

## **CITY OF LONDON SCHOOL FOR GIRLS**

### **SCHOOL POLICY AND PROCEDURE ON EDUCATIONAL VISITS**

#### **Policy**

Educational visits are central to the life of the school. Some visits are of direct relevance to the curriculum and form part of the teaching and learning in some subject areas. Other visits are of a broader but equally essential educational nature, relating to extra curricular activities, leadership training, physical recreation, self-development and other non-subject specific objectives.

The school's Board of Governors will be kept informed of all educational visits. The approval of Governors will be specifically required for all visits involving adventurous activities. All educational visits will be planned with current DfE and National Guidance in mind.

Certain visits take place in which CLSG students may participate but which are not organised, run, or staffed by the school. Examples of these trips include CCF trips organised by CLS, and contracted out Duke of Edinburgh's Award Scheme Activities run by providers such as A-Z expeditions. Where these occur the "duty of care" of the pupils rests with the provider, and this is made clear to the provider and parents.

A briefing meeting for parents must be held before they are asked to sign up for any visit which involves hazardous activities, remote locations or any other unusual factors.

#### **Procedures for Educational Visits**

##### **Application and Approval**

There are three trip forms depending on the type of trip being undertaken. These are:

- Day trips in London
- Day trips outside London
- Full trips form for residential and overseas visits

These forms are attached at the end of this policy. London has been designated as our learning zone and parents give blanket permission for educational activities during the day which cost under £30 when they accept a place at the school. Parents will be informed of all trips taking place and they have the right to withdraw their child but no further permission will be sought except when girls in Year 9 and below will be dismissed from somewhere other than school. Full guidance for filling out all the forms is available in shared documents and it is attached to this policy.

For day trips, the Headmistress gives approval and, if necessary also the Bursar before the trip is advertised. Once all the planning has been completed, the Deputy Head (pastoral) signs the trip off.

For residential trips, the Headmistress's first signature on the form for approval in principle with that of the Bursar and Deputy Head (pastoral) indicates that the member of staff proposing the visit may go ahead with planning, including approaching parents and outside providers of services.

Some trips require additional forms to be completed; for example if adventurous activities are being undertaken or a host family is being used. Full details are given in the guidance.

Final permission for the visit has only been given once the completed documentation has been approved by the Deputy Head (pastoral) and the Headmistress has signed for the second time.

No visit may be publicised to girls or parents and no money may be collected nor financial commitments entered into until the approval of the Bursar has been received.

Normal school expectations of pupil behaviour apply on all school visits. Pupils and their parents will be required to sign a copy of the standard Code of Conduct for Educational Visits.

The Headmistress reserves the right to exclude any girl from a visit on medical or other material grounds such as concerns over her behaviour. The Headmistress may require potential participants in a visit to have written confirmation from a medical practitioner that they are fit to travel before allowing them to take part.

It is not normally appropriate for staff to be accompanied by members of their family on visits and the written agreement of the Headmistress is required before any exception can be made to this rule.

### **Financing of Educational Visits**

All visits must be self-financing. As far as possible, visits should be scheduled to avoid clashes and competition between visits. All collection of money and other financial transactions must be handled by the Finance Office. The member of staff organising the visit is responsible for keeping precise and clear records of all income and expenditure relating to the visit.

The Bursar must approve any schedule for payment in instalments by parents and any staggered schedule of payment to outside service providers. Parents must be fully informed of all details relating to cancellation and withdrawal of their daughters from a visit, including information about possible loss of deposits.

If the organiser of a visit intends to approach any outside body to sponsor or subsidise the trip they are planning, they must have the written agreement of the Headmistress and Bursar in advance. The financing of staff places on all school visits must be approved by the Bursar.

The Bursar should be consulted about any girl who is a bursary holder or who might otherwise qualify for financial assistance. No parent or girl must ever be led to

believe that they might be eligible for financial assistance without the explicit authority of the Bursar.

### **Staffing of Trips**

Standard ratios of staff to pupils are:

Secondary Age Pupils 1 teacher for every 15 pupils for visits in the UK  
1 teacher for every 10 pupils for visits outside the UK

Primary Age Pupils 1 teacher to every 10 pupils for all visits

Staff planning to organise a visit must consider the ages, behaviour and other factors relating to the children they are planning to take, together with the activities to be undertaken, and where necessary plan to take a greater number of staff with them. All visits must normally be accompanied by at least two CLSG teachers, no matter how small the number of girls going on the visit except in the case of small Sixth Form trips. For residential visits, at least one teacher must be female.

The school's Catering Manager must be informed of girls who will be missing from school lunch and requests for packed lunch should be submitted well in advance.

If the visit is to take place outside normal school hours in whole or in part, the organiser of the visit is required to recruit two emergency contacts for the visit. Before departure, parents must be given full contact details for the entire duration of the visit.

A first aid kit must be taken on all visits out of school. Organisers of visits must factor possible first aid and medical requirements into their planning of all visits. The school nurse should be consulted where necessary.

One week before departure, a full set of documents relating to the visit must be given to:

- Reception
- Both emergency contacts

These details should include:

- A full list of all participants, including staff, together with their emergency contact details
- Copies of all parental consent forms and medical information forms
- Contact numbers for use during the visit
- A full and detailed itinerary including any contingency plans
- Copies of contracts with travel companies and other service suppliers where applicable
- Copies of all insurance policies and other documents relating to matters such as emergency medical aid abroad

Many school trips will involve an element of unsupervised activity. Girls will be given clear instructions about their behaviour at these times. This will include keeping in groups of at least three and having staff contact details. Special arrangements for supervision are made when pupils of the school undertake expeditions and other exercises for the Duke of Edinburgh's Award Scheme. Elements of the Duke of Edinburgh's Award Scheme require participants to take part in unaccompanied activities. Members of staff are always available at the end of a phone

## **References**

### External

- National Guidance [www.oeap.ng](http://www.oeap.ng)
- "[Health & Safety: Department for Education Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies](#)"
- "[Good Practice in Adventure Activities within the Education Sector,](#)" [An Adventure Licensing Authority guidance document](#)
- "[School Trips](#)" ROSPA guidance documents
- "[Health & Safety on Educational Excursions](#)" [Scottish Government guidance document](#)
- "[School Trips: Glenridding Beck,](#)" and "[Five Steps to Risk Assessment,](#)" Health & Safety Executive guidance documents
- [Child Safety Education Coalition](#)
- "[Taking Students Offsite](#)" [ATL guidance document](#)
- "[What is Outdoor Learning?](#)" and "[Why does Outdoor Learning Matter?](#)" Institute for Outdoor Learning guidance documents

### Internal

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Pupil Code of Conduct
- Pastoral Care, Discipline and Exclusions Policy
- SEND Policy
- Supporting Pupils with Long Term and/or/Serious Illness Policy
- City of London Equal Opportunities Policy

**Summary of Attachments:**

London Day Trip Guidance  
London Day Trip Form

Full One Day School Trip Guidance  
Full One Day Trip Form

Residential Trip Form Guidance  
Residential Trip Form

**Approved by Board of Governors:** October 2013

**Reviewed:** June 2016 – to be re-approved by the board in June 2016

**To be reviewed by:** June 2019

1. Ensure your trip date is suitable before making a booking with the Deputy Heads' Secretary who will put the date on the calendar.
2. Make a provisional booking of the trip with the provider/company.
3. Fill out the London Day Trip single sided form (save this document to one of your folders first), seeking permission from the Headmistress.
4. Parents are informed of the trip via a clarion call, letter or email as appropriate. They do not need to give their permission if the trip costs less than £30 and the girls will be returning to school if they are in Year 9 or below. Older girls may be dismissed from an appropriate site such as a tube station. For younger girls, parents would have to indicate their willingness for this to happen either by email or a note.
5. Confirm booking with the provider and book free tube/ train travel if appropriate. See Tf/schoolparty travel scheme User name City2EC2Y, password CLSGirls
6. Complete risk assessment.
7. Staffing agreed. This should be no less than a ratio of 1:12 for Preps, 1:15 for Y7-9 and 1:17 for Y10-11. There should always be at least 2 members of staff on a visit with the exception of small 6<sup>th</sup> form trips.
8. Inform the school finance office of pupil names and amount to be billed if necessary.
9. Pass the signed form, with risk assessment, contact number/s for staff and names of students and any medical conditions to the Deputy Head (Pastoral) at least 3 days prior to the trip leaving for final sign off.
10. At least 2 days before the trip is going ensure a list of students goes to teaching staff.
11. On the day, leave the form with a list of girls and the risk assessment at Reception and take a first aid kit.
12. Once the trip is over write a brief report on trip, highlighting any lessons learned if there were any incidents. An email to confirm all went well is sufficient in most cases.

**Title of Visit**

**(Taking a One Day School Trip within London)**

<b><u>Departure date:</u></b>	<b>Departure time:</b>
	<b>Return time:</b>

<b><u>Classes or groups involved:</u></b>	<b>Number:</b>
<b>Please attach a list of pupils and any relevant medical conditions once trip is organised</b> tick when complete <input type="checkbox"/>	

<b><u>Accompanying Staff</u></b>	<b>First Aider? Yes/No</b>	<b>Contact Number (at least one contact number must be given)</b>
(visit leader)		

<b><u>Educational Objectives of Visit</u></b>
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<b><u>Venues/Activities</u></b>
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<b><u>Transport</u></b> – what type of transport? Coach/Tube etc.
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<b><u>Cost</u></b> <b>Will the cost be recouped from pupils or paid from departmental budget?</b> <b>Yes/No</b> If no please use the one day with finance form as opposed to this one
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### **Approval**

I request approval for the proposed visit

<b>Visit leader's</b> signature:	Date:
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<b>Headmistress'</b> signature:	Date:
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*Deputy Head (pastoral) to sign off once list of students; including medical information (if appropriate) and risk assessment is attached.*

### **Deputy Head's (Pastoral) Approval**

<b>Deputy Head's (Pastoral)</b> signature:	Date:
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**Don't forget to leave a copy of this information with reception and remember a first aid kit**

- 1) Ensure your trip date is suitable before making a booking with the Deputy Heads' Secretary who will put the date on the calendar.
- 2) Make a provisional booking of the trip with the provider/company.
- 3) Fill in and sign the of the Full One Day Trip form (save this document to one of your folders first), **please print this double sided**, and get signed by the Headmistress and if necessary the Finance Manager and Bursar.
- 4) Advertise the trip to parents with reply slips for the appropriate termly billing and check medical conditions and attach to form.
- 5) Confirm booking with the provider.
- 6) Complete risk assessment.
- 7) Check the list of students with relevant HOS/AHOS to check there are no safeguarding/medical concerns.
- 8) Staffing agreed. This should be no less than a ratio of 1:12 for Preps, 1:15 for Y7-9 and 1:17 for Y10-11. There should always be at least 2 members of staff on a visit with the exception of small 6<sup>th</sup> form trips.
- 9) Order school mobile phones from Jason (if required).
- 10) Inform the school finance office of pupil/staff numbers and the trip dates for insurance purposes.
- 11) Pass the signed form, with risk assessment, contact number/s for staff and names of students and any medical conditions to the Deputy Head (Pastoral) at least 5 days prior to the trip leaving for final sign off.
- 12) At least 2 days before the trip is going ensure a list of students goes to teaching staff.
- 13) On the day, leave the form with a list of girls and the risk assessment at Reception and take a first aid kit.
- 14) On the actual trip, take the original forms and a copy of the emergency procedures guidance.
- 15) Once the trip is over write a brief report on trip, highlighting any lessons learned if there were any incidents.

### **IMPORTANT INFORMATION REGARDING FINANCIAL ARRANGEMENTS**

#### **Part Time Staff**

If you need to take part-time staff who will be working extra days, their pay must be factored into the cost of the trip. See RW or VP if you need help.

#### **CoLC Insurance**

CoLC Insurance is permanently in place and therefore additional insurance should *not* be purchased via a school trip provider, as conflict may arise with the CoLC insurance if a claim were to arise.

#### **Parent Billing**

For billing & audit requirements, staff **MUST** submit a copy of their parents replies authorising the charge to be added to their fee a/c prior to the termly invoice deadlines:

**Mid March**  
**Mid July**  
**Mid November**

**Summer Term** Invoices  
**Autumn Term** Invoices  
**Spring Term** Invoices



Title of Visit

(Full One Day Trip Form)

**Departure and Return**

Departure date:	Departure time:
	Return time:

**Pupils on Visit**

Classes or groups involved:	Number:
<b><u>Please attach list of pupils and any relevant medical conditions once trip is organised</u></b> tick when complete <input type="checkbox"/>	

**Accompanying Staff**

Names	First Aid Qualification?	Contact Number (at least one contact number must be given)
	Yes/No	
(visit leader)		

**Educational Objectives of Visit**

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**Venues / Activities**

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**Transport**

What type of transport? Coach/Tube etc.
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Title of Visit

(Full One Day Trip Form)

1. Estimated costs to cover all expenses

Other Trip Costs e.g. Activities, Museum Entry, Excursions, Staff Expenses etc. (please specify)	
	£
<b>Cost per Pupil</b>	<b>£</b>

2. Approval

I request approval for the proposed visit

Party leader's signature:	Date:
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Approval is given; subject to all risk assessments and other appendices to this document being filled out satisfactorily and the Bursar and Deputy Head (pastoral) having given their approval to arrangements. The educational visit does not receive final approval until the Deputy Head (pastoral) signs below.

Headmistress' signature:	Date:
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***Bursar's Approval of Insurance and Finance***

Bursar's signature:	Date:
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3. Final Approval

*Deputy Head (pastoral) to sign off once all documentation, such as list of students; including medical forms, list of staffing, risk assessment etc. is included.*

***Deputy Head's (Pastoral) Approval***

Deputy Head's (Pastoral) signature:	Date:
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- 1) Go through the staff checklist (at the end of the main trips form) to ensure your trip is suitable and find a suitable date with the Deputy Heads' Secretary.
- 2) Make a provisional booking of the trip with the provider /company.
- 3) Fill in and sign the first two pages of the Residential School Trip form, **please print this double sided**. Work out a budget and if you have any questions refer them to the Finance Manager (Robert Woodvine). Give it to the Headmistress for initial approval who will then pass it along for relevant signatures and entry into the calendar. Form will be returned within 3 working days.
- 4) Advertise the trip to parents with reply slips for the appropriate termly billing and collect in medical forms and code of conduct as appropriate together with passport photocopies for foreign trips (check expiry dates and that the name matches the name used in school). If the girl does not have an EU passport, check if she has a visa for entry into the UK and that it has not expired.
- 5) Confirm booking with the provider
- 6) Complete risk assessment.
- 7) Order school mobile phones from Jason.
- 8) Inform the school finance office of pupil/staff numbers and the trip dates for insurance purposes.
- 9) Fill out the rest of the form and pass the completed paperwork to the Deputy Head (Pastoral) AT LEAST two weeks before departure (preferably sooner). She will send it down for final approval and distribution.
- 10) You will need to photocopy forms to be left in school and with your emergency contacts.
- 11) On the actual trip, take the original forms and a copy of the emergency procedures guidance.
- 12) Write a brief report on trip, highlighting any lessons learned.

#### **IMPORTANT INFORMATION REGARDING FINANCIAL ARRANGEMENTS**

##### **Currency**

If you need foreign currency, please order it from the Finance Office at least a week before departure.

##### **CoLC Cardholders on Overseas Trips**

Please can CoLC Cardholders inform the Finance Manager if a card is to be used overseas in order to notify Lloyds and amend credit limit.

##### **Subsistence**

Please consult the Colnet Employee Handbook for meal Allowance Rates as a guide (link only available

withCLSG): <http://colnet/Departments/Town%20Clerks/corporate%20HR%20Unit/Documents/Handbook%20Policies/AllowanceRates.pdf>

##### **Part Time Staff**

If you need to take part-time staff who will be working extra days, their pay must be factored into the cost of the trip. See RW or VP if you need help.

##### **CoLC Insurance**

CoLC Insurance is permanently in place and therefore additional insurance should not be purchased via a school trip provider, as conflict may arise with the CoLC insurance if a claim were to arise.

##### **Parent Billing**

For billing & audit requirements, staff **MUST** submit a copy of their parents replies authorising the charge to be added to their fee a/c prior to the termly invoice deadlines:

**Mid March**  
**Mid July**  
**Mid November**

**Summer Term** Invoices  
**Autumn Term** Invoices  
**Spring Term** Invoices

**Title of Visit**

**(Residential Trip Form)**

**Departure and Return**

<b>Departure date:</b>	<b>Departure time:</b>
<b>Return date:</b>	<b>Return time:</b>

**Pupils on Visit**

<b>Classes or groups involved:</b>	<b>Number:</b>
Other Schools involved with details of pupils:	

**Accompanying Staff**

<b>Names</b>	<b>First Aid Qualification?</b>	
	<b>yes</b>	<b>no</b>
(visit leader)		

**Educational Objectives of Visit**

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**Venues / Activities**

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Title of Visit

(Residential Trip Form)

1. **Estimated costs to cover all expenses**

<b>Independent Trips</b>	<b>£</b>	<b>Package Tour Trips</b>	<b>£</b>
Travel Costs (flight or trains)		Cost per pupil	
Coach Hire			
Accommodation			
<b>Other Trip Costs e.g. Activities, Museum Entry, Excursions, Staff Expenses etc. (please specify)</b>			
			£
<b>Insurance (Overseas &amp; UK Residential)</b>			
Package tours – Is your insurance included in the package cost?	yes / no	CoL Insurance – Please include if not using Package Tour Insurance (see guidance sheet)	£
Contingency (please add 5%)	£	<b>Total Estimated cost per pupil</b>	£
<b>Total Estimated Cost</b>	£	<b>Deposit</b> – termly invoice preceding the trip	£
		<b>Balance</b> – termly invoice the trip is taking place	£

2. **Approval**

**a. Approval in principle**

I request approval in principle for the proposed visit

Party leader's signature:	Date:
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Approval in principle is given, subject to all risk assessments and other appendices to this document being filled out satisfactorily and the Bursar and Deputy Head having given their approval to arrangements. The educational visit does not receive final approval until after my second signature of this document.

Headmistress' signature:	Date:
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**b. Bursar's approval of insurance and finance**

Bursar's signature:	Date:
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**c. Deputy Head's (Pastoral) approval**

Deputy Head's (Pastoral) signature:	Date:
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Title of Visit

(Residential Trip Form)

**3. Availability and details of mobile phones**

	Name	Mobile Phone number
1		
2		
3		
4		

**4. Home contact People**

1 <sup>st</sup> contact	2 <sup>nd</sup> contact
Name:	Name:
Daytime telephone number:	Daytime telephone number:
Night-time telephone number:	Night-time telephone number:
Other telephone number:	Other telephone number:
Address:	Address:
Postcode:	Postcode:

**5. Parents and Other extra helpers**

Name	Telephone number

**6. Transport Requirements**

If transport is required, specify requirements:

**7. Outside Agencies**

If an outside agency or holiday or travel firm is involved, including adventurous activities, fill in and attach the ***Firm Selection*** form, and tick

Checked by Deputy Head (Pastoral)

**8. Overnight Stay**

If the visit involves overnight stay, fill in and attach the ***Accommodation for Out-Of-School Visits*** form, and tick

Checked by Deputy Head (Pastoral)

**Title of Visit**

**(Residential Trip Form)**

**9. Exchanges and Home Stay visit**

Is this trip an exchange or home stay visit?
Will standard letters be used to explain to parents?
Has confirmation about host families been received?

**10. Risk assessment, Safeguarding & Activities requiring extra checks**

All trips fill out the risk assessment form on page 5. (Pastoral) <input type="checkbox"/>	Checked by Deputy Head
Are further checks needed, e.g. for adventurous activities? If so fill out relevant forms and tick <input type="checkbox"/>	
	Seen and Approved by Headmistress <input type="checkbox"/>

**11. Pupils with known Medical Difficulties (please attach a separate sheet if necessary)**

Name:	Disability:
Name:	Disability:
Name:	Disability:
Name:	Disability:
Name:	Disability:
Name:	Disability:

**12. Parental Consent and Medical Information forms**

Are all consent forms and medical questionnaires completed signed and returned?
Are any inoculations or other special precautions advised for the location of this trip? If so, attach details – checked by Deputy Head (Pastoral)
Have arrangements been made to handle any known medical condition?
All details relating to pupils and their medical conditions attached – checked by Deputy Head (Pastoral)

**13. Approval**

**Forms checked and Copy retained by the Deputy Head (Pastoral)**

I have discussed this visit with the organiser and I am satisfied that the planning has been carried out in accordance with National Guidance and school policy.

Please ensure a detailed itinerary and a final list of pupils attending seven days before the party is due to leave is lodged with the Headmistress, Deputy Head and Bursar.

Please submit a report and evaluation of the visit, including details of any incidents, as soon as possible on return but not later than two weeks thereafter.

Deputy Head's (Pastoral) signature:	Date:
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***Headmistress' Final Approval***

I am satisfied with all aspects including the planning, organisation and staffing of this proposed visit. I therefore give approval for it to go ahead.

Headmistress' signature:	Date:
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