SHREWSBURY HOUSE SCHOOL
FOUNDED 1865

EDUCATIONAL VISITS POLICY

Policy owner:	Senior Deputy Head
Approved by:	Executive Head
Date of last review:	September 2025
Next review:	September 2026

Rationale

At SHS we believe that a varied and stimulating visits programme is of great benefit to pupils' academic and personal development.

The advantages for pupils of such visits are numerous and include:

1. Personal development: To experience other cultures and ideas to broaden horizons;
2. Academic enrichment: First-hand experience contributes to the breadth and depth of learning;
3. Developing expertise: Playing against sides in other counties and countries can help develop sporting ability.

The advantages for the school are also significant. Educational visits:

1. Support our aim of providing a wide range of experiences;
2. Play an important role in building mutual respect between staff and pupils;
3. Provide a significant marketing benefit. Many prospective parents explicitly ask about the range of visits available and the visits themselves can generate much good publicity.

Safeguarding

As in all other aspects of School life, Safeguarding remains our highest priority on educational visits.

All pupils have the right to be protected from harm. An educational visit that is off-site and has residential activities, provides stimulating learning and, in many cases, a different and more relaxed or interactive environment.

The School is committed to ensuring that:

- Safeguarding procedures are initiated;

- Ensuring clear lines of communication and effective liaison between staff managing and supervising this work;
- Ensuring clear lines of communication and effective liaison between all agencies responsible for the safety and welfare of pupils;
- Enabling pupils to understand their rights and recognise and deal with unsafe situations.
- All supervising adults are briefed in the reporting procedures for any pastoral or safeguarding concerns prior to the visit, as well as the importance of confidentiality in these matters;
- Implementing the policy and procedures in the School's Safeguarding Child Protection Policy. (*See separate policy for more details).*

The School will undertake the necessary safeguarding checks in accordance with guidance given in the DfE's Keeping Pupils Safe in Education (2025). Any accompanying adult on a residential visit must have an enhanced DBS check. This includes any person who is not a member of staff, such as a volunteer.

An enhanced DBS check may not be required if a volunteer (such as a parent helping as a one off) accompanies a non-residential visit and will be supervised by another member of staff and not left in sole charge of pupils. In any event, the Educational Visits Co-Ordinator (EVC) will confirm the requirements. The school's EVC is the Senior Deputy Head (SDH).

Roles & Responsibilities

<u>The role of the Executive Head</u>

It is the Executive Head's responsibility to:

- Check and sign off all risk assessments and trips through EVOLVE;
- In conjunction with the SDH, oversee the balance of visits within a year group and in a pupils' time at SHS;
- In conjunction with the SDH, advise and liaise on current Department for Education and Skills Guidelines, especially health and safety issues;
- In conjunction with the SDH, ensure the mode of transport is appropriate;
- Ensure there is adequate and relevant insurance cover;
- Ensure they know the procedures should there be a large-scale accident.

<u>The role of the Senior Deputy Head</u>

It is the responsibility of the SDH to:

- Update, communicate and discuss school policy in relation to educational visits;
- Provide support for staff planning and organising educational visits;
- Train staff where necessary;
- Ensure the mode of transport is appropriate;
- Ensure they know the names of all the staff, adults and pupils in the travelling group and the contact details of parents, staff (through SB & EVOLVE)
- Advise and liaise on current Department for Education and Skills Guidelines, especially health and safety issues;
- Meet with the Trip Leader to discuss the trip or approve via SOCS calendar;

- Ensure that all the paperwork has been completed correctly through EVOLVE and approve for Executive Head sign off;
- Check all letters regarding the outing;
- Support the Trip Leader on the day prior to the outing to finalise details where required;
- Ensure the Trip Leader has completed the trip evaluation and review on EVOLVE.

The role of the Trip Leader

It is the Trip Leader's responsibility to:

- Complete the EVOLVE process and all documentation;
- Liaise with the EVC where necessary;
- Undertake an exploratory visit where required;
- Undertake and complete the planning and preparation of the visit, including the briefing of group members, staff and parents (residential trips) as required;
- Undertake and complete the Risk Assessment form and other paperwork within the specified time frames on EVOLVE;
- Ensure all dietary and medical factors have been taken into consideration;
- Ensure that the pupils understand their responsibilities;
- Liaise with parents where necessary;
- Liaise with other members of staff/adults i.e. Transport Manager, catering, office staff for lanyards etc;
- Have access to a list/register of all group members with contact numbers, where appropriate;
- Liaise with the finance team regarding costings and insurance;
- Ensure all pupils are wearing/have a label with the school's name and phone number;
- Curtail the visit or stop the activity if the risk to health and safety of any participant reaches an unacceptable level;
- Make contact with the appropriate personnel once at site so that in case of an emergency they know who to address information to;
- Inform the school if there are any delays. The parents will then be informed via the emergency list or e-mail.

Other members of staff involved in the visit

Staff on the visit must:

- Be involved and read the trip's Risk Assessment;
- Do their best to ensure the health and safety of everyone in the group;
- Care for each individual as any reasonable parent would;
- Carry a list/register of all group members with contact numbers, where appropriate;
- Follow the instructions of the Trip Leader and help with managing the group;
- Consider stopping the visit or activity if they think the risk to the health and safety of the pupils in their charge is unacceptable;
- Regularly check that the entire group is present;
- Have the means to contact the Trip Leader/other supervisors if needing help;
- Clearly understand the emergency procedures and be able to carry them out;

- Have appropriate access to first aid.

Responsibilities of the pupils

The Group Leader should make it clear to the pupils that they must:

- Follow the instructions of the Trip Leader and other adults;
- Remember they are representatives SHS and follow the SHS Way;
- Uphold behavioural expectations in line with those in school which must be revisited prior to the trip;
- Behave in a safe and responsible manner so as not to endanger themselves or others on the outing;
- Not take unnecessary risks;
- Look out for anything that might hurt or threaten the group;
- Should not undertake any task that they fear or that they think will be dangerous;
- Alert the Trip Leader/staff/helpers if someone is missing or in difficulties;
- Remain where they are, if separated, and wait until someone comes back for them or look for another group from SHS if they lose their group;
- Not go with anyone even if they tell them they know where to find the teacher or adult they were with.

Should a pupil fail to respond in an appropriate manner and continue to behave in a way that puts him or others at risk, the trip leader will contact the school to ask for the parent/carer to collect the pupil from the trip. If they are unavailable the SLT will be available to assist and pupils may be removed from a future trip.

Overview of Trips

The online platform EVOLVE is used to plan all trips at Shrewsbury House School. The SDH has overall responsibility for the calendar, although all HoDs and HoYs should have an overview of their departments and year groups regarding the number of trips across the year. All year groups should experience a minimum of one educational visit a year and all subjects are encouraged to enrich their pupil's lives through these experiences. All teaching staff are required to support trips (both day and residential) where necessary. As much notice as possible will be provided to staff attending residentials during 'trips week' at the end of the summer term.

School Trip Approval

Planning procedures to be followed for organising all trips/outings (academic and non-academic):

1. Refer to Flow Chart (see Appendix 1).
2. School matches are organised a term in advance and each year group has designated games afternoons. Prior to considering a trip, the organiser should avoid match days.
3. Where possible approval (via an initial meeting with the SDH or through a proposal in SOCS) should be sought during the previous term so that the event can be put into the calendar;
4. The Trip Leader should then complete the trip planning on the EVOLVE platform;

5. Once a trip has been approved, the member of staff planning the trip should use the STAGED Planning Form during a trip meeting with designated staff, to plan the risk assessment (see Appendix 2).

In order to assess whether a visit should be allowed the following criteria will be applied:

For departmental visits

These should have a genuine educational value and/or academic relevance and benefit. Obvious examples would include geography and biology field visits, modern languages visits, history visits to the World War 1 battlefields, etc.

Academic trips in School time

All subjects are encouraged to enrich the lives of the pupils and bring learning to life through trips. The academic value of all such outings must be carefully assessed by the HoD in the light of the disruption they can potentially cause to other subjects. In each case permission must be sought from the SDH who has an overview of the yearly calendar.

Sporting fixtures during School time

Sports fixtures should be within curriculum time/games lessons. The normal exceptions to this would be district, county or national events in which it is important for Shrewsbury House to participate. In each case permission must first be sought from the SDH. All appropriate paper work is to be completed for these outings / sporting events.

Parental planning

In order to assist with future planning and budgeting, any proposed residential visits or tour for the next academic year must have been approved by the end of the autumn term of the previous year. The school calendar lists the visits that are due to take place over the coming term, together with a list of planned home and away sports fixtures.

Supervision Levels

1. Supervision levels will be at the school's discretion depending on the age of the pupil and the experience of the staff attending the trip;
2. Trip leaders should check with the venue about their preferred pupil : teacher ratio;
3. Where activity centres or outside agencies are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 2004 will be considered together with the Learning Outside the Classroom Quality Badge Award.

Always take a School mobile phone on every outing. These can be booked out from the Marketing Department in advance of your visit. Please always ring into school if you are delayed.

Supervision of swimming activities on trips

The use of a swimming pool must be carefully considered when planning this activity as part of a trip. Staff must ensure that the Swimming Pool is safe, which include:

1. Are there accurate signs displaying the depth of the pool?
2. Are there lifeguards present?
3. Is there a poolside telephone and an alarm?
4. Is the water clear and regularly tested for cleanliness?
5. Is the water less than 1.5 metres deep? If so, diving must not be permitted.

IF IN ANY DOUBT ABOUT THE SAFETY OF A POOL DO NOT ALLOW OUR PUPILS TO SWIM.

A minimum of 2 members of staff must always remain on the side of the pool.

Supervision of swimming in the sea or other natural waters

THIS IS POTENTIALLY DANGEROUS. IT SHOULD ONLY BE UNDERTAKEN IF THE PARTY LEADER GIVES PERMISSION AND IF A TEACHER'S PRESENT ON THE VISIT HOLD A RELEVANT LIFE GUARDING QUALIFICATION**.** This activity would need to be carefully planned into the risk assessment after having been agreed through school insurance.

Drinking Alcohol

Staff are not permitted to drink alcohol when on school visits.

Equal Opportunities and Inclusion

Everyone concerned needs to ensure that every effort is made to include all pupils. The challenge is to make these activities available and accessible in some form to all who wish to participate or are required to take part. This would be irrespective of their special educational or medical need, disability, ethnic origin, sex or religion. This must be done whilst maintaining the safety of all those concerned, the integrity of the activity and the ability to manage the visit or venture where possible. These are significant factors to be managed, which may over-ride other considerations.

Residential/Overseas Visits

All residential/overseas visits should be planned at least two terms in advance.

The number of subsidised staff on visits

Arrangements are made so that the school is confident that:

1. Legal requirements regarding supervision and safety are fully met;
2. Pupils are well cared for;
3. Staff are able to enjoy the experience and where possible have time off to relax;
4. Parents are not unduly subsidising unnecessary staff.

For residential trips in most cases the travel/activity company gives a standard number of free or subsidised places. (This normally varies from 1:12 to 1:8). If the member of staff organising the visit believes that there is a particular reason for having additional staff this MUST be cleared with the SDH during the planning stage of the trip.

For non-residential trips there are no set ratios for pupils in Year 3 – 8. The decision on staffing will be made by the SDH in consultation with the Executive Head where required. The decision will be based on the number of boys attending along with the experience of the staff.

For younger pupils an increase in staff ratios is required; Reception pupils 1:4/5; Year 1 pupils 1:6 and Year 2 pupils 1:8.

Financing of Visits

All visit applications are checked and approved by the Director of Finance and Operations (DFO) or Financial Controller (FC) to ensure they are self-financing. If there are any unexpected losses, they should be explained to the DFO. Detailed accounts of all school visits and any receipts showing the items purchased, must be given to the FC within one month after the return to school. No money held on behalf of the pupils should be paid into a private bank account and all monies received should be passed immediately to the Finance department. Large surpluses are to be avoided; however, it is good practice to plan for a small surplus to cover any unanticipated expenditure.

The following should be lodged with the School Office and EVC through EVOLVE before the visit leaves:

For All Visits

1. Copies of all letters concerning the visit sent to parents, these must be approved by the SDH before they are sent out;
2. The approved Risk Assessment which will contain:

    - who the party leader / deputy trip leader is;
    - addresses and contact name of place to be visited;
    - a contact number for the visit organiser and the emergency back-up;
    - the date(s) of the visit;
    - the year group(s) involved;
    - a list of names of all pupils and staff;
    - details of staff attending, including who the first aider will be (if required);
    - transport details, including minibus lists;
    - SLT member on duty if required;
    - which 'safe space' is being used for high-risk venues i.e. London;
    - an offsite risk assessment.

3. It is essential that the visit leader should make a careful and written risk assessment of all aspects of all trips. Risk Assessments through EVOLVE should be completed:

    - **4 weeks** prior to residential trips
    - **2 weeks** prior to day trips

For Residential Visits

Both the above and:

1. Name and telephone number of Senior Leadership Team (SLT) contact at home;
2. List of contact phone numbers of parents and staff (remember that parents may not be at their usual address during the holidays). This must be requested by the visit organiser from the School Office and kept confidentially;
3. Phone number and address of your place of accommodation;
4. Insurance details;
5. Details of itinerary.

For Visits Abroad

All the above and:

1. Travel details;
2. Passport details.

A pre-trip parent meeting should be organised for all parents 2 weeks prior to departure to ensure effective communication and information is provided.

Insurance

Although the school has an insurance policy which covers the vast majority of transport and medical needs for all trips, trip organisers should liaise with the FC to ensure no further insurance is necessary, as for certain high-risk activities such as Winter / Water Sports it may be necessary to take out additional insurance.

Parental Disclaimers

For certain activities companies may require parental disclaimers to be signed. Prior to confirming a trip requiring disclaimers for adventurous activities, please liaise with the Director of Communications.

Minibus

No one is allowed to drive the school minibus unless s/he has qualified as a minibus driver. The school will arrange and fund First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits. As part of the planning process, please liaise with the Transport Manager to confirm transport costs and requirements.

Medical Issues

On any trip, tour, or expedition, at least one member of staff should be responsible for welfare matters, including First Aid, the storage of pills or medication, etc. He/she may administer First Aid when appropriate, and oversee pupils administering their own prescribed drugs. Such prescribed drugs should be in their original container or packaging, along with written instructions from a parent/guardian, doctor or pharmacist. Teachers should avoid administering any drugs, including paracetamol unless they have parental consent, as they are then deemed to be prescribing medication. Teachers who accept First Aid responsibilities should be careful to avoid administering medical treatment beyond their training, skill and knowledge.

Accompanying members of staff will be confident in managing the needs of those pupils on the visit with special medical requirements e.g. those at risk of anaphylactic shock, epileptics, diabetics and so forth. The school Matron should be consulted on such matters prior to departure. It may be necessary to hold a supplementary meeting with parents of a specific pupil in order to make the most appropriate arrangements to meet the medical or pastoral needs of the pupil. The trip leader also ensures that centres, hostels, hotels etc. are aware of any special dietary or medical requirements. The trip leader is responsible for first-aid kits that are taken on all visits and parents are reminded that pupils need to have with them any special medical requirements (e.g. inhalers, EpiPens). The following should also be considered:

1. First Aid kits must be carried on all trips. The MoS responsible for medicine should consult the School Matron well in advance of departure to ensure medical lists are accurate and up to date;
2. Parents must ensure their pupil has a valid EHIC/GHIC card for any school visits abroad;
3. In hot countries care should be taken to ensure that pupils are protected from the harmful rays of the sun and from the effects of dehydration;
4. The exact circumstances of any accidents, injuries or illnesses must be carefully recorded and transferred onto SchoolBase on the return to school. The information should be given to the Matron or Front Office to help with the data entry.

Accommodation

1. Trip leaders should request sole occupancy for staff, wherever possible. If this is not possible, trip leaders should request designated ones within the accommodation to reduce exposure to other groups/guests. When organising rooms, staff should be sensibly spread between the groups with staff rooms bookending the pupil rooms.
2. For residential visits always check all allocated rooms on arrival at your accommodation and make sure that there is nothing unsafe and that you have noted anything that is broken, missing or in any way inadequate. Inform the hotel management at once;
3. Pupils MUST be shown Fire Escape routes in hotels and guest houses on arrival;
4. Make sure that the pupils know where to find a member of staff in the night in the case of any emergency;
5. Members of Staff must check that all pupils are in their rooms at the appropriate bed-time. The security of their rooms should also be checked and where there are locks these should be used. If pupils are sleeping in downstairs rooms, windows should be shut.

Dealing with Emergencies

If an emergency does occur the trip leader or deputy trip leader should complete the **Emergency Procedures Form** (Appendix 4) which should accompany the trip leader's documentation.

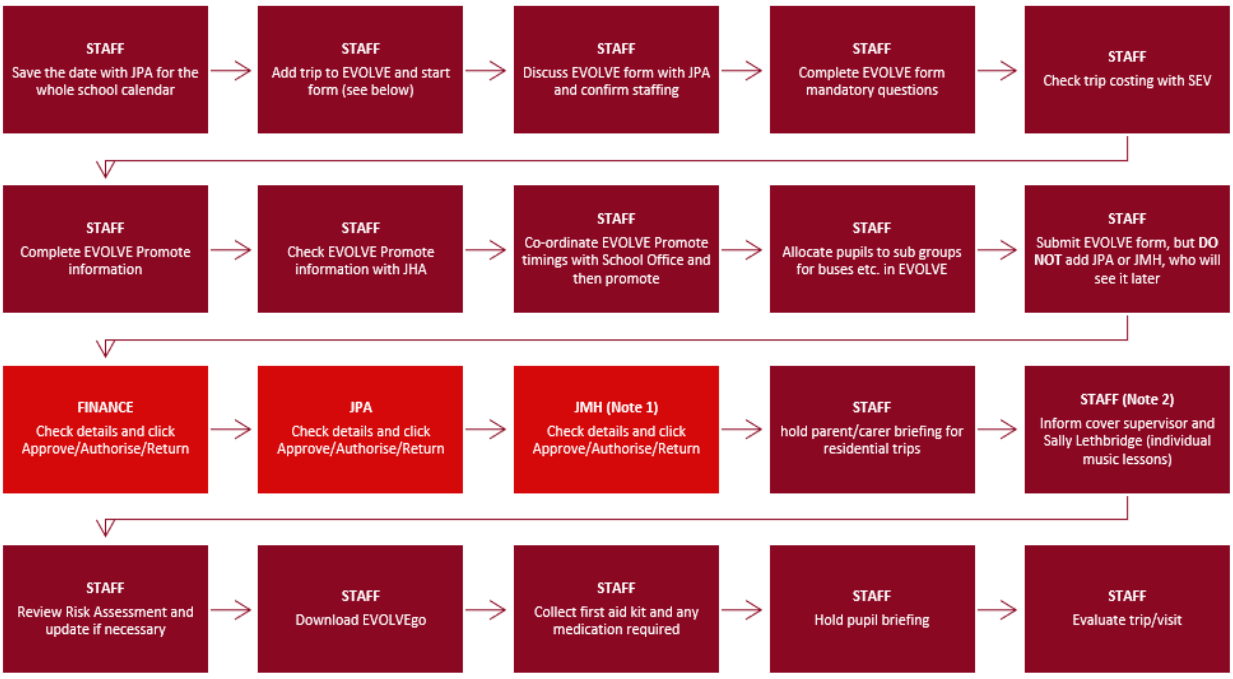
After the visit

The trip leader will arrange for a debrief/review of all aspects of the trips as required, as well as completing the trip review within EVOLVE. Along with the trip leader another member of staff will be asked to complete this trip review.

Legal Requirements & Education Standards references:

A: ISI Commentary on the Regulatory Requirements, Section B Part 3 (www.isi.net)
B: Social Care Common Inspection Framework (www.gov.uk)
C: “Health and Safety” Section of the Staff Handbook
D: "Good Practice in Adventure Activities within the Education Sector" Adventure Activities Licensing Authority (AALA)
E: Health & Safety on Educational Excursions, Scottish Government (www.gov.scot.uk)
F: Health & Safety Executive, School trips and outdoor learning activities home page (www.hse.gov.uk)
G: Institute for Outdoor Learning good practice (www.outdoor-learning.org)
H: Health and safety on educational visits (www.gov.uk)
I: Outdoor Educational Advisers Panel National Guidance and Good Practice (oeapng.info)
J: Council for Learning Outside the Classroom (LOtC) (lotc.org.uk)

Appendix 1

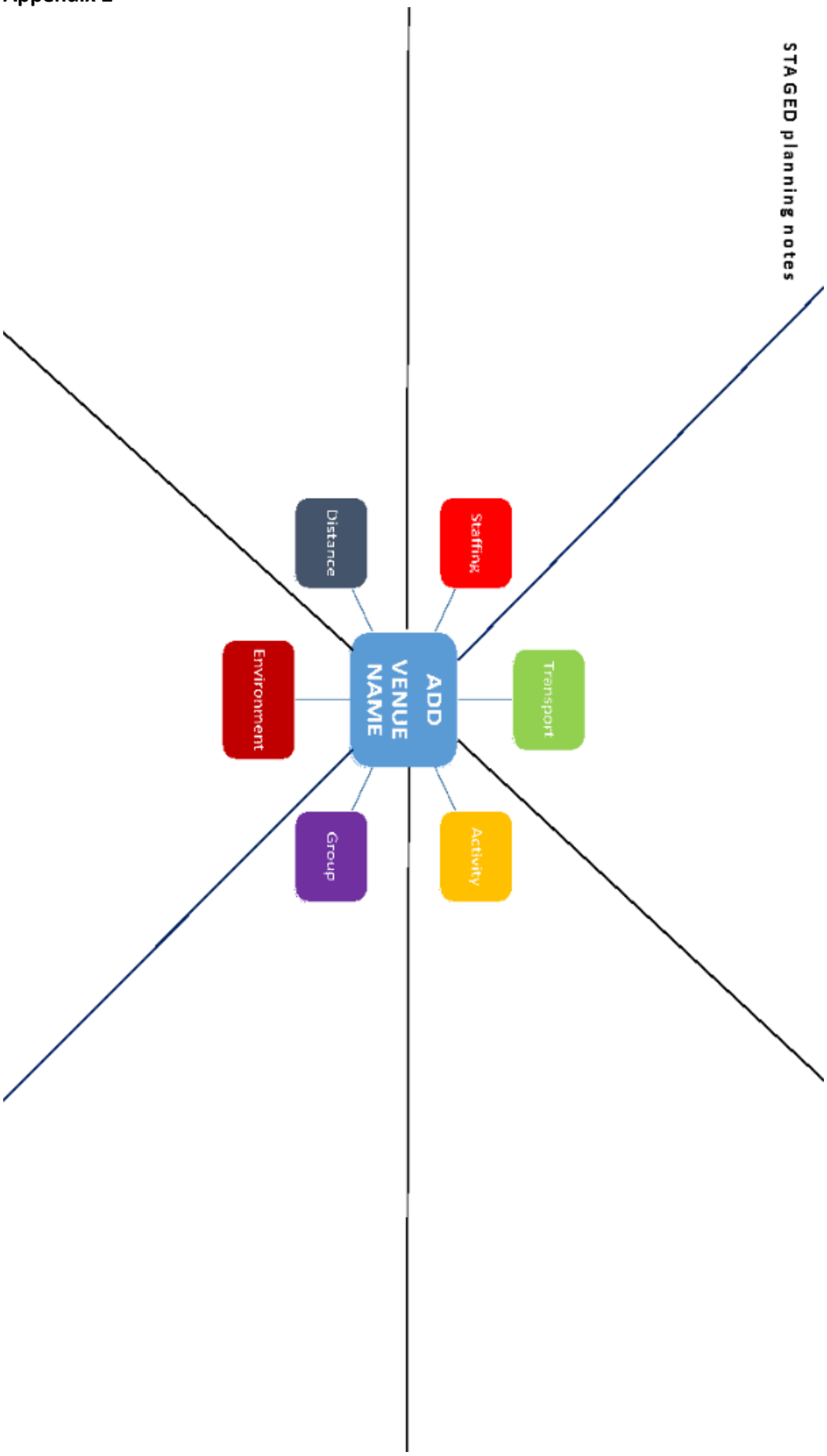


Notes

1. Sign off by Executive Head is required 4 weeks prior to departure for overseas, residential or adventurous trips and 2 weeks prior to departure for all other trips.

2. Notify the cover supervisor and Mark Batten (for music lesson arrangements) 1 week prior to departure.

Appendix 2


STAGED planning notes
ADD VENUE NAME
Distance
Staffing
Environment
Transport
Group
Activity

Appendix 3

EMERGENCY PROCEDURES

In the event of an incident overwhelming your team's coping mechanisms, use the following to help guide your actions:

1. Remain Calm – assess the situation
2. Delegate assistant leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
3. Carry out first aid to the best of your abilities. Remember the aims of first aid are to:
    a. Preserve life
    b. Prevent the condition worsening
    c. Promote recovery
4. Safeguard yourself and then any other uninjured members of the group
5. Make sure all other members of the party are:
    a. Accounted for
    b. Safe
    c. Adequately supervised
    d. Briefed to ensure that they understand what to do to remain safe
6. Call emergency services as appropriate
7. Follow the Emergency Action Checklist below

Essential First Aid:

- Casualties need to be able to breath – if they are unconscious this means being put into a safe airway position
- Try to find and stop any serious external bleeding
- Protect the casualty from the environment – keep them warm
- Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

Once the immediate situation is contained:

- Inform the Executive Head or if unavailable, contact the SDH

Gather the following information and follow the procedures below:

- Who you are, which Establishment you are from and what your role is within the group?
- What number can you be called back on?
- What is the nature of the emergency?
- How many casualties are there and what is their status?
- The total number of people in your party?
- Your current location?
- Whether you are staying where you are or moving - if you are moving where to?
- What time did the accident/incident happen?
- Follow the Emergency Action Checklist below:

Emergency Numbers:

Visit Leader	**To be completed prior to Trip**
Deputy Leader	**To be completed prior to Trip**
1st Aider	**To be completed prior to Trip**
SHS Main Office Line	02083993066
EVC/Senior Deputy Head	07939208343
Executive Head	07591203456
Emergency Services in UK	999 or 112 *You can text 99 if you have previously registered to do this*
Emergency Services in countries to be visited *(in some countries there are different numbers for emergency services)*	**To be completed prior to Trip**
Foreign Office Consular Assistance	+44 207 008 1500
Travel Insurance Emergency Assistance	**To be completed prior to Trip**
Other Useful Numbers	**To be completed prior to Trip**

EMERGENCY ACTION CHECKLIST		
Step	**Action**	**Completed?**
1	Establish the nature and extent of the emergency.	
2	Account for all members of the group and ensure they are safe.	
3	If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid.	
4	Establish the names of any injured and call whichever emergency services are required.	
5	Advise other staff accompanying the group of the incident and ensure that emergency procedures are in operation.	
6	Ensure that an adult from the group accompanies any casualties to hospital.	
7	Ensure that the remainder of the group is adequately supervised throughout the emergency and arrange for their early return to base.	
8	Arrange for at least one adult to remain in a safe location at the incident site to liaise with the emergency services until the incident is over and all group members are accounted for.	
9	Notify the British Embassy/Consulate if an emergency occurs abroad.	
10	Control access to telephones until contact is made with the school (preferably the Executive Head) or the previously agreed contact point, and until he/she has had time to contact relatives or others as necessary (The school contact number should be accessible at all times throughout the visit). **The party leader is to inform all party members that they are not communicating directly with the media.**	
11	Record on a separate sheet any details of conversations with people involved in the incident as victim, witness or emergency assistance	
12	Retain receipts for all expenses incurred for insurers	