

Trips Procedure 2024-25

Committee:	Teaching and Learning
Approved by FGB on:	18 th September 2024
Date of Next Review:	Autumn 2025
Responsible Officer:	Nigel Carrick

This procedure applies to:

All activities and visits that take place beyond the boundaries of the classroom. Including:

- Lessons that take place outside of the classroom but in the school grounds
- Trips off-site that take place both within and outside of school hours
- Local, national and international trips and exchanges
- Day trips and residential
- Adventurous and non-adventurous
- All trips that incur a charge

In addition to being covered under this procedure sporting fixtures, local regular trips and those necessary for 14-19 multi-site curriculum delivery are covered under the additional procedure 'Procedure for regular visits, trips and fixtures'

Relevant additional documents:

- Procedure for regular visits, trips and fixtures
- Health and Safety Procedure
- Safeguarding Policy
- Charging Procedure
- Insurance

1. Introduction

Comberton Village College is committed to providing a broad and varied education that includes learning outside of the classroom. This procedure covers applies to employees whose work involves any of the following:

- direct supervision of young people undertaking experiences beyond the boundary of their normal operational base.
- direct supervision of young people undertaking experiences that fall within the remit of Educational visits and Learning Out of the Classroom (LOtC).
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base.
- deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base.

This applies regardless of whether the activities take place within or outside of normal working hours, including weekends and holiday periods.

2. Provision of Employer Guidance

Comberton Village College has formally adopted the Outdoor Education Advisers' Panel (OEAP) National Guidance as "Comberton Village College Employer Guidance". The Educational visits guidance can be found on the following web site: www.oeapng.info.

It is a legal expectation that employees must work within the requirements of their employer's guidance; therefore, Comberton Village College employees must work within the requirement outlines by OEAP and follow their guidance.

Where a Comberton Village College employee commissions an activity, they must ensure that such commissioned agent has systems and procedures in place where the standards are not less than those required by OEAP.

3. Clarification of roles

National Guidance outlines the normal responsibilities of various roles including:

- Governors
- Head (delegated responsibility) – Nigel Carrick
- Senior Leadership Team
- Educational Visits Coordinator – Daniella Glass
- Visit Leader
- All roles are clearly defined on the NG website. www.oeapng.info

4. Provision of employer guidance

As an employer, Comberton Village College is required to ensure that its employees are provided with:

- appropriate guidance relating to visits and LotC activity.
- employer-led training courses to support the guidance to ensure that it is understood.
- suitable systems and processes to ensure that those trained are kept updated.
- access to advice, support and further training from an appointed Adviser that has proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

The relevant training courses for Comberton Village College are:

1. Educational Visit Coordinator (EVC) Training - Comberton Village College has three current trained EVC's in post.
2. Educational Visit Coordinator (EVC) Revalidation – Comberton Village College EVC are required to undertake a formal revalidation from time to time.
3. Visit Leader Training – this course is for all those who lead visits and off-site activities and run by the EVC.

For the purposes of day-to-day updating of information, Comberton Village College EVC and Visit / Activity Leaders are directed to the posting of "Information Updates" from Cambridgeshire County Council on 'Evolve'.

Where an employee experiences a problem with finding the material they are looking for, or require clarification or further help and guidance, they should contact their Educational Visits Coordinator (EVC), designated member of the Senior Leadership Group or the Outdoor Education Adviser.

The Outdoor Education Adviser for the Academy is: Stephen Brown
Contact Details: stephen.brown@cambridgeshire.gov.uk
Office phone. 01480 379677

5. Planning

Planning should reflect the consideration of legal and good practice requirements, ensuring:

- The plan is based on establishment procedures and employer guidance.
- All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of

their roles and responsibilities, including their role in the risk management process.

- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained.
- Proportionate assurances have been obtained from any providers (making full use of national schemes that accredit that assurances have already been obtained by credible inspection regimes).
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required.
- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

It is strongly recommended that at a very early stage of the planning process, the provisional staffing team carry out a brainstorming exercise in order to identify the benefits and learning outcomes that the activity (or range of activities) might achieve. If the outcomes are to be evaluated with any rigor (an Ofsted expectation), then it will be essential that these outcomes are prioritised, and appropriately targeted. A record of these outcomes will help keep the plan focused and be a vital part of the risk management process in providing some objectivity in a "Risk Benefit Analysis". Once the targeted outcomes have been recorded, it will then be possible to identify appropriate on-going review and evaluation strategies, including indicators.

When planning a trip or activity the leader (with the aid of the EVC) must consider its degree of complexity based on five variables. These variables can be remembered as "**SAGED**" as explained below.

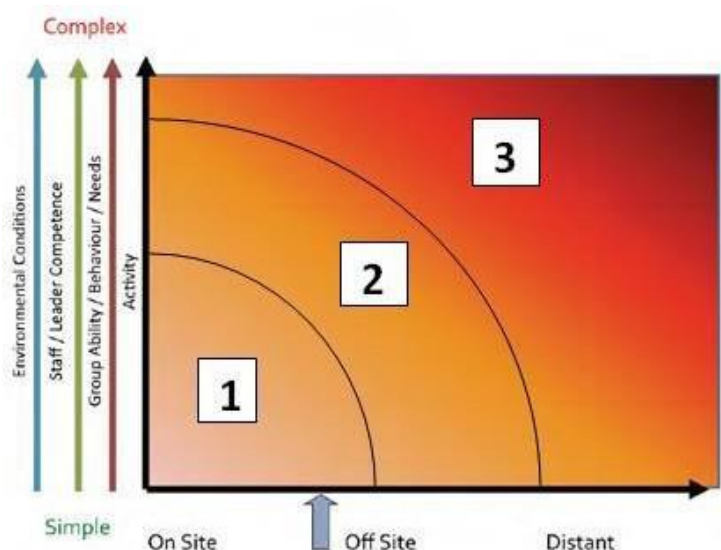
- **Staffing** requirements – trained? experienced? competent? ratios?
- **Activity** characteristics – specialist? insurance issues? licensable?
- **Group** characteristics – prior experience? ability? behaviour? special and medical needs?
- **Environmental** conditions – like last time? impact of weather? water levels?
- **Distance** from support mechanisms in place at the home base – transport? residential?

Refer to:

5.2b 'Planning Basics' and 'Comberton Village College: Procedure for Regular Visits, Trips and Fixtures'

- What level of planning and paperwork is required?

The RADAR diagram is an aid for planning and gives an indication of legal requirements and Comberton Village College requirements. The zones are not clearly defined and there will be trips and activities that fall on the boundaries. In such an event the higher level of planning and paperwork should be implemented. If a trip leader is unsure then they can seek advice from the EVC or designated member of SLG.



- Zone 1: Basic Planning
- Zone 2: Enhanced Planning
- Zone 3: Detailed Planning

	Wholly During school day	Wholly or partially outside of school day	EVOLVE
Zone 1: Basic planning	Risk benefit assessment may be generic but must exist. List of students logged with school reception. Consent is not required – however there is the legal obligation to inform those with parental responsibility. Trip leader needs: - mobile phone (the school needs the number) - first aid kit - parents informed (not necessarily on an individual basis) - emergency contact numbers - emergency procedures card - an awareness of medical needs e.g. epipens etc (this can be accessed on Q drive) Examples: Traffic counts in Comberton. Art activities on the back field. Language leader visits to local primary schools. Sporting fixtures at other schools.	Risk benefit assessment may be generic. A list of students, emergency contact details and medical details need to be accessible by a member of staff who is not on the trip for the duration of the trip. Covered by blanket consent - however there is the legal obligation to inform those with parental responsibility. Trip leader needs: - mobile phone (the school needs the number) - emergency procedures card - emergency contact numbers or access to them - first aid kit - an awareness of medical needs e.g. epipens etc (this can be accessed on Q drive) - parents informed (not necessarily on an individual basis) - Critical emergency plan Examples: - Visits to other schools in the local area. Lectures at Cambridge University.	Definitely for activities outside of school hours (with the exception of sporting activities covered under the 'Regular visits trips and fixtures procedure')
	Traffic counts in Comberton. Art activities on the back field. Language leader visits to local primary schools. Sporting fixtures at other schools.	- Critical emergency plan Examples: Visits to other schools in the local area. Lectures at Cambridge University.	

Zone 2: Enhanced planning	Specific risk benefit assessment. List of students logged with EVC – through Evolve. Consent either not required or covered under ‘blanket consent’ - Any decision that results in a zone 2 activity running without consent needs to be approved by the EVC and member of SLG. Parents/careers should be informed. Trip leader needs - mobile phone (the school needs the number) - first aid kit - emergency contact numbers - emergency procedures card - critical emergency plan Examples: Theatre workshops in Cambridge. Art trips into Cambridge.	Specific risk benefit assessment. List of students logged with EVC - On Evolve. Covered under ‘blanket consent’. Parents/careers must be informed – this turns the ‘blanket consent’ into ‘informed consent’. Activities that involve a charge, or that include payment or cancelation terms, will need agreement by parents/carers to the financial arrangements. Trip leader needs - mobile phone (the school/SLG member needs the number) - first aid kit - students’ emergency contact numbers and medical details - emergency procedures card - overview of the school insurance with emergency contact numbers Examples: Year 8 trip to Walton. Theatre trip to London after school .	YES
Zone 3: detailed planning	Specific risk benefit assessment Parents informed – this could include an information evening. Detailed consent forms including medical details. Payment plans and terms of cancelation clearly outlined. Trip leaders needs: - ‘trips’ mobile phone - Details of staff and students’ medical details and emergency contact numbers - first aid kit(s) - list of students logged with EVC and designated member of SLG - emergency procedures card - overview of the school insurance with emergency contact numbers - leader may need specific qualifications		YES

6. Consent

a. No consent required.

When an activity is part of a planned curriculum in normal curriculum time and no parental contributions are requested, formal consent is not always required. However, it is good practice to inform parents.

b. One-off or blanket consent.

One-off blanket consent can be used for trips that occur outside of normal school hours. It is essential that this is turned into informed consent prior to any visit. This means parents/carers are informed (but are not required to respond) and therefore can 'withdraw' their child from the activity.

c. Visit specific consent.

Parents/carers are required to give consent for activities that involve a charge, or that include payment or cancellation terms. By making a payment through Parentpay parents/carers are giving their consent.

Visit specific consent is required for all trips abroad, those involving adventurous activities, and those involving third party providers.

7. Approval and Notification of Activities and Visits

All visits/trips that are not covered by the CVC procedure for local regular trips (including fixtures) are the responsibility of the Academy to approve, by the trips coordinator and the nominated Head. Although an Academy, CVC still elects to benefit from the review of the Outdoor Education Advisor for the approved plans for Overseas, Residential and Adventure visit on Evolve, adding a third level of confirmation that these visits meet the appropriate standards. Duke of Edinburgh Expeditions are also subject to the review by a Duke of Edinburgh Awards over viewer on Evolve to ensure best practice.

8. Risk assessment and risk-benefit assessment

As an employer, Comberton Village College has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable" level - and not to eliminate risks. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring Comberton Village College to provide such support, training and resources to its employees as is necessary to implement this procedure.

The risk management of an activity should be informed by the benefits to be gained from participating. Comberton Village College follows a "Risk-Benefit Assessment" approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is "acceptable". HSE endorse this approach through their "*Principles of Sensible Risk Management*" and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is a legal requirement for the process of risk management to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

Refer [4.3c Risk Management – an overview](#)

9. Preliminary Visits and Provider Assurances

Comberton Village College use an extensive range of external providers including bus companies, outdoor education providers, field study centres, leisure centre etc. All efforts are made to establish the credibility of such providers.

Employees at Comberton Village College follow the guidance stated in [4.4f Assessing an adventure activity provider](#).

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third-party

provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. However, pre visits are required for visits where there is a high complexity factor and the visit has not happened previously.

It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- The LOTC Quality Badge
- AALS licensing
- Adventuremark
- NGB centre approval schemes (applicable where the provision is a single, specialist activity).

Comberton Village College takes the view that where a provider holds such one of the above accreditations, there should be no need to seek further assurances from the provider.

10. Volunteers

Where trips involve the use of volunteers' procedures should be in place to ensure the safety of the pupils/students:

- If a volunteer has direct supervision of pupils/students, then an enhanced DBS check is required
- Where a volunteer does not have an enhanced DBS check they must not be placed in a position where they are solely responsible for any number of pupils/students. This is the responsibility of the trip leaders
- It is the responsibility of the trip leader to ensure the volunteer is trained and competent to carry out their assigned role

11. Selection of Staff for Trips

The selection of staff (and volunteers) for any trip or activity should be fair and transparent and may be drawn from a wide variety of staff, both teaching and non-teaching staff.

For subject-based activities it would be normal to ask for volunteers from the relevant subject area before utilising other staff.

For year-based social activities it would be normal to ask for volunteers from the year team before utilising other staff.

When selecting staff please consider the costs:

- Cover costs for teaching staff
- Additional payments for TAs accompanying children with disabilities (in some cases these costs are met by DLA (Disability Learning Allowance) or PIP (Personal Independence Payment) money – please consult the Cabin/Centre when your trip may include such pupils)

Where there are more staff wishing to attend the activity than needed, the selection of staff should be based on their abilities, training, qualifications, experience, the precise needs of the pupils participating, and occasionally their gender (where reflecting the balance of participants, especially on residential activities).

Where there are staff or volunteers who have previously participated in a certain activity/trip, preference should be given to others (if appropriately experienced), to widen participation within the staffing body.

Where several staff are 'equal' in the selection process, names should be drawn at random from a hat.

The school reserves the right to alter staffing of trips, for example for reasons of cost (this may include using administrative staff to minimise cover costs).

Staffing changes will be made in consultation with the Trip Leader.

Where staffing changes are necessary at the last minute (for example due to illness) the changes should be discussed with SLG emergency contact or other SLG member.

12. Monitoring

As an employer, Comberton Village College ensures that there is sample monitoring of the visits and LOTC activities undertaken by its staff. Such monitoring should be in keeping with the recommendations of Employer Guidance.

Refer to [3.2b Planning basics](#)

13. Assessment of Leader Competence

Employer Guidance provides clear advice regarding the assessment of leader competence. It is an expectation of Comberton Village College Procedure that all leaders and assistants have been formally assessed as competent to undertake such responsibilities as they have been assigned in line with the EG guidance. Staff should maintain their training and qualifications on their own profile within Evolve.

Refer to EG document: [3.2d Approval of trip leaders](#)

14. Emergency Planning and Critical Incident Support

When planning a trip, it is essential that the trip leader and accompanying staff are aware of the different emergency procedures as outlined below. The actions by the trip leader and accompanying staff will vary depending on the nature of the incident.

Incident: a situation that is dealt with by the Visit Leadership Team. This may, perhaps, involve some communication back to the school, SLG contact or to parents. The trip leader may need support from the SLG contact but is able to remain in control and is able to cope.

Emergency: an incident which overwhelms the coping mechanisms of the Visit Leadership Team and which requires the school's Emergency Plan for Off-Site Visits to be initiated. This will involve contacting the member of SLG on duty and possibly the Head of School and Outdoor Education Advisor. The school takes control of the situation.

Critical Incident: an incident where any member of a group undertaking an off-site activity has:

- either suffered a life-threatening injury or fatality.
- is at serious risk.
- or has gone missing for a significant and unacceptable period.

As an employer, Comberton Village College is committed to providing emergency procedures to support staff in the event of a critical incident. In the event of a critical incident trip leaders should follow the instructions on the 'critical incident card' Senior leaders should refer to the document [4.1g Employer Critical Incident Action Card](#) Governors should refer to [4.1j Off-Site Visit Emergencies – Governors](#)

*This is an incident which overwhelms the coping mechanisms of both the Visit Leadership Team and the school, and which requires the School's Emergency Plan and the Employer Critical Incident Plan to be initiated.
The Employer takes control of the situation and supports the School and the visit staff/participants.*

Major Incident: an incident which (if in the UK) is declared as a major incident by the Police, who will take control, and where the relevant Local Authority's Major Incident Plan is initiated, or where (if outside the UK) the relevant authorities take control.

To activate support from Comberton Village College, the following telephone numbers should be used:

Normal office hours:	01223 262503 (Comberton Village College)
Outside normal office hours:	07811 299494 (SLG Contact)
Outdoor Education Advisor (24 hours):(to be used by a member of SLG or the EVC)	07879 436541
Nigel Carrick	07590 671622

These numbers should be carried by leaders at all times during an off-site activity but should only be used in the case of a genuine emergency. Under no circumstances should these numbers be given to young people or to their parents or guardians.

15. Charges for Off-site Activities and Visits

Comberton Village College Heads/Managers, Governors, Trustees, Curriculum Planners, EVCs and Visit/Activity Leaders must take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449 to 462 of the Education Act 1996.

Refer to EG document: [3.2c Charging for school activities](#)

All Comberton Village College trips and activities must be budgeted to ensure all costs are covered. This includes costs incurred by the school to cover any staff accompanying the trip, including all support staff. Where monies are left over after the trip it will either be reimbursed to parents/carers, if the amount is greater than £5 per student, or will go into a fund to benefit the student body.

No student will be allowed to take part in a trip if full payment has not been made prior to it taking place. There may be occasional, special instances when a different payment plan is put in place, but this can only be done with prior agreement from both the Trip Leader and Finance. If a Trip Leader allows a student to go on a trip without payment being made and that student then fails to pay, any shortfall will need to be met by from department funds.

Parents should be fully informed of the financial implication of withdrawing from a trip after having paid in part or full.

- The International Bursary fund is available for pupils to help towards payment for international trips. Refer to Nigel Carrick for further information.
- The Exceptional Funding Support fund is available for pupils to help towards payment for domestic trips. Refer to Nigel Carrick for further information.
- The Henry Morris Memorial Trust is available for pupils to help towards the cost of 'Projects with purpose' which may be based locally, nationally and internationally. Refer to <http://henrymorris.org/funding-awards/> for further information.
- Students in the sixth form may be eligible for the 16-19 bursary to help fund college trips.
- Pupils who classed as 'disadvantaged' may be able to use part of their Pupil Premium+. Where this is possible it will be communicated to parents/carers.

Where payment deadlines are not met the college reserves the right to allocate the places to young people on the waiting list and monies paid may not be reimbursed.

Every effort is made to ensure all children can access all extra-curricular activities and trips and only in rare circumstances does the nature of a child's special educational need or disability preclude their participation. However, the participation of such children can lead to higher staffing costs to ensure adequate and suitable support. The Access budget will look to support additional staffing costs in these circumstances.

See section 18 about Inclusion.

The cost of trips within school hours or as an integral part of the curriculum would be considered as voluntary payments, trips being cancelled if the total cost is not covered. Other trips where a cost is involved would reflect the total cost averaged between the pupils attending. A small additional fee will be charged on every occasion to cover first aid costs and support the Access fund.

16 Requirement to Ensure Effective Supervision

In general terms, the Law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is "effective".

Effective supervision should be determined by proper consideration of:

- Staff Competence
- Activity - nature and location of the activity (including the type of activity, duration, skill levels involved)
- Group - age (including the developmental age) of the group; ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc.)
- Environment - nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions)
- Distance away from the base

In general terms, we usually require at least 1: 15 staff to pupil ratio, with additional staff for specific children with needs.

When staff members are taking with them a child of their own* they may only be responsible for 5 pupils, meaning that when planning the staffing of a trip, ratios must be carefully considered. Staff, with a leadership role, who have children on the trip must have a 'designated second' who can take over their responsibility in an emergency.

*Staff should be discouraged in taking their own child/ren as in an emergency this may impact on critical decisions. In addition, it will add to the overall cost of the trip (due to the increased staffing ratios) and we should consider whether it is fair to increase the trip cost for all participants to allow this.

Refer to EG document: [4.3b Ratios and effective supervision](#)

17. Insurance for off-site activities and visits

Employer's Liability Insurance is a statutory requirement and Comberton Village College holds a procedure that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors. Comberton Village College also holds Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by staff for which the employer is responsible.

Some level of Personal Accident Insurance is provided for all Comberton Village College employees in the course of their employment, providing predetermined benefits in the event of an accident. However, Visit/ Activity Leaders should be advised that they should consider taking out less limited personal accident cover privately or obtain cover through a professional association.

Comberton Village College should contact the Insurers to seek clarification of the above, including any circumstances requiring early notification of specialist activities to the insurer. They should also ensure they have obtained current information regarding any special policies that may be available to offer more comprehensive cover.

18. Inclusion

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Comberton Village College takes all *reasonably practicable* measures to include all young people. The principles of inclusion should be promoted and addressed for all visits and LOtC thus ensuring an aspiration towards:

- an entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers

Employers, Heads/Managers, Curriculum Planners, EVCs and Visit Leaders should be aware of the extent to which Inclusion is or is not a legal issue.

Under the Equality Act 2010, (previously the Disability Discrimination Act 1995), it is unlawful to:

- treat a disabled young person less favourably.
- fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Refer to EG document: [3.2e Inclusion](#)

19. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. All national and local regulatory requirements **must** be followed.

The level of supervision necessary should be considered as part of the risk management process when planning the journey, considering issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus.

The Visit Leader should ensure that coaches and buses are hired from a reputable company, and where reasonable to do so, acquire three quotations before booking. *Refer to Trust policy about sourcing of services.*

Transporting young people in private cars requires careful consideration.

Where this occurs, there should be recorded procedures:

- Driver must have a UK driving license
- Car must be roadworthy and taxed (use www.vehicleenquiry.service.gov.uk to check MOT and tax status)
- Insurance must be in place (car must be insured for use in connection with 'business of employer')

If a parent is driving their own car on a trip, they must have been vetted as a volunteer using the school's procedure for such (see section 10) and meet the requirements above.

Mileage may be claimed for car use at 45ppm; this includes a proportion for the wear and tear of the vehicle plus the higher insurance costs.

Refer to: [4.5a Transport - general considerations](#)

[4.5b Transport - minibuses](#)

[4.5c Transport in private cars](#)

20. Phones and mobile devices

Main school

Phones and mobile devices are permitted on trips **ONLY** if the trip leader deems it appropriate.

Parents should be informed of the decision (with some justification) and reminded on the schools 'Acceptable Use of ICT' procedure. The decision should be stated on the launch letter and/or subsequent communication.

When phones or mobile devices are permitted trip leaders may still secure phones or mobile devices of individual pupils or the whole group in a safe place for periods of time. This maybe a 'one off' or a regular event. If 'regular' parents/carers will have been informed prior to the trip taking place.

For trips involving one or more overnight stays trip leaders will secure all phones or mobile devices of individual pupils every evening returning them in the morning.

The personal numbers of staff may be shared between staff, but personal numbers of staff and pupils should not be shared. The staff trips phone can be used to store pupil's numbers and independent groups of pupils can be contacted through a 'lead pupil contact' explicitly named in each group. Stored numbers should be deleted by staff or the EVC at the end of every trip.

Sixth Form

Phones and mobile devices are permitted on sixth form trips. Staff should not use personal phones or other means (as above) to contact students direct. We would of course expect that in circumstances where there are 'teaching elements' involved in the trip/visit, our normal approach to phones not being used in lessons (unless specifically directed) would apply.

21. Behaviour

All pupils and students are expected to behave in line with the school's expectations whilst on a trip. There may be circumstances where an additional 'behaviour contract' is established to ensure young people are fully aware of the behaviour expectations. It may be appropriate for parents to sign the behaviour contract to accept responsibility for removing the young person if the contract is breached. Young people who behave in a manner that breaks the schools' expectations on a school trip will receive sanctions which could range from the loss of free time on a trip, detentions, seclusion or exclusion on return to school or the requirement for a parent/carer to collect the young person from the trip.

It may be reasonable to exclude a young person where their behaviour presents a significant, unmanageable, and unacceptable risk to the health, safety and welfare of either themselves, or other members of the group, or the leaders. The Equality Act protects people from discrimination and harassment based on the protected characteristics. Where a young person has a behaviour difficulty that is not associated with a protected characteristic then it is unlikely that the Equality Act applies.

When a young person is excluded on these grounds, you should consider providing alternative ways of achieving the same

learning outcomes.

Where there is some doubt about including or excluding a young person on the grounds of their behaviour, the following points should be considered:

- identifying the issue at the earliest stage of planning
- involving all interested parties
- establishing a behaviour management plan with agreed action points that may enable inclusion on the visit
- establishing behaviour targets and timescales to be met to allow inclusion, or trigger a decision to exclude
- providing an additional adult, such as a parent or support worker, with a specific brief to manage behaviour issues
- ensuring that what is expected of staff is reasonable and within their competence
- recording this process

22. Oversubscription

In the case of over subscription, unless otherwise stated, places will be allocated randomly through 'names out of the hat'. There may be some consideration for the number of previous trips a young person has or has not been on. All young people who have returned forms and payment (if required) by the stated deadline will be included in this selection.

Young people who return forms and payment **after** the deadline will only gain places if there are still some available after the initial selection process

Any variation from this method should be clearly communicated with parents and carers and must meet the school's procedure on inclusion.

23. Undersubscription

The school reserves the right to cancel any visit or trip if the costs cannot be covered, usually through undersubscription of pupils.

24. Use of social media and communication by staff with parents

It is good practice to inform parents of the level of contact they could expect whether this be the intention to send regular updates during the trip or the intention not to.

There is no expectation on staff to use social media while supervising young people on a trip.

Appendix One – concerning residential exchange visits - Safeguarding pupils on exchange visits

Following a change to governmental guidance in September 2018, we have no choice but to perform DBS checks on all adults (those aged 16+) living in the UK households of host families.

The preparation evenings that host families attend will henceforth include their bringing suitable documentation to enable the DBS check to be carried out; school staff will take copies of the relevant documents and perform the DBS process, ensuring all GDPR requirements are upheld. Copies of the DBS statements will be sent to parents directly, and school staff will need to check these later, prior to the exchange. We will inform our partner schools about these checks.

No equivalent responsibility exists in our partner schools' countries. In its absence, the text below outlines the practical safeguards that we have in place to ensure protection for UK children who stay with host families on our exchange trips to France, Germany, Spain, Peru, Japan, China and South Africa.

- We have stable, long-term reciprocal relationships with partner schools overseas, which we keep constantly under review.
- We liaise closely over arrangements for visits so that both partners are clear how pupils will be looked after, how they will be spending their time and with whom.
- The pairing of pupils with host families takes place well in advance of the exchange visit.
- Our partner schools do not place pupils with families about whom they have concerns relating to safeguarding.
- We engage in detailed correspondence with the overseas partner school to try to ensure pupils are paired with like-minded exchange-pupils and/or families.
- We use a profiling form/pupil information form for pupils and parents to fill out, to aid in finding suitable exchange partners. Forms include a photo, full contact details, parents' occupations, information on pupils' hobbies, siblings, special dietary requirements, medical information, LDD/ SEN, and religion (completion optional).
- Pupils are encouraged to make contact by email/Facebook and telephone with their exchange partner well in advance of the trip. Parents are also encouraged to contact each other to reassure themselves of the hosting arrangements. We follow this up with pupils and colleagues abroad to ensure that contact has been made.

- Host families in our partner schools are briefed of their responsibilities generally and in relation to safeguarding, by teachers at the school.
- Teachers stay in nearby accommodation and make it clear that they can be contacted at any time if there are any concerns.
- During the exchange accompanying teachers and their pupils each have each other's contact details, including mobile phone numbers. Where possible, we create a social media group on a suitable platform so that instantaneous communication is possible. Pupils should be instructed to always have their phone on. Instances of no response would be followed up by teachers.
- To minimise safeguarding risks, schools should make teachers aware that they must only have pupils' numbers in their phones with the pupils' / parents' consent, for the purpose and duration of the trip, in order to guard against safeguarding allegations. Teachers sign a declaration on return confirming that the pupils' numbers have been deleted. This declaration is then kept on the personnel file.
- A wallet sized card with phone details of all necessary contacts is always given to all pupils to carry with them. This ensures pupils are not fully reliant on mobile phones which may run out of charge or be out of signal range.
- Teachers meet pupils every day except weekends (and Wednesdays in France which is often not a school day) and ensure that children are happy and safe. Teachers check with pupils individually about their experiences to ensure that everything is going well.
- To ensure transparency about weekend arrangements, hosting parents will be asked to provide an outline itinerary of their plans, so that participating students and their parents know about proposed activities well in advance.

OEAP National Guidance: www.oeapng.info

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