



EDUCATIONAL VISITS POLICY

Date to be reviewed	June 2027
Date of last review	Oct 2024
Senior Leadership Team member accountable for review	SLT (ISW) & EVC (DEC)

1. Introduction

Educational trips and visits at RGS play a hugely significant role in the education and development of our pupils. They can contribute significantly to the development of cross curricular skills and to character and social education, encouraging respect, integrity and aspiration. There is also significant evidence linking higher academic attainment levels to pupil access to such programs. This policy is designed to help teachers, Governors and other interested parties to ensure that pupils stay safe and healthy whilst on RGS visits.

This policy draws on information contained in:

1. Buckinghamshire 'Policy and Guidance for Educational visits
2. Health and Safety: Advice for Schools, which is posted on the [Gov.uk website](#)
3. [Keeping Children Safe in Education: updated September 2024](#)
Users of this policy should refer to the most up-to-date KCSiE document
4. OEAP National Guidance
5. Various other publications and articles which give guidance on best practice for planning school trips (such as English Outdoor Council; High quality outdoor learning document)
6. Advice from VVV (school lawyers).

2. Aims and Purposes of Educational Visits

The School has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. We view school visits and journeys as an intrinsic part of the rich provision of education, both supplementing the academic programme and broadening the out-of-school activity provision. As far as possible the number of trips, both for pupils and staff, should be such that it affects their other work as little as possible.

Each year the School will support the delivery of a number of activities that take place away from the school site and/or out of school hours. These support the aims of the School to give opportunities to children to extend their learning beyond the classroom and deliver an exceptional all round education.

3. Trip Planning

All trips must be booked in line with the School Trip Procedure – Appendix E.

Special consideration must be given to the Swimming and Water Policy where relevant - Appendix F.

4. Approval Procedure and Consent

The Governing Body has approved the following types of activities:

- Out of hours clubs (music, drama, art, science, sport, homework, etc) and school sporting fixtures.

The Educational Visits Coordinator (EVC) has authority to approve the following:

- Any trips covered by the School Learning Area – See Appendix B
- Educational visits and trips

The EVC will approve the following activities prior to final sign-off by the Trips and Expeditions Governor:

- Residential trips
- Overseas visits.

The Headmaster has nominated the Director of Co-Curricular as the Educational Visits Coordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headmaster and the EVC.

The EVC will be supported by a School Governor who will meet with the EVC on a termly basis to review best-practice and will also be available for approach on a 'need' basis, on behalf of the Governing Body. Nominated Governors will undergo external EVC training by an accredited provider.

Before a day or an overnight visit is advertised to parents, a member of the ST and the EVC must approve the initial plan. The EVC will also approve the completed plan and risk assessments for the visit at a later date.

For out-of-hours clubs, school teams and fixtures, parents will be asked to sign a general letter of consent for participation in these activities when the student begins at the School. Parents will be given a yearly update re. the timetable for the activities that pupils can become involved in, and will be informed if a booked activity has to be cancelled. The School will use Evolve+ as the communication platform.

For all day trip visits, parents will be asked to complete and sign the School life time Behavioural Agreement and Medical Consent Form, which consent to students taking part in any School approved day trip during their time at RGS. The School has model letters and forms, which will be used for this purpose.

For trips covered by the SLA, parents will be asked to sign a yearly declaration giving permission for pupils to take part in activities covered by the SLA. This will be completed every year, at the start of the academic year. The School has model letters and forms, which will be used for this purpose.

For all trips involving adventurous activities, overnight stays and/or overseas visits, parents will be asked to complete and sign a Behavioural Agreement and Medical Consent Form, which consents to students taking part, for each trip. This will again be done via the Evolve+ platform. The School has model letters and forms, which will be used for this purpose.

As part of the parents' consent, they will be fully informed of the activities and arrangements for the visit. Trips of this type must be able to evidence informed consent.

It is good practice to invite parents of pupils going on a visit, accompanied by the pupils themselves, to a briefing meeting at the School, in order for arrangements to be explained and questions answered. For longer visits and overseas visits an information evening must

be held for parents.

For trips that do not offer a briefing meeting (which includes all CCF & DofE trips, where self-reliance is an important aspect of the training) a fully informative letter will be given out with a clear indication for parents who have queries to contact individual staff at School.

Together, information provided to parents in the initial letter and at the parents' evening will be comprehensive in informing the parents of any expected risks associated with the trip, including the level of parental checks made on homestay arrangements abroad. These arrangements have been agreed by the County EVC. Initial letters and parents' evening presentations will be held on Microsoft Teams and/or until the trip has returned.

Parental consent must be sought for all off-site visits. If parents withhold consent absolutely the pupil must not be taken on the visit, and the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible. If the parents give a conditional consent the Headmaster and EVC will need to consider whether the pupil may be taken on the visit or not. The School will request blanket written permission from parents for their son to participate in all outings and workshops with visiting groups for the duration of their tenure at RGSHW. Parents are referred to the terms of the RGSHW Admission Form, Privacy Notice for Parents and Privacy Notice for Pupils. All personal data of pupils and parents supplied for the purposes of educational visits will be processed fairly and held securely in accordance with GDPR principles and data protection legislation as amended from time to time.

5. Homestay

The School must be able to justify the measures that it has taken for the safety of pupils visiting host families abroad. There is no check in the UK or overseas that will guarantee safety. However, the school has a responsibility to ensure that the range of measures available are used to make the homestay setting as safe as reasonably possible, in line with the January 2024 KCSiE document.

All Homestay trips must follow the guidance in Appendix D.

6. Charges and Remissions

The School's policy for charging and remissions will apply to all educational visits.

For trips that are solely within the school day, we cannot legally impose the cost of the trip on parents. We will tell parents the cost, and ask them to pay it, stating that the trip can only go ahead if enough contributions are made. If parents genuinely cannot pay for the whole cost of the trip, they will be invited to write to the Headmaster in confidence, and he will see what help the School may be able to offer.

For any further guidance on this issue the EVC should be consulted. Any trips involving an element of Homestay should consider additional detailed planning and include alternative options for accommodation. Trips with homestay elements must be discussed with the EVC in advance of any bookings or payments due to the increased risk associated with students' safety and wellbeing as well as the financial implications.

All money is banked with the School, and invoices are paid by the Finance Office.

Reference Charging and Remissions policy academic year 2024; relevant extracts:

The Governing Body recognises the valuable contribution the wide range of additional activities, including clubs and visits, can make towards a student's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the students of the School and as additional optional activities.

Charging Policy

There are two types of financial contributions which parents can be asked for in relation to educational activities:

- **Permitted Charges:** defined as a compulsory payment which the School is entitled to levy in certain circumstances
- **Voluntary Contributions:** defined as a payment which parents may be asked for to cover the cost of certain optional activities, including the majority of educational visits which take place during term time. No student will be prevented from participating in an activity on the grounds that parents cannot or will not make such a contribution, but if insufficient funding is available, the activity may well be cancelled unless it is a requirement of the curriculum of a public examination course.

They have different limitations as set out below:

Educational Visits

Educational visits fall into three main categories:

- **Type A** – a visit which takes place largely* or entirely during the school day and which may enhance the curriculum of a public examination course. A Type A visit will be organised on the basis of voluntary contributions and no compulsory charge will be made
- **Type B** – a visit which takes place largely* or entirely outside school time. A Type B visit will usually be subject to a charge. This charge will not exceed the cost (including administration costs) of the visit
- **Type C** – a residential visit taking place largely* or entirely during school time where a compulsory charge will only be made for board and lodging. The cost of board and lodgings will be remitted in cases where parents can prove they are in receipt of the following benefits: Universal Credit in prescribed circumstances, Income Support; Income Based Jobseekers Allowance; support under Part VI of the Immigration and Asylum Act 1999; Child Tax Credit; the guarantee element of State Pension Credit; and an income related employment and support allowance that was introduced on 27 October 2008.

A visit is deemed to have taken place largely during school hours if at least half of the time spent on the visit falls during school sessions.

On-site Activity Days

On-site activity days fall into the same category as Type A visits shown above and are organised on the basis of voluntary contributions with no compulsory charge

Remissions Policy

Where non-chargeable education is provided during a residential visit, the parents of a student who is eligible for Free School Meals will receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Remission will not apply to charges where they relate to activities wholly outside school hours, unless the activities are prescribed in a specification for a public examination or prescribed by the curriculum.

The School may remit charges, in full or in part, in the case of hardship on application from parents, in the strictest confidence. The Headmaster will authorise remission subject to agreed delegations.

Recovery of Charges

The School will seek to recover charges which remain outstanding from parents.

7. Tour Companies

It is recommended that staff use Learning Outside the Classroom (LOtC) Quality Badge providers, as they have been inspected for the standard of their provision (safety, equipment / infrastructure) and quality of delivery appropriate to the needs of the group. If they do not have this badge, they must complete our Provider Form, which is on the staff intranet. This fulfils our responsibility to have confirmed minimum standards and we keep the form as a record. Staff are made aware of the approved licensed providers on our trip planning system software "Evolve+", which is used by BCC schools and over 100 other local authorities in England, Scotland and Wales.

Any tour companies who have not previously provided services to the School must be approved by the EVC before any booking is made or contract agreed.

Where external contractors are involved in organising all or part of the visit, the contract will be made with the School on behalf of the pupils. All payments for the visit will be made through the School's accounts. RGS has a special support agreement with World Challenge and as a result the contract is made with the parent. However, the School is ready to intervene on behalf of that parent if the School deems there is an issue that needs resolving.

8. Insurance

The School's insurance policy provides group cover for all members of parties involved in non-hazardous trips. Details can be obtained from the Finance Manager.

Hazardous activities require separate insurance and this must be discussed with the Finance Manager. If a licensed provider is being used details of their insurance arrangements must be obtained and a copy of the policy schedule given to parents.

All trip leaders will be made aware that there is a £50,000 maximum claim for monies lost when a trip is cancelled.

9. Cancellation

All trips must be run with surety that the School's financial position will be protected.

Parents must, at all times, be clear that all financial risk associated with cancellation which falls outside the provider's Terms and Conditions must be carried by said parents, and that the School retains the right to cancel trips, outside the provider's Terms and Conditions, if it believes that it needs to do so to protect the safeguarding and wellbeing of its students.

See Appendix C

10. Staffing

The School recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a School visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Staff for school trips will be selected based on their relevant skills and experience to lead. The selection process will consider the specific requirements of each trip or activity, including factors such as the destination, activities, student age and needs, and any potential risks. This will ensure that staff are well-equipped to provide a safe, enjoyable, and educational experience for all students.

The School will ensure that DBS screening is available, where required, for volunteer adults assisting with educational activities and visits.

The School does not support people who are not members of the School (or its community) or part of the agreed staff complement accompanying educational visits unless specific permission has been obtained from the EVC for UK based trips and the Headmaster for any overseas travel. This may include family members accompanying visits if the Headmaster is satisfied that there is not an educational or other consequence for other pupils.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

The School may vary the supervision ratios marginally depending on the nature of the trip, the experience of the staff and the maturity of the students involved. Recommended ratios for trips are clearly stated on the initial trip planning forms. The School endeavours to make

trips as accessible as possible to disabled students, and will adjust staffing ratios as appropriate.

Staff Food and Drink (Alcohol) – Please see Appendix A

11. Risk Assessment

A full Risk Assessment (referred to as the Event Specific Plan) is required for all visits. All Risk Assessments must be visit-specific and must cover the full itinerary. They should also be reviewed and, if necessary, updated, even for visits/expeditions that occur regularly. They must demonstrate specific consideration for the risk undertaken and should be separate to any generic risk assessment as provided by the EVC.

There must be on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require. On expeditions and visits involving any adventurous activity, Group Leaders and staff should always be prepared to make a dynamic risk assessment on site. Pupils must not be made to undertake or to continue with an activity if they are expressing serious concerns about their health, well-being and overall safety.

Any pupil who is deemed to be a risk to the safety of other pupils should not be allowed on a visit. Generic risk assessments are available from the EVC and on the School intranet and may be helpful (though they must be adapted to the specific visit).

It is important that pupils going on a visit are properly briefed before departure and given clear instructions as the visit progresses.

12. The Expectations of Pupils and Parents

The School has a clear code of conduct for school visits based on the School's 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from the School. The School should state by covering letter the implication for parents (e.g. associated costs, collection of child) as part of the signed agreement from parents.

13. Emergency Procedures

The School will appoint two members of the Senior Team and the EVC as the emergency contacts for each overnight and out-of-hours visit. If the visit is in school hours, then the School Office should be contacted. All major incidents should immediately be related to the above, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contacts, including the home contact details of parents/carers and next-of-kin, as appropriate.

The Group Leader will take a copy of the School's Serious Incident Action Card with them. All Senior Team contact numbers are listed on this form.

The School will have emergency funding available to support the Group Leader in an emergency.

14. Incident Reporting

All incidents and accidents including “near misses” occurring on a visit will be reported, post management of issue, on the Medical Incident Form. It is a requirement that any accident or “near miss” on a visit should be reported immediately on return to the EVC, when the medical incident form is also handed over to the EVC. Incidents involving particular students will be stored on their EdGen profile until they reach 25.

More serious incidents will, on judgement of the EVC, be passed to the Finance and Resources Director.

Any area of Health and Safety concern must be reported to the EVC immediately on return.

15. Evaluation

All visits will be evaluated by the Group Leader on Evolve. The exception will be local visits where the evaluation may be written or verbal to the respective HoD.

The Group Leader is responsible for presenting a financial account for the visit which will be audited as part of the School’s procedures.

Appendices

Appendix A

Staff Food and Drink (Alcohol)

Under normal circumstances, accommodation, breakfast, lunch and evening meal should be paid for out of the contingency fund by the party leader. This includes reasonable alcoholic drinks (glass of wine/beer with meal), snacks and coffees. It is up to RGSHW staff to use their judgement as to what is moderate and reasonable.

Staff and Alcohol

Some countries and certain organisations also prohibit the possession and consumption of alcohol, whether by minors or adults. It should be noted that it is a potential disciplinary offence for a teacher to be at work (as they are when accompanying a school trip) when affected by drink (even if not ‘drunk’ in the everyday sense of the word) or indeed by other substances which may affect their judgement and behaviour (other than those medically prescribed and of which the school is aware) because being in such a state potentially puts pupils and colleagues at risk and may also undermine discipline and good order and perhaps bring the school into disrepute.

Staff who choose to drink alcohol whilst on school trips should remember:

- The core responsibility of staff, who are in loco parentis, must take priority over all other considerations
- Staff must be able to respond in any emergency or unforeseen circumstances, for example during the evening, or where more than one teacher is needed
- The example which pupils take from the behaviour of staff

- The nature and age range of the pupils and the context of the trip
- Any particular factors, such as the presence of guests, younger children, etc
- The possible effect on the school or the RGSHW reputation, including how this may be perceived by others.

In practical terms, where there are several members of staff accompanying a trip, it might be acceptable for staff to drink some alcohol, providing another member of staff acts as the 'designated driver', and remains 'tee-total', but who this will be depends on factors such as who has first aid qualifications, who can drive the available vehicles, etc. The Group Leader should also consider the size and risk factors associated with the trip; it may be prudent to have two or more 'tee-total' members of staff at any one time.

Appendix B

School Learning Area

Context

We believe that learning outside of the classroom is an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately, planned use of offsite spaces will enhance learning and improve attainment, and so form a key part of what makes Royal Grammar School High Wycombe an outstanding supportive and effective learning environment.

The benefits to pupils learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change
- Increased critical curiosity and resilience
- Opportunities for practical, creative and holistic discovery of subjects
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse
- Greater sense of personal responsibility
- Possibilities for genuine team working including enhanced communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments
- Improved awareness and knowledge of the importance and practices of sustainability
- Physical skill acquisition and the development of a fit and healthy lifestyle.

In order to assist in the delivery of the above, the SLA will allow teaching staff the flexibility to undertake normal timetabled lessons and learning outside of the classroom as they feel appropriate.

Staff should feel enabled to respond to whatever the school day brings and empowered to deliver the curriculum in a way which is best for the students they teach, with easy access to and use of local resources to enhance learning.

Application

Any visit that leaves the school grounds and operates within the approved School Learning Area (SLA) is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this the School Learning Area Policy:

1. Adopts Buckinghamshire Local Authority's (LA) document: "Guidance and Requirements for Off-Site Visits and Related Activities, Linking to National Guidance & Evolve - Revised: 2024/2025 (All staff have access to this via Evolve)
2. Adopts guidelines and risk assessments as laid out in the standing operating procedure for Trips & Educational visits at RGSHW

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

The school has an emergency plan in place to deal with a critical incident during a visit in line with the normal Educational Visits and Trips procedure.

School Learning Area Visits & Approval

There are three types of likely use within scope of the SLA:

1. Visits/ non adventurous activities within the School Learning Area that are part of the normal Curriculum and take place during the normal school day.
2. Other visits within the School Learning Area that do not involve an adventurous activity or that may happen outside of the normal school day (eg boarding activity or after school music rehearsal etc)
3. Visits that involve an adventurous activity or residential section.

For type 1 and 2 use, additional details are laid out below. Type 3 use, regardless of operating within the SLA, requires actioning under the normal school Educational Visits and Trips procedure including the use of Evolve.

Visits/activities within the School Learning Area that fall under type 1 or 2:

- Do not require parental consent (other than annual SLA consent)
- Do not normally need additional risk assessments / notes (other than this policy and SLA generic Risk assessment)
- Do not need to be recorded on Evolve.

Parental Consent

The school obtains blanket consent at the start of each year for use off the SLA. The school is fully committed to inclusive practice, incorporating our duties in line with the Equality Act 2010. We believe that educational visits play a crucial role in the growth and learning opportunities that we are able to provide our young people and we will make every effort, to the extent that it is reasonable and safe, to ensure that all pupils have the opportunity to partake in educational visits.

Boundaries

The boundaries of the School Learning Area are shown below along with additional information on the attached maps. This area includes, but is not limited to, the following frequently used venues:

- Local footpaths
- Kings Wood
- The Rye Park
- The Hughenden Estate
- West Wycombe Estate and Hell Fire Caves
- Wycombe Abbey
- All Saints Church, High Wycombe
- High Wycombe town centre for booked activity – ie Cinema, Bowling, Theatre etc
- High Wycombe - Handy Cross Area

Operating Procedure for School Learning Area

- The Head or nominated EVC must give verbal approval before a group leaves the site.
- All leading teachers are approved by the Head to lead off-site visits in our Local Learning Area
- The concept and operating procedure of the School Learning Area is explained to all parents when their child joins the school, and a synopsis is in the school prospectus and on the school website
- There will always be an adult with first aid training & a first aid kit must be carried
- Staff are familiar with the area, risk assessment and making dynamic risk management judgements
- Staff know the emergency procedures, lost student procedure and practised appropriate group management techniques
- Students have been briefed and have practised standard techniques for road crossings in a group
- Where appropriate, students are fully briefed on what to do if they become separated from the group
- Staff are aware of any relevant student medical information & care plans and ensure that any required medication is available
- Staff will deposit in the EVC office a list of all children and staff, a proposed route, and an estimated time of return
- A mobile phone is taken with each group and the EVC office have a note of the number
- Appropriate personal protective equipment is taken when needed (e.g. waterproofs, gloves, sunscreen etc)

- Any unusual occurrence must be reported to the EVC office upon return
- Recording and notifying the EVC of learning outcomes and benefits to students after each use of the SLA (as part of Ofsted requirements).

Risks while operating with the SLA

The following are potentially significant issues/hazards within our School Learning Area: The generic SLA risk assessment must be considered by staff, along with the Terrorism, risk assessment.

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

- There is always a nominated emergency base contact for any visit (during school hours this is the office). This nominated base contact either will be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
- For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
- For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
- The visit leader/s and the base contact/us know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
- This Emergency Procedure is tested through both desktop exercises and periodic scenario calls from visit leaders.

Appendix C

School Cancellation Policy

SCHOOL TRIPS A. Costs and B. Cancellations, etc. (and On-site activities)

A. Costs

A.1 Educational Trips (basically, at the State's cost)

Trips are deemed to be "Educational visits" if part of a syllabus for a public examination, otherwise part of the National Curriculum or for religious education.

Educational visits fall into two categories:

- **Type A** – a non-residential visit or a residential visit not largely outside school hours, which will be organised on the basis of voluntary contributions and no compulsory

charge will be made. A visit is “largely outside school hours” only if the number of half days of the visit is more than twice the missed half days of school.

- **Type B** – a visit which is largely or entirely outside school time, which will usually be subject to a compulsory charge for board and lodging. The cost of board and lodgings will be remitted in cases where parents can prove they are in receipt of the following benefits: Universal Credit in prescribed circumstances, Income Support; Income Based Jobseekers Allowance; support under Part VI of the Immigration and Asylum Act 1999; Child Tax Credit; the guarantee element of State Pension Credit; and an income related employment and support allowance that was introduced on 27 October 2008 (or as amended to take account of future changes in State benefits).

A.2 Adventure or cultural trips which are not “educational”, as defined above, are exclusively at the parents' cost

The School has no budget for the cost of non-educational trips. The charge will include administration costs and is shared equally.

The School effectively acts as a forwarder of parents' monies to the travel provider, as agent for the parents and not as the trip provider or the agent of the travel company.

B. Cancellations, etc.

In all of the above cases, the School will continue to have sole operational control of trips and may change or cancel a trip, under its higher duty of care, without parental consent. In those circumstances, the School cannot be held liable for any loss, damage or expense incurred by parents arising from the cancellation.

Educational trips may be cancelled if compulsory contributions are not paid or if, in the School's opinion, voluntary contributions are insufficient (likewise, in respect of on-site activities).

Non-educational trips may be cancelled if the full cost has not been met by all of the parents but not without giving the other parents who have paid the opportunity to avoid loss, if possible.

Any trip may be changed or cancelled if, in the School's opinion, to do so is in the best interests of the pupils concerned or of the whole School community, or is otherwise necessary, for whatever reason. For example the unacceptability of sending less than full teams on sporting trips.

Refunds will only be possible from parents' money which the School may still have or without incurring cost, which the School may be able to recover by enforcing its rights, if any, against the travel provider or insurers. Parents are therefore advised to pay by credit or debit card or to insure against cancellation of any trip for which they pay.

On-site Activity Days including pre- and after-school clubs

On-site activity days are organised on the basis of voluntary contributions with no compulsory charge.

Sources

July 2022 National Guidance “Charging for School Activities”

Appendix D

Homestay Policy

The School must be able to justify the measures that it has taken for the safety of pupils visiting host families abroad. There is no check in the UK or overseas that will guarantee safety. The school has a responsibility to ensure that the range of measures available are used to make the homestay setting as safe as reasonably possible, in line with the [KCSiE September 2024 guidance](#).

The School must ensure that:

For all Homestay trips

- All students will have the contact number for the RGS staff (RGS mobile) and will be told to call in the event of problems
- In the event of a host family proving unsuitable, the pupil would be removed and the staff would find suitable alternative accommodation
- All Homestay trips, in the UK and abroad, must comply with the Overseas Exchange and Homestays Risk Assessment.

The above points and levels of checks/absence of formalised checks are communicated to parents, both in writing and at the Parents Evening pre-trip.

Further detail:

In the UK

- When arranging a homestay, the School will consider the suitability of the adults in the respective families who will be responsible for the visiting child during the stay. In circumstances where a school or college arranges for a visiting child to be provided with care and accommodation in the UK (including where they engage a company to make those arrangements) in the home of a family to which the child is not related the responsible adults will be engaging in regulated activity for the period of the stay. In such cases and where the school or college has the power to terminate such a homestay the school or college would be the regulated activity provider
- A regulated activity provider commits a criminal offence if it knows, or has reason to believe that, an individual is barred by the Disclosure and Barring Service (DBS) from engaging in regulated activity but allows that individual to carry out any form of regulated activity. This includes where a person has parental responsibility for the visiting child. Paragraph 1(5) of Schedule 4 and Section 53 of the Safeguarding Vulnerable Groups Act 2006. Where an adult is providing homestay in circumstances other than as described in this section, the RGSHW will seek advice from the DBS about whether the individual will be in regulated activity. Section 53(3) and (4) of the Safeguarding Vulnerable Groups Act 2006. Section 9 of the Safeguarding Vulnerable Groups Act 2006

- Where the child's parent(s) or a student themselves arranges their own homestay, this would be a private arrangement and therefore the school or college would not be the regulated activity provider.
- When the RGSHW arranges a homestay, all adults, over the age of 16, staying overnight in the home of the homestay will be Enhanced DBS with barred list information checked. This will be communicated to the parents of the overseas students.

Overseas

It is not always possible for the RGSHW to obtain criminality information from the DBS about adults who provide homestays abroad. In such cases, the School will liaise with partner schools abroad, to establish a shared understanding of, and agreement to, the arrangements in place for the visit.

- We will make arrangements only with parents known to the hosting schools, and where there is a long-established relationship between RGSHW and the hosting school. Given the nature of both of these relationships, RGSHW believes that it has reason to trust arrangements made. We will further actively use our professional judgement to satisfy ourselves that, in each individual circumstance, the arrangements are appropriate and sufficient to safeguard effectively every child who will take part in the exchange. As such, despite the lack of formal checks on the hosting families overseas, as due diligence, we will ensure that the RGSHW Visit Leader will have a conversation with the lead organising teacher from the school being visited to talk over and note these safety and suitability considerations. RGSHW will work to maintain the trust that has been key to the success and safety of previous visits; RGSHW Visit Leaders will be 'consulting' with lead teachers abroad rather than directing
- With regards to the equivalent to DBS vetting, as certification and legal expectations differ between countries and where there is no legal requirement/authority/obligation for host schools abroad to request vetting, then RGSHW accepts that it is not possible to provide this level of check. This will be communicated to parents in both letters and the parents evening. Parents' express understanding and written consent to this level of vetting will be requested before the trip departs.
- RGSHW would expect all teachers of visiting schools to have the equivalent of the DBS vetting
- The National Guidance Host Family Stay Information Form will be used
- When using a STF provider, the measures in place will be as secure as reasonably possible. (The STF has consulted with the OEAP National Guidance Team on its arrangements.)
- Finally, RGSHW will undertake to run all Homestay Agreements Overseas through the County Outdoor Education Adviser Buckinghamshire County Council until best practice is established.

Appendix E

School Trip Procedure

Step by step guidance for staff organising education trips and visits.

PRE-PLANNING

Speak to your Subject Leader/Line Manager for their opinion about the viability of the trip.

Check the Year Planner with the EVC/ST to see whether there are any potential clashes i.e. another trip, parents meeting, deadlines etc.

ADDITIONAL CONSIDERATIONS

- RGS do not allow any trips out in the period between return to school and exam leave for Y11/13
- No more than one curriculum trip per year group per year per subject
- Lead times for international trips: A minimum launch 12 months before departure (preferably 18 months) and trips will no longer be approved if outside this time frame. This is to ensure we give families suitable time to plan financially for any programme.

Complete Outline Approval Evolve submission to be approved by the EVC & SLT.

Outline approval is required for every trip and should be submitted for approval within the following time frame:

- **Day Trips** - at least one month before
- **Overnight Trips** - at least three months before.

Trips may be rejected if they are submitted later than the times listed. This is the first indication that your trip is planned, so the sooner it is submitted the better.

PLANNING

- Decide which staff (teaching and/or support) you would like to take
- Points to consider: a) any special skills needed, b) experience, c) their teaching commitment that day(s), d) sharing trip opportunities within the Common Room
- Talk to their Subject Leader/Line Manager before you ask the member of staff. This is both out of courtesy and because the Subject Leader/Line Manager may have planned activities that the member of staff hasn't been made aware of yet
- At least 1 staff member must hold a current First Aid Qual – inc. head injury assessment for a residential.

RGS Recommended Staffing Supervision Ratios (based on the on the nature and risk of the trip)
Day trips: 1-20 adult/pupil with at least one member of RGS staff, who must be the party leader.
UK residentials: 1-15 adult/pupil with at least two adults needed and 1:20 teacher/pupil ratio needed also.
Overseas residentials: 1:15 adult/pupil with at least two staff needed and 1:20 teacher/pupil ratio needed also.

Costings and trip provider

Please be aware the trip will be subject to Cover costs (where required) as well as admin fee. These costs **MUST** be built into the trip. Please discuss with the EVC

- Coaches – obtain at least 2 quotes
- Minibuses should be booked through school reception
- Cover and transport costs are borne by the School if students are representing the School e.g. a debating competition or sports fixture. The exception is for sporting residential trips where only cover is borne by the School. Transport must be built into the cost
- Mileage is calculated at 45p per mile (as at June 2021)
- All other costs – tickets, transport, flights, accommodation. **Remember: For Residentials, only use approved trip providers or see EVC for approval of other providers**
- Trip providers must complete an RGS provider form (on Evolve) if they do not hold an LoTC certificate
- Staff Food and Drink: Under normal circumstances, accommodation, breakfast, lunch and evening meal should be paid for out of the contingency fund by the party leader. This includes reasonable alcoholic drinks (glass of wine/beer with meal), snacks and coffees. It is up to RGSHW staff to use their judgement as to what is moderate and reasonable.

Letter to Parents

- All letters to parents must be sent to letters@rgshw.com for approval prior to sending out
- You must make sure that your budget sheet (including cover and transport) are correct before issuing a letter
- You must include a paragraph about support for parents suffering financial hardship
- If payment is required, you must include the ParentPay details (account name & amount) – remember to send the finance department a copy of the letter & a list of the relevant students (in alphabetical order) a week before it is due to be sent out
- Letters to parents can only be issued after Outline Evolve approval has been given by the EVC
- Please note that for Residential Trips you must hold a Parents' Information Evening and the relevant information should be incorporated into your Parents' Letter
- Letters are in general sent in whole school comms sent out on Mondays and Thursdays
- Send the letter to letters@rgshw.com for approval and copy comms@rgshw.com at least two weeks before you wish to send it out. Remember to attach a list of the relevant students (in alphabetical order) and any attachments.

COMPILE MEDICAL CONDITIONS AND CARE PLANS FOR THE PUPILS

The gathering of this important medical information and taking it on the trip in a hard and/or electronic format is the responsibility of the trip leader; it is an essential part of your planning and preparation. An overview report of the medical conditions can be generated using the Evolve+ System, and a detailed report must be requested from the school Matron.

NB. Matron will prepare the Care Plan information for you, and she will need 2 weeks' notice for a day trip and 4 weeks' notice for a residential. If you miss this deadline, you must compile the information yourself.

EMERGENCY CONTACTS

If your trip is outside School hours, you will need two members of the ST as emergency contacts to be on hand to assist you in the case of an emergency. Their phone numbers are on the Serious Incident Action card which you must take with you on every trip. Please add this information to Evolve (Details below)

FINAL EVOLVE SUBMISSION

- You may start this step earlier if you prefer. The Evolve Web address is www.buckscvisits.org
- To access the website you will need your own Username and Password, which can be provided by EVC
- The absolute deadline for trip Submission is 14 days before the trip departs
- Please note a trip/visit is not approved for travel until final sign off from the Head/EVC has been granted.

GDPR

- Before and during the trip, you must keep the pupils' personal data secure at all times. You should minimise who has access to that data
- Carry data electronically and only a hard copy if it is absolutely necessary. You can now access all information on Evolve through their phone app
- Once your trip has run, you must then immediately shred/delete (shredder in the work room) all pupil's personal data whether it be a hard copy or stored electronically
- Remember to also delete all data on a trip phone after the trip
- If there is a significant incident (medical, emotional, disciplinary or safeguarding), then the personal data for that pupil needs to be stored as a linked document with Confidential status on the students file with restricted access. Please follow school procedure in informing the relevant way.

ESSENTIAL THINGS YOU MUST TAKE WITH YOU ON YOUR TRIP

- List of pupils (medical conditions & care plans)
- Copy of Evolve Form
- All contact details for the provider/venue/transport
- First Aid Kit
- Fully Charged School Mobile (CRG)
- Cash & credit card
- Event Specific Plan
- Itinerary
- Risk Assessments
- Serious Incident Action Card/Log
- Residentials will also need contact details of parents and scanned copies of key pages of passport (overseas only).

TRIP REPORT EVALUATION

All trips/visits must be evaluated on Evolve and submit either a pupil or staff short write up, this forms a critical part of our OFSTED reporting. Any near misses must be discussed and reviewed with the EVC upon return to school.

Appendix F

Water Policy

“Water margins, and water activities provide wonderful opportunities for learning, play, enjoyment and challenge. They can nonetheless present significant hazards which require careful management – even during the most benign activities.”

OEAP National Guidance

This guidance and advice should be read in conjunction with other documents that provide specific information about managing or leading visits and activities, depending on the type of trip.

The use of a pool or any water-based activities should be clearly identified as part of your Visit planning, at a minimum staff should detail consideration of the below as part of their Evolve submission.

- All staff to have read the RGSHW Water Margins Risk Assessment
- Where relevant, staff to complete Water Safety Training (see below)
- Where an external provider is used details must be given of their risk assessment for water-based activities and discussed with the EVC
- Additional specific consent may be required, and parents/guidance must be able to give informed consent based on the type of water activities being undertaken. Trip Staff must be fully aware of all student’s ability and capability in water before undertaking activities.
- Students must be directly supervised by a member of RGSHW trip staff at all times when undertaking water based activities, this may be in addition to a qualified lifeguard or activity instructor.

All schools and staff in Buckinghamshire are supported in School Swimming through the following guidance, whether at a school pool, hydrotherapy pool, public pool or during school visits

[Bucks Safe Practice in School Swimming Policy Guidance 2023](#)

Water Safety Training

RGSHW staff who are travelling on school trips and visits where there is any form of water-based activity or activities near water (walking along a riverbank or seashore; cycling along a canal towpath; field studies near water, collecting samples from ponds and streams; beachcombing; paddling or walking in shallow water etc.) are now required to complete online training with the Royal Lifesaving Society UK (RLSS).

There will be no cost to staff and you can take the course, watch videos and answer questions at your own pace. The platform will issue and host certificates for you, so you can return to download them at your leisure. This short course is designed to cover basic best practice and ensure that both staff and students are safe and make the correct decisions whilst being in, on or near the water.

How to access training

- Visit: <https://www.rlss.org.uk/take-the-toolkit>
- Scroll to the bottom of that page, set up an account, and verify your email address (if you are registered with **tahdah** via Mountain Training D-Log or another organisation you can use your existing log in)
- Once you've got an account, click on **My Account** which will take you to your dashboard. Select the **Awards & Training** tab, which is the third tab along
- Click on **Online Learning**, and scroll to the bottom where you'll find 4 units called **Lifesaver Lifechanger**, all with a picture of a father and son in superhero costumes:
 - Unit 1: Introduction to Water Safety – 8 minutes
 - Unit 2: Basic Water Safety in Different Environments – 16 minutes
 - Unit 3: Emergency Actions – 5 minutes
 - Unit 4: Performing a Safe Rescue – 10 minutes
- Please complete all 4 units, including the questions at the end of each unit. Total approx. course time 1hr.

Please email a copy of each of the certificates to JDT@rgshw.com

Appendix G

Controlled drugs

All controlled drugs i.e for ADHD, should be handed in to a member of staff on arrival in the original container with prescriber's details on and they should only bring the medication required for the trip. The medication does not need to be carried around, and ideally should be kept at a central point to be administered by staff on each morning/evening as directed. When administered the medication log should be signed by 2 members of staff as well as the student if possible.

All asthma medication and EpiPens should be carried by the student at all times including a spare for any residential trips.

Any other prescription medication needs to be discussed in advance on an individual basis.

Appendix H

Use of Knives

Students can bring a small knife or multitool on DofE or other relevant expeditions as advised by the trip leader as long as it falls in line with the school's knife policy for expeditions & GOV law - <https://www.gov.uk/buying-carrying-knives>

The following is school policy –

- Knives are not allowed on the school site – School Rules and Behaviour Policy
- Knives on some trips and expeditions are acceptable but they should be small and well protected – if students are unsure about the suitability of a knife they should see staff prior to the event (they should not bring a knife into school to show staff- descriptions and pictures will do)
- Sensible use of knives on expeditions is expected. If they are used as a weapon or to threaten or intimidate anyone (even in jest) then the normal school rules and sanctions would apply which are serious
- There should be an awareness of the sensitivities around knives in society – they should only be used when needed on the expedition, they are a tool not a toy
- After the expedition it is the responsibility of each student to ensure any knife is not brought onto the school site.