

SEVENOAKS SCHOOL

reference	AE2
Category	A. Student and Parent Facing
Name	Educational Visits: policy and procedure
Purpose	To clarify the process by which educational visits are approved, organised, managed and supervised.
Scope	Staff
Regulatory or legal requirement addressed by policy	Health and Safety laws Outdoor Education Advisors' Panel Keeping Children Safe in Education Department for Education (Health and Safety on Educational Visits, Guidance)
Policies referred to	Behaviour Policy Financial Assistance with Fees Policy Equity, Diversity and Inclusion Policy Transgender, Gender-Fluid and Non-Binary Policy
Policy owned by	Deputy Head Co-Curriculum
Date effective from	September 2023 (subject to formal ratification - December 2023)
Published on website	Yes

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1. Introduction

We regard educational visits, whether day or residential, as an important part of the students' educational experience. We recognise that such activities depend upon the enthusiastic commitment, energy and professional skill of members of staff, and are very grateful to staff at Sevenoaks for organising an exceptionally large and varied number of visits in the UK and overseas during the course of each year.

This policy is intended to set out (i) the legal framework surrounding educational visits, and (ii) the Sevenoaks School policy for them. It will also act as guidance for all staff organising and assisting educational visits.

2. Principles and Scope

All educational visits, whether residential trips, boarding visits, routine sports fixtures, day-time excursions, are covered by the general principles applied within this policy. For routine educational visits, such as: (i) trips organised and run by boarding houses, (ii) non-residential sports fixtures and (iii) service afternoon placements, reduced "trips procedures" may apply with the advance permission of the Deputy Head Co-Curricular or Deputy Head Boarding.

The Head and Governors have overall responsibility for ensuring robust procedures are in place and that employees follow the procedures. In practice day-to-day responsibility for ensuring the safe and effective organisation of educational visits has been delegated by the Head to the Deputy Head Co-curriculum.

3. Legal Framework

The School has regard to the following legal requirements and other guidance:

- (i) Health and Safety on Educational Visits, <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- (ii) Keeping Children Safe in Education, 2023, https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf
- (iii) OEAP National Guidance, <http://oeapng.info>.
- (iv) Health and Safety Executive guidance on educational visits, <https://www.hse.gov.uk/education/visits.htm>
- (v) Council for Learning Outside the Classroom, <https://www.lotc.org.uk/>

This policy has been written with the needs of Sevenoaks School in mind and therefore provides enhanced and specific guidance. Where there are differences between external guidance and the School policy then School policy must be followed.

4. Approval Procedures

All Educational Visits (other than Boarding Trips, non-residential sports fixtures, and service activities) must be proposed to the Deputy Head Co-Curriculum via email, as far in advance as possible.

Permission of the Deputy Head Co-Curriculum is necessary to take any student off-campus for a trip, whether it is during the School day or in the evening.

Approval should be requested by sending a complete Trip Request form by email well in advance of the event. No commitment should be made to take a trip before formal letters of invitation are sent.

5. Planning Process

5.1 Residential Trips

Residential trips will be approved according to the flowchart found in Appendix One.

Guidance for staff on how to plan and successfully run a Residential Educational Visit is found in Appendix Two.

5.2 Non-Residential Trips

Non-Residential trips will be approved according to the flowchart found in Appendix One.

Guidance for staff on how to plan and successfully run a Non-Residential Educational Visit is found in Appendix Three.

5.3 Boarding Trips

Boarding trips may be authorised by the Head of Boarding, after calendar approval by the Senior Deputy Head.

Guidance for taking boarders on trips can be found in Appendix Four.

5.4 Parental Communication and Consent

An annual list of proposed Residential Trips for the forthcoming year will be produced in the Lent Term, and circulated to all current and future students, via their parents/guardians.

Parents must receive full information about each individual trip. Written consent is required for:

- trips that incur a cost above £20 (Boarders may have written authorisation up to a higher amount.)
- trips that need a higher level of risk assessment
- trips outside normal School hours.
- students to be collected from locations other than the School, or for them to travel home unaccompanied, outside of the normal School day.

Boarding housemasters or mistresses may sign in proxy for day/evening trips only.

Parents/Carers sign a one-off consent form for all School trips during the child's time at the School. A Code of Conduct (signed by parents/carers and students) and a Medical Form are also filled in on joining the School and cover all School trips. On signing up for a trip, Parents/Carers will be required to read and give written confirmation of the Parent/Carer Residential Trip Agreement (see Appendix Seven) before a student may be given a place on the trip.

6. Finance

6.1 Compulsory Visits

Educational Visits that are a compulsory part of the curriculum will be paid for by the School (i.e. IB Geography fieldtrip). Other educational visits will generally incur a cost, although some may be subsidised.

6.2 Optional Visits

Consent for the cost of optional trips to be incurred must be received before the deposit for the trip is paid, if at all possible. Parents will either be asked to pay for a trip via direct deposit, or the cost of the trip will be placed on one or more School invoices.

All payment for a trip must be paid in advance, or a child may not be permitted to go on the trip. The trip administrator will liaise with the Finance department to confirm whether all fees have been paid before the trip departs.

6.3 Quotes

Competitive quotations from travel companies should be obtained wherever possible and made available for inspection. All companies used should be members of ABTA or ATOL.

It is fundamental to all expeditions, tours or activities that staff or their families may not benefit financially through organising these events, or by the provision of goods or services.

Two weeks' notice is usually needed for foreign currency, which should be obtained through the Finance department. It is the Trip Leader's responsibility to actively ensure that suppliers/service providers have invoiced them for all elements of their trip in a timely manner. A final detailed statement of account covering all income and expenditure should be completed as soon as possible, and not later than one week after returning. A copy of this, together with all supporting documentation, should be sent to the Accounts Department for audit purposes. If there is a refund due, the expedition organiser should also instruct Accounts to refund the School bill. No surplus funds must be kept.

6.4 Expenses

Any expenses incurred should be fully documented and receipts obtained. Staff are advised to consider carefully expenses they may personally incur during a School trip. They must be proportionate to the overall cost of the trip. Any expenses above these amounts are to be paid for personally. Payments will only be made on presentation of an official invoice, or an expense claim accompanied by official receipts. No expense reimbursement will be made for alcohol.

7. Safeguarding

All students participating in a trip must be safe at all times. To ensure this is possible, the needs of each individual student will be considered prior to accepting a student on a trip. The School reserves the right to decline to take a student on an educational visit if doing so would not be in the best interests of the student or accompanying staff.

All adults accompanying a trip need to have been through safeguarding checks approved by the School before departure. The only exception to this rule can be made on the condition that sufficient, but not all, checks are completed and the organiser of the trip gives a signed personal undertaking never to allow the individual unsupervised access to the children at any time.

The trip leader must verify with the HR Director that all accompanying staff and voluntary helpers have been positively vetted in accordance with all relevant current legislation before they take part on the trip. A minimum of two months' notice must be given to the HR Director to complete this procedure.

For visits which involve host families, either in the UK or abroad, the School will have regard to the advice given by Annex D of KCSIE. The School will use their professional judgement to decide the suitability of the adults in host families. To help inform that assessment, the School will obtain a DBS enhanced certificate with children's barred list information for all adults aged 16 or over in the host family. This check will not only establish whether the adults are barred from engaging in regulated activity relating to children, but where criminal record information is disclosed. It will also allow the School to consider, alongside all other information that it has obtained, whether the adults would be suitable hosts for a child.

As it is not possible to obtain criminal record checks from the DBS about adults who provide homestays abroad, the School will liaise with its partner Schools abroad, to establish a shared understanding of, and agreement to, the arrangements in place for the visit. They will use their professional judgement to satisfy themselves that the arrangements are appropriate and sufficient to effectively safeguard every child who will take part in the exchange. Parents will be made aware of the agreed arrangement.

For language trips where students stay with a host family, the Trip Leader must contact the host School or organisation in advance, and the two parties must agree a shared equal commitment to safeguarding and student behaviour for the duration of the trip. As part of this, Trip staff need to check (by text message) with host families every evening to make sure the students have arrived home at the agreed time, and that there are no problems. All host families must be made aware of the policy on alcohol, vaping, curfew time, and unsupervised time, and must inform Sevenoaks staff of any problems.

8. Employer's obligations (incl. staff training and competence)

All staff should receive training in the basic requirements for managing educational visits successfully. This will consist of:

- Training session for all new staff.
- Clear information and guidance on Firefly.
- Reminders to staff by e-mail or at staff meetings.
- Meeting with the Deputy Head Co-curriculum for all staff running a residential trip for the first time.

The Deputy Head Co-curriculum and Trips Administrator maintain a record of recent trips that staff participate in. This means that those who are new to leading trips can be identified and given appropriate support and advice from experienced trip leaders.

9. Staffing

9.1 Visit Leader

The Visit Leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Visit Leader must be appointed. If this role changes during a visit, a clear handover should be made. The key requirements for Visit Leaders are that they must be accountable, competent and confident to lead the visit/activity, not that they hold a particular post, title or job description.

Being **accountable** means that the Visit Leader has been appointed to the Leader position through an appropriate process, which includes a capability assessment as well as induction into this Policy and the School's trip procedures. This process should be managed by the Deputy head Co-curriculum (taking advice from other staff and HR).

Being **competent** means that the Visit Leader has demonstrated the ability to operate to recognised standards of good practice, and has sufficient relevant experience and knowledge regarding the group, the activity, the pastoral care, and the venue. This can be demonstrated through experience and or qualifications.

Effective Leaders are **confident** but fully aware of their own limitations.

- A Visit Leader **must** follow the employer's guidance and establishment policy and procedures.
- A Visit Leader **must** ensure that the activity is properly planned and that the plan includes appropriate risk management procedures based on a risk-benefit analysis.
- A Visit Leader **must** ensure that the roles and responsibilities of other staff (and young people) are properly defined and communicated, ensuring effective supervision.

9.2 Assistant Staff

Assistant Staff should ensure they are:

- suitably competent and knowledgeable about establishment and employer policies/procedures, insofar as they affect the responsibilities they have been assigned.
- specifically competent to carry out such tasks as they are assigned.
- fully briefed to ensure that they understand the role and responsibilities expected of them.

9.3 Ratios

- The recommended ratio of staff is 1:10 for residential trips with a minimum of two members of staff. However, more hazardous activities may require a much higher staff ratio than this.
- Members of staff taking their own children cannot count as part of this ratio without the permission of the Deputy head Co-Curriculum.
- There must be a least one male and one female member of staff if a mixed group of girls and boys is being taken. If there are circumstances where this is not possible, this should be approved by the Deputy Head Co-Curriculum, and noted in both the risk assessment and the parental/carer information pack.
- The Visit Leader must assess whether staff are sufficiently experienced/trained to lead or assist a particular activity. (A reserve trip leader of equivalent experience may also be needed at times).

- There must be at least one member of staff on the trip, and one in reserve, who is first aid trained.
- The staff ratio for the journey to and from the exchange School must be in accordance with our standard regulations for trips abroad, i.e. it must be 1:10. There must be a minimum of two members of staff travelling to and from the exchange School and if one or more girls are in the group a female member of staff must accompany them wherever possible. There should be sufficient staff to cover an emergency. Having arrived at the exchange School it may be acceptable for the staff student ratio to be relaxed, if a clear risk assessment is undertaken by the Trip Leader, and they are satisfied that the students are as fully protected as possible. Exceptions on this basis must be approved in advance by the Deputy Head Co-curriculum.

9.4 Monitoring

The Deputy Head Co-curriculum (or Trips Administrator or a nominated senior member of staff) will assist with at least one residential and three non-residential trips every year in order to monitor whether the guidelines are being implemented.

10. Insurance

School journeys are covered by the School's travel insurance. Full detail of the School insurance policy can be found on Firefly on the Trips Page under the co-curricular tab.

If a visit involves hazardous activities or is to an unusual location, the Deputy Head Co-curriculum must be alerted and details given to the Assistant Bursar well in advance, in order that cover can be confirmed by the insurers.

At the current time, insurance is not available for COVID-19 related cancellation from the School's insurers. Whilst the School will do all it can to mitigate any losses due to COVID related cancellation, it currently requires students to have their own personal travel insurance, or to accept the risk of financial loss, should:

- the trip not run; or
- their child not be able to go on the trip; or
- their child be required to incur costs due to change of plans resulting from COVID (i.e. quarantine or self-isolation).

A written confirmation of the acceptance of this financial liability must be received in writing by the bill-payer before a child can be offered a place on a trip.

Staff children attending the trip (other than as a paying student) will not be covered by the School insurance policy. If approval is given for staff children, who are not students, and/or partner to accompany a trip, then the family members must pay the full cost of the trip and source their own insurance.

11. Visas

Students should be advised of any visa requirements well in advance to allow time for the student and their parents or guardians to arrange any required visa. For assistance, speak to the Trips Administrator about your particular requirements.

12. Health and Safety

12.1 Vaccines

- If any immunisation, malarial prophylaxis and first aid requirements are required, the Leader should liaise with the Health Centre 10 weeks in advance.
- Many problems encountered on trips such as sun, traveller's diarrhoea, etc. are not prevented by vaccine and will need specific advice. In certain cases the nurses will be happy to speak directly with students to reinforce safety abroad. This is specifically important when malaria tablets are required – and the level of education from the nurses, and daily control via the trip staff must be greater.

(iii) The Health Centre suggests that Day students not registered with the School GP or one of the other Amherst Medical Practice doctors go to their own GP to receive vaccines. The GP will hold the student's records and have dates of any boosters given. In unusual circumstances the Health Centre is happy to vaccinate Day Students but only as a private patient which will incur a fee which can then be added to the School account. Any Day Student requiring this service must complete a consent form available from the Health Centre.

12.2 Pre-departure meetings

At least 4 weeks before departure the Trip Administrator will produce a Medical report for all students on the visit. The Visit leader must take this Medical report to the Health Centre staff, for a detailed discussion of their needs, at least 4 weeks before departure. Here they will highlight any concerns they might have about students with medical or other conditions. This also includes students on medication that you are unfamiliar with. It is important that you understand how to deal with any emergencies that might arise from various conditions such as diabetes and asthma.

The Visit Leader must also liaise with the Head of Learning Support and relevant Divisional head(s) or BHM(s) to ensure there are not other pastoral issues that they should be aware of.

12.3 First Aid and OPUS training

On a residential trip, there must be at least one member of staff on the trip who is First Aid trained, and a reserve staff First Aider, and at least one member of staff on the trip who is OPUS trained, and one in reserve.

On a non-residential trip, consideration must be given to the visit and activities on it in deciding whether a First Aider is required.

12.4 Risk Assessment

- (i) A Risk Assessment is necessary for every trip, regardless of the nature of the trip, and must be completed in the form provided as a template on firefly.
- (ii) As part of the Risk Assessment, the School will check the Foreign Office website for up to date travel information to the country being visited. This will be done at both the planning stage, and just before the trip departs.
- (iii) Routine Trips may use previous year's risk assessments, but must nonetheless be reviewed to confirm that there are no changes required due to the situation changing, or the students on the trip.
- (iv) This is a vital legal document and must be done carefully well in advance of the trip, and reviewed finally once the final student names/numbers and plans are confirmed.
- (v) Risk assessments are public documents. If there were to be a serious incident on the trip, it would be a vital piece of evidence in showing that the trip was well planned and risks were considered and mitigated.
- (vi) The risk assessment must be completed and submitted to the Deputy Head Co-curriculum and Trip Admin for approval at least 4 term-time weeks before the trip is due to depart.
- (vii) All risk assessments must be read, considered, signed and dated by ALL members of staff supervising the trip, as well as by the Deputy Head Co-Curricular, prior to departure on the trip. An ideal time to do this is in the Pre-departure briefing with all staff attending.

12.5 Accommodation

Any accommodation arranged by the School for students should be satisfactory and, as far as possible, checked before use, as part of the risk assessment procedure. Care should be taken to control unsupervised access to students by 'unchecked' adults, who should never be allowed unsupervised access to the children at any time.

Satisfactory arrangements must be in place for students to contact accompanying staff at all times in case of difficulty or concern. Staff should regularly ask students during their stay whether they have any concerns about their accommodation, particularly regarding security and intrusion.

In addition to the Health and Safety risk assessments, the following checks should be undertaken to verify that:

- (i) there is sufficient and suitable bed and bedding for each student.
- (ii) there is separate sleeping provision for each gender.
- (iii) there is sufficient access to toilet and washing facilities, separate for each gender if possible.
- (iv) there is adequate provision for sufficient and appropriate food and drink and that in youth hostels or field centres it is stored and prepared under sufficiently hygienic conditions.
- (v) students have the ability to contact medical services and provision is in place for students to return to School or home in the case of accident or illness.
- (vi) there are emergency evacuation procedures in place and known.

13. Behaviour

The School's Behaviour Policy applies whilst students are on the trip. Students should be aware that they represent the School and as such, any behavioural issue and especially one which leads to harm to themselves or others, or any form of substance abuse, or reputational damage, would result in the usual sanction once back in School. Depending on the incident, the student may be sent home from the trip immediately at their parents' expense.

Response to poor behaviour is in proportion to the offence and will take into account the ongoing safety and welfare both of the individual concerned and the group as a whole – as well as any potential logistical issues. Individual episodes can be discussed with the relevant SLT on duty and the response agreed.

A Student Code of Conduct is attached at Appendix Six. A trip leader may use this Code of Conduct if they feel it would be beneficial to the trip outcomes.

General guidelines

- (i) In general students should remain with the group at all times.
- (ii) If a small amount of unsupervised time is given then students should be in groups of a minimum of three people and they should know where members of staff are. They should be given clear guidance as to where they can and cannot go, and reminded about alcohol misuse.
- (iii) Students below the Sixth Form should, in general, have very little unsupervised time in the evening. In the Sixth Form, students may be given a limited amount of time (perhaps up to 1½ hours) but they should always be met at the end of the period.
- (iv) When checking the rooms at curfew, staff should be vigilant for signs of alcohol or vaping.

Host Families

When on a trip involving a host or exchange family:

- (i) the host School and host family must be made aware of the policy on alcohol in writing and must inform Sevenoaks staff of any problems.
- (ii) students must be made aware in advance of the potential for poor behaviour from other children, and a discussion should take place with the students in advance to assist them in managing such a situation.
- (iii) the trip leader should plan the visit to minimise free time in the evenings.
- (iv) the trip staff must ensure the students have arrived home at the agreed time, and have not been drinking alcohol, by establishing communication with the host family and the student each evening.

14. Use of activity centres or third party providers

From time to time a visit may take place at an adventure centre or other equivalent venue. In such circumstances, the member of staff organising should consider a reconnaissance visit and should certainly have a discussion with the provider about how their facilities can be used to achieve the educational objectives of the trip or activity. Some of the following questions may be relevant to ask as part of this conversation.

- What is the safety provision on site?

- Are there risk assessments in place and have you reviewed them alongside the School risk assessment?
- Is there evidence of strict operating procedures?
- What are the fire evacuation procedures?
- Do all staff hold DBS checks which are up to date?
- What are the training levels of the staff you will be working with?
- What first aid and medical arrangements are in place?
- How does the site record accidents and near misses?
- What does the accident log look like for recent months?
- Request a copy of the venue's Health and Safety Policy. This document can inform your health and safety planning, such as staff to student ratios.
- Does the centre have liability insurance?
- Do they have a full understanding of their responsibilities when under 18s are on site?
- This is also an opportunity to discuss provision and adjustment for any SEND students.
- Does the venue, site or provider comply with all local and national standards for the relevant activities?
- Do they hold a LOTC Quality Badge or are they AALA licensed for example?
- Are they a recognised supplier and do they have testimonials and evidence to this effect?
- Are they willing to sign a Data Protection Compliance Agreement?

15. Emergencies

In the event of an emergency while on a visit, please follow the guidance on the Actions in the Event of an Emergency on a School Trip. This guidance is provided in printed form to all residential trip staff, and is also available on Firefly.

A member of the SLT will always be on 24 hour duty when a residential trip is in progress, and the name of the duty staff member will be proved before the trip departs.

16. Financial Assistance

Financial support may be available for bursary students, in accordance with the Financial Assistance with Fees Policy.

17. Inclusion

In accordance with the School's Equity, Diversity and Inclusion policy and the Transgender, Gender-Fluid and Non-Binary Policy, we must ensure that all students are embraced and protected whilst on School trips, in the same way that they would be whilst at School.

The School is dedicated to eradicating discrimination against any person or group and ensuring that every member of the Sevenoaks community feels respected, valued and supported. We recognise that transgender or non-binary people and their families are likely to need extra support on Educational Visits to help them flourish and we are committed to providing that support.

When planning and managing a visit, the visit leader should liaise with Divisional Heads, BHM, student and parent/carer to ensure that the preferences stated by the student and their parent/carer are followed. Trip leaders should plan their trip carefully, taking into consideration any activities or situations which might need to be appropriately managed to ensure that all students are equally able to flourish whilst on the visit.

Care will be taken before the trip to ensure that the student feels comfortable and well supported throughout. Sleeping and changing arrangements, in particular, will need careful consideration and may need discussion with both the student and other appropriate people in advance of the trip.

Some countries have laws which make it illegal to be part of the transgender community or which do not recognise transgender or non-binary status. Trip leaders will need to be aware of these laws and advise

transgender or non-binary students and their parent(s)/carer(s) accordingly. The ILGA (the International Lesbian and Gay Association) have [more information](#) about which countries pose a risk to transgender or non-binary individuals.

If travelling abroad any student or member of staff may be subject to a search at the border. We recognise that this may be more distressing for transgender or non-binary students or members of staff. It is good practice for the trip leader to contact the relevant border control or agency in advance to ensure that the risk assessment is accurate for that visit or trip and so that any options for privacy have been considered and mitigated, where possible, in advance.

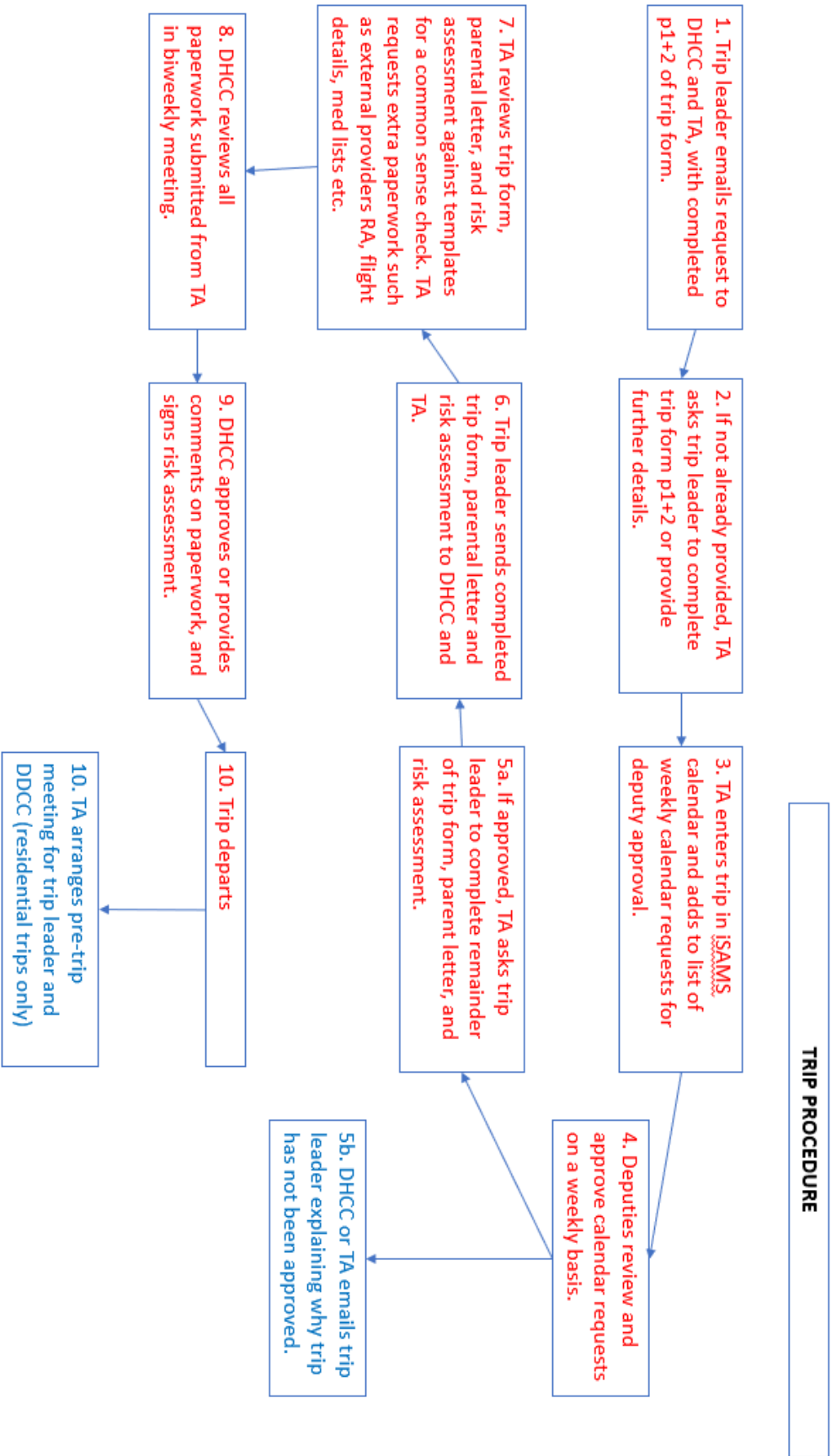
Government advice about passports can be found [here](#). Travel tickets will need be issued in the legal name (i.e. the name represented on the passport) to avoid issues at the border.

18. Sustainability

In accordance with the School's sustainability goals, and Sevenoaks 600 plan, educational visits must consider and be planned with sustainability in mind. To this end, trip leaders are asked to consider sustainability in the early stages of the planning process, and to justify the educational benefits of the trip as against any sustainability objections. Among other things, staff should consider whether travel has been minimised to achieve the education objectives, whether activities are sustainable, whether gifts or clothing purchased is sustainable.

From September 2023, all Educational Visits will offer an opt-out additional cost to pay for carbon offset for the cost of any flights which form part of the trip.

APPENDIX ONE – TRIP APPROVAL PROCEDURE



APPENDIX TWO – RESIDENTIAL TRIP GUIDANCE

If you are planning a School journey involving at least one night away, you must take the following steps.

Step 1: Trip Approval

- Check the following: Foreign and Commonwealth Office; the School calendar; flight/accommodation availability; the cost and capacity of the trip; staffing (including male and female reserve staff).
- Complete p1+2 of the Trip Form and e-mail to the DHCC and Trip Admin (tripadmin@).
- Consider whether you may need to make a site visit in advance. Do you feel comfortable writing a risk assessment with your current knowledge?
- The Deputy Head Co-curriculum will then decide whether to approve the trip.
- If approved, the Deputy Head Co-curriculum will ask you to complete the rest of the Trip Form and Trip Admin will enter the trip in the iSAMS calendar.

Step 2 - Publicise the trip

- Check that flights and accommodation are still available and make a provisional booking. **Do not hand over any money at this stage**. If you need to pay a small token as a booking deposit, please check with the Deputy Head Co-Curriculum first.
- Produce a "Letter of Invitation", following the template on firefly. This will ask for expressions of interest from students.

Step 3- Select Students

- After the deadline has passed, TripAdmin will send the student sign-up list to the Trip Leader.
- Trip Leader and Pastoral Committee/Learning Support Team to review list within 48 hours, and advise if any students require any special considerations to be made.
- Trip Leader to then confirm students on the trip (via a ballot if over subscribed.) and notify trip administrator.

Step 4 – Confirm places, get payments, book trip

- Submit the Confirmation letter (see firefly template) to Tripadmin for DHCC approval.
- Obtain a trip code from Accounts (accounts@sevenoaksSchool.org).
- The final balance payment may be added to student bills, provided the charge is emailed to the Fees Secretary (fees@sevenoaksSchool.org) before the trip takes place, bearing in mind that parents pay their bills at the beginning of the term and the parents must have paid the trip costs in full before the trip departs. Contact the Finance Bursar for advice if required.
- Contact Transport Coordinator about booking mobile phones and transport (if necessary).
- Inform the Health Centre if vaccinations might be necessary.

Step 5 - Risk Assessment

- Please read the risk assessment guide and the example risk assessment on Firefly before completing the form. If you are unsure as to how to complete it, please speak to the Trips Administrator or Deputy Head Co-curriculum.
- Submit the risk assessment to the DHCC and Trip Admin for approval at least 4 term-time weeks before the trip is due to depart.
- All risk assessments must be read, signed and dated by ALL staff going on the trip.

Step 6 - Final Details

- Complete the entire Trip Form and send to the DHCC and Trip Admin. Please be sure to provide a full list of students and contact numbers while you are on the trip.
- Book a Medical kit (from the Health Centre).
- Give a list of all those going to Trip Admin who will provide contact and medical details.
- Consult with the Medical Centre and parents for students on the trip with particular medical issues.
- Repeat last minute consultation with Div Heads and Head of Learning Support.

- Order foreign currency (if required) from Accounts at least 2 weeks prior to departure. Alternatively, an advance may be paid into your bank account if needed, if you prefer to use a personal credit card on the trip.
- Send final detail letter to parents. (via DHCC and trip admin).
- Ask REPRO to produce emergency contact cards.
- For departures during anti-social hours, ensure that arrangements are in place for picking up boarders from houses. Also check with Marshals to ensure that Solefields car park is left unlocked and buses have access.
- Check that arrangements are in place for boarders' luggage.
- Meet the DHCC to go through the pre-departure checklist (see Appendix Five).

Step 7 – During the Visit

- Continual monitoring of hazards throughout the visit and ongoing risk assessments must be undertaken. Adapt plans and then assess risks as necessary (behaviour, weather etc.). Stop the visit or activity at any time if the risk to the health & safety of participants is unacceptable.
- Ensure that any losses are reported to the Police within 24 hours of discovery of the loss and that a copy of the police report is kept.
- Please keep receipts for expenses to be presented with summary of accounts to the Accounts Department within a week of your return, together with any unused foreign currency.
- On your return, please wait until all students have been collected. All boarding students must be taken back to their boarding houses.

Step 8 - After the visit

- Complete the Evaluation Form on Firefly if any incidents occurred.
- All incidents including poor behaviour, accidents and near-misses must be reported in writing to the Deputy Head Co-curriculum within 24 hours of return, if not earlier.
- Send a report to marketing and provide selected photos of the trip via the drop-box facility.
- Shred all confidential information such as copies of passports and contact details.
- If necessary, attend a de-brief meeting with the Deputy Head Co-curriculum.

APPENDIX THREE – NON-RESIDENTIAL TRIP GUIDANCE

Step 1 - Trip Approval

- Please check the following: the forecast calendar (available on iSAMS); the cost and capacity of the trip; you have sufficient staffing (including male and female reserve staff).
- Complete p1+2 of the Trip Form and e-mail to the Deputy Head Co-curriculum and Trip Admin (tripadmin@).
- Consider whether you may need to make a site visit in advance. Do you feel comfortable writing a risk assessment with your current knowledge? The Health and Safety Director and Deputy Head Co-Curriculum can help, and the generic risk assessment found on Firefly can be used as a starting point, but will need to be tailored for each trip.
- The Deputy Head Co-curriculum will then decide whether to approve the trip.
- If approved, the Deputy Head Co-curriculum will ask you to complete the rest of the Trip Form and Trip Admin will enter the trip in the iSAMS calendar.

Step 2 - Publicise and book the trip

- Check that the opportunity is still available and make a provisional booking. **Do not hand over any money at this stage.** If you need to pay a small token as a booking deposit, please check with the Deputy Head Co-Curriculum first.
- Produce a “Letter of Invitation”, following the template on firefly. This will request sign-up and a deposit from parents, which will be added to the next term’s bill, or paid via direct debit. The deposit should be sufficiently large to cover the initial deposit, if necessary. The final balance payment should be added to student bills, provided the charge is emailed to the Fees Secretary (fees@sevenoaksSchool.org) before the trip takes place, ideally.
- A COVID Policy Confirmation must be obtained from the person paying the School bill, in relation to any loss incurred due to COVID.
- Submit the letter and consent form to the Trip Admin for DHCC approval. The Trip administrator will then send it via ParentPost.
- Contact Facilities and Transport Coordinator about booking mobile phones and a coach (if necessary).

Step 3 - Risk Assessment

- Please read the risk assessment guide and the example risk assessment on Firefly before completing the form. If you are unsure as to how to complete it, please speak to the Trips Administrator or Deputy Head Co-curriculum.
- Submit the risk assessment form to the Deputy Head Co-curriculum and Trip Admin for approval, at least two term-time weeks before the trip is due to depart.
- Please note that a risk assessment is necessary for every trip, regardless of the nature of the trip. It must be read, signed and dated by ALL staff going on the trip.

Step 4 - Final Details

- Confirm the Trip Details Form and send electronic copies to the Deputy Head Co-curriculum and Trip Admin. Please be sure to provide a full list of students and contact numbers while you are on the trip.
- Book a Medical kit (from the Health Centre).
- Give a list of all those going to Trip Admin who will provide contact and medical details.
- Consult with the Health Centre and parents where any students on the trip have particular medical issues.
- Consult with the BHM and Div Heads as well as with the Head of LS.
- Ask REPRO to produce emergency contact cards.
- For departures during anti-social hours, ensure that arrangements are in place for picking up boarders from houses. Also check with Marshals to ensure that Solefields car park is left unlocked and buses have access.

Step 5 - During / after the visit

- Continual monitoring of hazards throughout the visit and ongoing risk assessments must be undertaken. Adapt plans and then assess risks as necessary (behaviour, weather etc.).

- Stop the visit or activity at any time if the risk to the health & safety of participants is unacceptable.
 - Ensure that any losses are reported to the Police within 24 hours of discovery of the loss and that a copy of the police report is kept.
 - Please keep receipts for expenses to be presented with summary of accounts to the Accounts Department within a week of your return.
 - On your return, please wait until all students have been collected. All boarding students must be taken back to their boarding houses.
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- **Step 6 - After the visit**
 - Complete the Evaluation Form on Firefly if any incidents occurred.
 - All incidents including poor behaviour, accidents and near-misses must be reported in writing to the Deputy Head Co-curriculum within 24 hours of return, if not earlier.
 - Send a report to marketing and provide selected photos of the trip via the drop-box facility.
 - Shred all confidential information such as copies of passports and contact details.

APPENDIX FOUR – TAKING BOARDERS ON A VISIT

For each visit, the simplified Boarding Activity Form must be completed, and then forwarded to the Head of Boarding. Examples of routine activities that require the use of this form include tutor dinners in Sevenoaks, weekend trips and house balls. It is not necessary for on-site activities where there is already a risk assessment in place, for example climbing or swimming at the Sennocke Centre.

There is a full set of the last few years Boarding Risk Assessments at <https://sevenoaksSchool.fireflycloud.net/boarding/boarding-activity-risk-assessment>

In all cases, the Head of Boarding must know how to access details of visit and a full list of names of students and staff attending in case of an emergency. This can either be submitted as part of the boarding activity form, or left with house staff on the day.

The following guidelines must be followed when taking boarders out of School:

- (i) Details of visits (including travel arrangements and return times) must be given to the boarding house staff in advance.
- (ii) In the event of a mishap which causes delay, staff must ensure that the Boarding House is telephoned as soon as possible.
- (iii) Staff organising visits must take all reasonable care to ensure that boarders return promptly and safely to their houses.
- (iv) Boarders returning to Sevenoaks Railway Station after dark or 6 p.m. (whichever is earlier) must arrange for a taxi to return them to their boarding houses or for a member of staff to accompany them, unless other arrangements are made with BHM's or a Deputy Head.
- (v) Wherever possible, boarders returning from a visit by coach or minibus should be delivered to their houses. When this is not possible it may be prudent, particularly when Middle School students are involved, for them to be taken to their houses by the staff organising the trip.

APPENDIX FIVE – PRE-DEPARTURE MEETING CHECKLIST

Please make sure you bring/can confirm:

- Insurance details including emergency assistance helpline number.
- GHIC Health Insurance cards (where appropriate).
- List of students' contact details and medical conditions (this can be obtained from Trip Admin). Copy for each adult helper.
- You have discussed any potential medical problems with Health Centre/Parents/BHMs/Head of Learning Support and you have any necessary medication.
- Mobile phones. For countries outside Europe, ensure that you are carrying a phone that will allow you to make calls on the local network. For visits to remote areas, consider requirement for satellite phones and/or distress beacons as well as solar chargers.
- SLT emergency contact details. Copy with each adult helper.
- Risk Assessment. Copy for each adult helper.
- First aid kit.
- Travel tickets, passports and visas.
- A separate list of travel document numbers, and photocopies of documents wherever possible to be carried by another adult, ideally in a sealed waterproof bag.
- Emergency contact numbers for the country in which you are staying and staff contacts. Emergency contact cards to be given to all students.
- Location maps/addresses of all accommodation. Details provided to all students.
- Phone number of British Embassy/Consulate in country being visited.
- Location of hospital/medical services.
- Copy of the emergency procedures checklist (Firefly)
- Where practicable, ensure that third parties in receipt of student data have signed a Data Protection Compliance Agreement. Ensure that you have collected any copying/resources that you have requested from Repro.
- Copy of accident report form and expectation of host families if relevant.

TRIP CONDUCT AND CONSENT

Trip:

Date:

Trip Lead:

Name of Student: _____

Code of Conduct for Sevenoaks School Trips

Student's Agreement

1. I understand that normal School rules will apply throughout the trip stated above.
2. I understand that I must comply with both UK law and the law of the country I am visiting.
3. In particular, I recognise that my behaviour should not bring the School into disrepute or cause embarrassment to other members of the party or accompanying staff.
4. I know that smoking is not permitted, and that cigarettes, electronic cigarettes, fireworks and illegal substances may not be purchased or carried.
5. I am aware that alcohol may not be purchased or consumed.
6. (If applicable) I understand that I must not leave the host family's accommodation after their designated curfew and that I will behave sensibly and in accordance with the School's behaviour policy at all times.
7. Should my behaviour contravene these requirements, I understand that I may be asked to return home at my parents' expense and my conduct will be dealt with on my return to School/may be reported to my new School (if applicable).

I have read and accept Sevenoaks School's code of conduct for this trip, as detailed above.

Signed (Student): _____

Dated: _____

APPENDIX SEVEN – PARENT/GUARDIAN RESIDENTIAL TRIP AGREEMENT

Parent/Guardian Residential Trip Agreement

The following agreement is made between a Parent/Guardian and Sevenoaks School, in order for Sevenoaks School to provide a broad programme of exciting and educational trips and exchanges for our students.

Payments

Once a place has been confirmed on the trip, a payment schedule will be provided, and parents/guardians must adhere to these payment schedules.

Cancellation Policy

Please note that once you sign up for a trip, any deposit will become non-refundable. You will be responsible for paying the full cost of the trip and in the event of a late withdrawal for any reason, you will remain liable to pay any outstanding costs, unless a replacement or mitigation can be found. Any non-refundable charges incurred for your student will be communicated to you.

Any amendment or cancellation requested by you to a confirmed place on may incur a small administrative charge to cover the School's costs in facilitating any changes requested. The School's current administration charge is as follows: £10 for a trip valued under £200, £20 for a trip valued between £200-£1000, £25 for a trip valued at over £1000. The School reserves the right to change this fee.

The School reserves the right to cancel or amend any trip at the last minute for the health and safety of the students and staff. In this case, the School will endeavour to mitigate any loss to the greatest extent possible.

Visas

We are generally no longer able to rely on an EU visa exemption for boarders travelling as part of a school group. The responsibility for obtaining a visa for each trip lies with the Parent/Guardian. The School will provide documentation requested in support of a visa application. The School will require evidence that each student has the correct visa in place well in advance of any planned trip. We strongly recommend that children without a UK or EU passport endeavour to obtain a Schengen visa if they plan to travel within the Schengen area with school.

Carbon Offsetting

From September 2023 we will be operate an "opt-out" carbon offsetting scheme for all overseas trips in order to reduce the environmental impact of the flight emissions. As we move towards being a sustainable community, we see this as a necessary and positive step to take towards our goal. The individual "sustainability charge" on each trip will be stated in the sign up letter.

Behaviour

A high standard of behaviour is expected of students on educational visits and School trips. School rules continue to apply during School trips and in addition students must observe both UK law and the law of the country they are visiting. If a student is in breach of School rules it may occasionally be necessary for the School to arrange for the student to return home, and all additional costs will be invoiced to the parent.

Supervision

Students on a School trip are expected to behave responsibly, and to follow instructions of our staff at all times. There may be parts of the trip where they are under 'remote supervision' – in other words not directly accompanied by a member of staff.

Residential trip: Generally, the group will be supervised at all times, but short periods of time away from the trip staff will occur, for example for souvenir shopping. These occasions are carefully planned and there will be constraints such as: where and where not to go, check-in times, etc, and these will be carefully explained to all students. We expect all students to follow instructions to the letter. During free time students must always be in groups of at least three people. They should always follow School rules, look out for traffic and beware of crossing roads.

Homestay residential: The homestay environment (i.e. on a language exchange) is a very important part of the student's whole experience and will also involve time away from the trip leader. While the student is away, and the homestay guardians are *in loco parentis*, the trip leader will not know where the student is at all times, or what they are doing. The trip leader and homestay guardians will communicate at least once a day to check in and ensure that everything is going according to plan. All students will have an emergency hotline number to their trip leader, who they can communicate with at any time, should the need arise.

APPENDIX EIGHT – DATA PROTECTION COMPLIANCE AGREEMENT

We are, Sevenoaks School incorporated and registered in England and Wales with company number 01980362 and are a registered charity (number 1101358) whose registered office is at Sevenoaks School, High Street, Sevenoaks TN13 1HU.

Sevenoaks School is **Data Controller** for the personal details of all individuals whose data we process. This includes but is not limited to Students, their Parents and other Contacts, Staff and other people. The School is responsible for processing this data in compliance with data protection and privacy legislation in force including (but not limited to) the General Data Protection Regulations (GDPR) and UK Data Protection Act 2018 and the guidance, codes of practice, approved codes of conduct or approved certification mechanisms and codes of practice issued by any relevant data protection or supervisory authority.

You (as set out in the table attached) are required to process personal details about these individuals on behalf of Sevenoaks School, and therefore act as **Data Processor** on our behalf and share responsibility under EU and UK data protection laws to protect and process lawfully that personal data.

As a **Data Processor** on behalf of Sevenoaks School, you are asked to sign this Data Protection Compliance Agreement to acknowledge your shared responsibility to process this data correctly.

Data Processor Agreement

I acknowledge that I may encounter confidential and proprietary information belonging to or used by Sevenoaks School and agree only to use it legally and fairly at all times including, but not limited to:

- Complying at all times with all relevant data protection laws at all times including (but not limited to) the General Data Protection Regulations (GDPR) and (where applicable) the UK Data Protection Act 2018. In the event the data protection laws or approach to compliance of the UK and European Union conflict, the requirements of the country that necessitates stricter or additional requirements to protect data subjects' privacy and personal data shall be applied.
- Ensuring that all staff and/or Sub-Processors on your behalf are fully aware of their shared responsibility for data protection.
- Taking all technical and organisational measures to protect personal data.
- Using personal data only for the purpose(s) agreed, in writing, with Sevenoaks School as Data Controller.
- Processing all personal data within the EEA unless processing outside the EEA demonstrates equivalent levels of data protection (e.g. being a signatory to the US Privacy Shield), or Sevenoaks School has specifically consented to alternative arrangements.
- In the event you are required to process Special Category data, you will do so in strict compliance with data protection laws.
- You warrant that you will promptly notify us if you receive a Data Subject Access Request (SAR) relating to any data you have processed on our behalf and promptly co-operate with us in the event we receive a SAR in respect of data you have processed.
- Not repurposing (e.g. using, commercialising or disclosing) any personal data beyond the specific purposes agreed with Sevenoaks School without the specific consent, in writing, of Sevenoaks School.
- Reporting immediately any breach or suspected breach (theft, accidental loss, damage, disclosure etc) of data processed on behalf of Sevenoaks School to the Assistant Bursar (ele@sevenoaksschool.org)
- You will not retain or process personal data for longer than necessary and will dispose securely and legally of all personal data processed on behalf of Sevenoaks School as soon as the agreed use has ended, with notification of safe disposal to the Assistant Bursar (ele@sevenoaksschool.org).

Your Name	
Your Organisation/Company (if applicable)	
Purpose(s) for which you will process personal data on behalf of Sevenoaks School	
Sevenoaks School Contact	
Your Signature (for and behalf of your organisation)	
Date	

Both parties to confirm whether any special category data will be shared i.e.

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic or biometric data used to uniquely identify a natural person
- Data concerning a natural person's physical or mental health or condition, sex life or sexual orientation

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
Document name:	Educational Visits: Policy and Procedure
Version Number:	V1.0
Approved by	To be approved by: Education Committee (approved in September 2023) Board of Governors
Date Approved:	30 November 2023
When does policy take effect from:	December 2023
Date for Review:	Per 2 years September 2025
Consulted with (Departments / Area of Service / Job Title):	Headmaster, Deputies Academic, Pastoral, Staff, Boarding, Trips Administrator
Author:	Deputy Head Co-Curricular
Owner (if different from above):	
Document Location:	Policy Library Firefly Website