provider / centre and paste the results into the approval form prior to the trip taking place.

REMOTE SUPERVISION OF PUPILS

Some activities require pupils to work in small groups without direct supervision. Examples include Duke of Edinburgh Award expeditions, museum visits or geography field trips. Withdrawal of direct supervision might take place in one of the following ways:

- Accompanying the group
- Shadowing the group
- Checking regularly at agreed locations
- Checking occasionally at agreed locations
- Electronic tracking plus regular communication

At the simplest level, boys may be visiting a venue such as Alton Towers or a museum. In this event they will need to be told:

- The minimum and maximum size of their group
- To stay together in their group
- Where or how staff may be contacted
- What time the group must return to be checked

- What the boundaries are
- Where to go if injured
- Behaviour rules
- Specific safety information related to hazards at the site

Additional items required may include:

- Money
- Maps, Itineraries
- Identity card

Staff will need regular contact with groups which are being supervised remotely. There is scope for some variation and the interval between contact will vary depending upon the age group, activity and level of training. Younger pupils will need more regular contact. The hidden risks associated with free time should not be underestimated. In most circumstances it would be expected that each group would be met every hour, particularly if there is a risk they may indulge in activities such as drinking alcohol.

For adventurous activities, the Trip Leader needs to be satisfied that pupils have had sufficient training to prepare them for the planned activity, in particular emergency procedures.

COMMUNICATIONS

- All school visits shall have at least one member of staff carrying a mobile phone.
- When several staff are accompanying a school visit, the majority of them shall have a mobile phone.
- Any phone whose number is published either to parents or pupils, must be a school-owned device.
- If pupils are being remotely supervised, there must be at least one mobile phone carried by each group of pupils. In practice, the majority of pupils will carry phones. For remotely supervised groups, accompanying staff will have a list of pupil phone numbers.
- Staff phone numbers will appear on the trips documentation described earlier, which is shared with the Senior Leadership Team prior to the trip departing.

APPENDICES

The following appendices are useful in preparing and organising a school trip or visit off site. They are not exhaustive lists, but can be added to or amended as necessary.

1. Parental Consent Form for trips abroad
2. Adult questionnaire – providing the Trip Leader with medical & dietary information for staff participants



KING EDWARD'S SCHOOL, BIRMINGHAM
OUTDOOR ACTIVITIES PROGRAMME

Parental consent for a school visit abroad

Name of child:

Destination of trip:

Dates:

I consent to my son travelling to and from the UK to participate in the school trip named above. I understand that, while the school staff in charge of the party will take all reasonable care, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child arising during, or out of, the school journey.

I consent to any emergency medical treatment necessary during the course of the visit. I also give my consent for staff accompanying the party to offer appropriate medical assistance where this is within their training. Single parents will be assumed to have gained permission of the other parent, or of the court, if either is required by a custody order.

Parent's signature:

Date:

King Edward's School, Edgbaston Park Road, Birmingham B15 2UA
Tel: 0121 472 1672 www.kes.org.uk office@kes.org.uk

Registered Charity No. 529051

King Edward's School, Birmingham

SCHOOL VISITS ADULT QUESTIONNAIRE

Full name of adult:

Date of birth:

Please list below any conditions requiring regular treatment. It is essential for our insurance cover that you include details of any 'heart conditions, breathing problems, malignant disease, mental illness or depression', together with *all* conditions diagnosed or in existence during the last two years. If you take a prescription medicine for any condition, the condition should be detailed here.

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Special dietary requirements:

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Contact phone number prior to trip

Mobile number:

If you wish to have a school mobile phone for this trip, please book a phone from Carolyn While, and write its number here:

Doctor	(name)
.....	(Surgery address)
.....	
.....	(Telephone number)

Next of kin	(name)
.....	(address)
.....	
.....	(phone number)

Signature of adult

Date

