Educational Visits Policy

The Abbey School, Reading

Reviewed by:	Whole School Leadership Committee	April 2025
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17 Kendrick Road, Reading, Berkshire RG1 5DZ
Tel: 0118 987 2256 - **Email:** schooloffice@theabbey.co.uk
www.theabbey.co.uk
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General Guidance

This policy complies with the Education (Independent Schools Standards, England) Regulations 2010 and the Health and Safety at Work Act 1974 and subsequent regulations and guidance.

Further, this policy is supplemented by guidance published by the Outdoor Education Advisors' Panel (OEAP), which is made up of expert practitioners from local authorities and is one of several organisations that offer training for those who assist with, lead or oversee educational visits in schools. The OEAP's website also provides details of local authority education advisers.

Definitions

- 'School Day Trips' will be used to denote any occasion where students are taken off the school premises by a member of staff or other authorised adult, however briefly and locally.
- 'Residential Trips' will be used to describe visits that involve an overnight stay.
- 'Student' will denote a current student (including leavers up to the end of the school holiday immediately following their final term).

Key Principles

The Abbey School places a high value on fieldwork, excursions, visits and organised holidays. Such trips are of enormous benefit. It is a central part of the ethos of The Abbey to provide the opportunity for educational visits and school excursions. Visits help to develop students' investigative skills and longer visits in particular encourage greater independence.

Students' physical and moral safety is of paramount concern. The Abbey accepts that trips, visits and outdoor activities cannot be completely without risk and it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of students and staff, and minimise the risk of untoward dangerous situations. This policy (alongside procedures and risk assessments) is supported by and works in conjunction with the school's:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Safer Recruitment Policy

The welfare of the students attending trips is the responsibility of the Head. The EVCs (Educational Visit Coordinators) will ensure that all staff taking students on trips understand what is required of them.

Equal Opportunities

Every effort will be made to ensure that school journeys, visits and activities are accessible to all who wish to participate, irrespective of special or medical needs and any protected characteristics.

This document is designed to help all who wish to take students on trips and to give guidelines and advice to ensure that the trip runs as safely as possible. The policy sets out the principles, rather than trying to cover every eventuality; it is important that teachers develop and exercise professional judgement in planning and providing appropriate supervision and instruction to students on Educational Visits.

Legal Framework

The Management of Health and Safety at Work Regulations 1992, made under the 1974 Act, require employers to:

- Assess the risk of activities
- Introduce measures to control those risks
- Tell their employees about these measures.

Also, under the Health and Safety Legislation employees must:

- Take reasonable care of their own and others' health and safety
- Cooperate with their employer's own safety matters
- Carry out activities in accordance with training and instructions
- Inform the employer of any serious risks.

These duties apply to all School Visits. Teachers and other staff in charge of students have a duty of care to act as a qualified professional.

Conditions for Organising a School Trip

Arrangements for taking students out of school for days or part days are as follows:

- The educational or other experience gained must be judged to be worth the absence.
- Check the calendar to choose an appropriate day.
- Fill in the form and submit to the EVC and calendar committee to gain approval, alongside relevant risk assessments.
- Once the approval for the trip to go ahead has been gained, approval from parents is obtained and information is sent to parents. At the Junior School, annual permission is obtained from Lower Prep-Lower III parents, and information is always sent with an opt-out option. In EYFS (Nursery/Reception) permission is always obtained for every visit.
- For students in examination years, academic trips out of school are not authorised during the Spring Term or first half of the Summer Term. Exceptions to this may be allowed providing a strong justification is made as to the trip's importance and viability.

When seeking approval to take students out at this time, a justification must be included as to why the trip fulfils the criteria.

Staff organising trips must follow guidance from the relevant EVC.

Approval and Responsibilities

Once approval has been granted the EVC will ensure that visits comply with all guidelines found in the Health and Safety Policy.

The EVC will ensure that:

- The Trip Leader is competent to monitor the risks throughout the visit.
- Adequate Child Protection/Safeguarding procedures are in place.
- The risk assessment has been completed and appropriate safety measures are in place.
- The Trip Leader has experience in supervising the age groups due to go on the visit and will organise the group effectively.
- The Trip Leader and/or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- Trip Leaders are allowed time to organise visits properly, including a pre-trip visit if/where necessary.
- Non-teacher supervisors on the visit are appropriate people to supervise students subject to appropriate compliance checks being in place.
- The ratio of supervisors to students is appropriate. The age of the students and the nature of the location and activity help determine the level of supervision.
- Parents' approval has been gained.
- Arrangements have been made for the medical needs and special educational needs of all students.
- Adequate First Aid provision will be available.
- The mode of travel is appropriate.
- Travel times out and back are known, including pick up and drop off points, and a list of this information is included in the trip pack and updated on the day if needed and left at Reception.
- The address and phone number of the visit venue, travel company and contact details of the emergency contact at school are included in the trip pack.
- A member of SMT, for the duration of the visit, has been nominated and the Trip Leader has the details.
- The Trip Leader, trip supervisors and nominated school contact have the names of all students travelling, and the contact details of the parents (as part of the trip pack).

Trip Leader

One teacher, the Trip Leader, should have overall responsibility for the supervision of the visit. However, all accompanying staff have a role to play in Health and Safety. The Trip Leader should have been appointed or approved by the Junior School Leadership team (JLT) or the Senior School Leadership Team (SLT) at approval stage. If a potential Trip Leader at any stage wishes to raise concerns about a proposed trip they should speak to a member of the JLT or SLT. The Trip Leader should:

- Have obtained approval from the JLT or SLT before any off-site visit takes place.
- Follow school regulations and guidelines.
- For residential trips only, a deputy Trip Leader will be appointed. For day trips there will be a pastoral check-in with the Director of Lower/Upper School and/or Assistant Directors.
- Clearly define each group's supervisor's role and ensure all tasks have been assigned.

- Ensure that all those attending or involved in the visit know who is in charge at any time and that all supervisors and external providers are clear about their responsibilities.
- Be able to control and lead students of the relevant age range.
- Be suitably competent to instruct students in an activity and be familiar with the location/centre where the activity will take place.
- Be aware of Safeguarding and Child Protection procedures.
- Ensure that adequate first-aid provision will be available.
- Undertake and complete the planning and preparation of the visit including briefing the students and parents.
- Undertake and complete a comprehensive risk assessment.
- Review regularly undertaken visits/activities and advise EVC where adjustments may be necessary.
- Ensure that teachers and other supervisors are fully aware of what the proposed visit involves.
- Have enough information on the visit to be able to assess the suitability.
- Ensure that the ratio of students to supervisors is appropriate for the needs of the group and take account of the supervisors who are parents of students on the trip.
- Consider stopping the visit if the risk to the health and safety of the students is unacceptable and have in place procedures for such an eventuality.
- Ensure that they, and at least the deputy or pastoral lead, have a school iPhone with all details of the school contacts, students' special educational or medical needs which will be necessary for them to carry out their tasks effectively and other relevant information in the trip pack (more may be required for specific trips).

Supervisors (Teachers and Teaching Assistants)

Staff must do their best to ensure the health and safety of everyone in the group and act as a qualified professional. They should:

- Follow the instructions of the Trip Leader and help with control and discipline.
- Consider stopping the visit or the activity, notifying the Trip Leader if they think the risk to the health and safety of the students in their charge is unacceptable.

It is the responsibility of supervising teachers to alert the Trip Leader prior to departure of any relevant medical or personal circumstances.

Supervisors (Non-Teaching) including volunteers/contractors

Trip Leaders must be aware of and apply statutory safeguarding and child protection measures for visits where there are non-teacher adults, including volunteers and contractors.

Non-teacher adults on the visit should be clear about their roles and responsibilities during the visit. Non-teacher adults acting as supervisors must:

- Do their best to ensure the health and safety of everyone in the group
- Not be left in charge of students except where it has been previously agreed as part of the risk assessment
- Follow the instructions of the trip leader and teacher supervisors and help with the control and discipline. At the Junior School, there is guidance for parent helpers on trips which is shared in advance of all visits.

- Speak to the Trip Leader or teacher supervisors if concerned about the health and safety of students at any time during the visit.

Parents

Parents should be able to make an informed decision on whether their child should go on a visit. The Trip Leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions.

The Trip Leader should also inform parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct. Contingency arrangements, for example for students leaving trips early, should be discussed as appropriate. Parents are responsible for providing any changes in medical conditions or contact details.

Students

Our policy as a school is to facilitate student involvement in trips wherever possible. Within that framework, the school reserves the right to judge a student's emotional and/or physical fitness for participation in any given educational visit.

The Trip Leader should make it clear to students that they must:

- Not take unnecessary risks.
- Follow the instructions of the Trip Leader and other supervisors including those at the venue of the visit.
- Dress and behave sensibly and responsibly.
- If abroad be sensitive to local codes and customs.
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the Trip Leader or teacher about it.

Any students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for the students should be fulfilled in other ways wherever possible.

Risk Assessment

A risk assessment must be completed by the Trip Leader well before the visit and should be approved by the EVC.

A risk assessment for a visit need not be complex but it should be comprehensive. Specialised information for some visits may be necessary and the EVC should ensure that the person assessing the risks is competent to do so. The EVC is always available to help with the completion of these forms – those running a trip for the first time will be given guidance when completing the Risk Assessment.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them to the lowest practicable level. Students must not be placed in situations which expose them to an unacceptable level of risk. Safety is a key consideration. If the risks cannot be contained, then the visit must not take place or a Plan B should be considered, where appropriate.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What are the existing safety measures in place?
- What further safety measures need to be in place to reduce risks to an acceptable level?
- Can the Trip Leader put the safety measures in place?

If there is a generic risk assessment already in place for a specific trip or activity, the Trip Leader may (where appropriate) carry out an additional risk assessment by reviewing the generic risk assessment form and consider all the relevant factors, including the specific characteristics and needs of the students attending the visit before embarking on it. Generic risk assessments should be updated to reflect the trip that is taking place.

Regardless of the type of visit, the Trip Leader must be prepared to re-evaluate and/or reassess the risks dynamically whilst the visit is taking place, taking account of any relevant changes in circumstances or factors such as fatigue or changes in the weather. If the risks become unacceptable the visit will be terminated and/or a Plan B activity carried out.
The Trip Leader should take the following factors into consideration when assessing the risks:

- The type of visit or activity and the level at which it is being undertaken
- The location, routes and modes of transport
- The competence, experience, status (vetted or otherwise), and qualifications of the supervisory staff
- The ratio of teachers and supervisors to students
- The group members' age, competence, fitness and temperament and the suitability of the activity
- The special educational, dietary and medical needs of the students
- The quality and suitability of the equipment
- Seasonal conditions, weather and timing
- Emergency procedures
- How to cope if a student or staff member becomes unable or unwilling to continue

If there are students participating in the educational visit with specific needs that may present an extra level of risk, the Trip Leader should work with the relevant staff to produce a risk assessment for an individual student, or students, as required.

Exploratory Visit

An exploratory visit should be made by the Trip Leader who is planning a trip abroad or on a residential visit or who is to instruct or lead a group in an outdoor activity such as trekking in a location that is not familiar to them.

In other cases, the Trip Leader should undertake an exploratory visit, wherever that is possible, to:

- Ensure at first hand that the venue is suitable
- Check the venue meets the aims and objectives of the school visit
- Obtain advice from the manager if possible
- Assess potential areas and levels of risk
- Ensure that the venue can cater for the needs of the staff and students in the group

- Become familiar with the area before taking a group of young people there.

If in the last resort an exploratory visit is not feasible then the trip leader, in concert with the EVC, will need to consider how to complete an adequate assessment of the risks. A minimum measure would be to obtain specific information by letter from the venue, from other schools who have recently visited it, and from local organisations such as tourist boards.

If visiting the same locations for many years, it is prudent to reassess the risks each time, even when the Trip Leader stays the same, as some factors may change.

Insurance arrangements

Whenever students are taken off the school premises, it is essential that the School's insurance of staff covering any possible situation which might be held to be negligent is operative.

Whenever trips abroad are organised, medical cancellation and baggage insurance must cover every participant. Where any special risks are involved the insurance situation should always be investigated at an early stage. If you are in any doubt about the Insurance cover for a trip please contact the Head of Finance and Resources' PA.

Terms and conditions, including cancellation charges must always be read thoroughly, and the advice of the Head of Finance and Resources sought when appropriate.

Financial Planning

The Trip Leader should ensure that parents have early written information about the costs of the visit. Parents should be given enough time to prepare financially for the visit.

Those wishing to run an inspection visit prior to a school trip for the purpose of risk assessment should obtain permission from the Head.

The Trip Leader should liaise with Finance over how the finances will be run. The Trip Leader should set out how much pocket money the students are advised to take and where, if necessary, this will be looked after.

First Aid

First Aid should form part of the risk assessment. Before undertaking any off-site activities, the Trip Leader should assess what level of first aid might be needed. On any kind of visit the Trip Leader should have a good working knowledge of First Aid or ensure that another member of staff has, and ensure that adequate resources are taken. For adventurous activities, visits abroad or residential trips it is sensible for at least one of the groups teachers be a fully trained first aider. All adults in the group should know how to contact the emergency services.

The minimum first-aid provision for a visit is:

- Suitably stocked first aid pack.
- A person appointed in charge of first aid arrangements.
- If undertaking a visit with EYFS, at least one paediatric first aider must accompany the students.

- Specific information for those students that carry Epipens.

Other considerations when considering first aid needs should include:

- The numbers in the group and nature of the activity
- The likely injuries and how effective first aid would be
- The distance to the nearest hospital.

See the First Aid Policy for further information.

Safeguarding and Child Protection

The Safeguarding and Child Protection Policy and Procedure is available on the website and will apply at all times during off-site visits. Any incident amounting to an allegation or suspicion of abuse that occurs whilst on a visit must be dealt with immediately, in accordance with the policy and procedures.

Staffing and Supervision

Staffing Ratios

There must be an adequate number of adults to supervise students throughout any Educational Visit. This ratio should derive from the risk assessment undertaken and the risk factors identified. The age of the students and the nature and location of the activity help determine the degree of supervision required. The ratio becomes closer the more complex and hazardous the activity. Some of the factors to take into consideration include:

- Age and ability of the group.
- Students with special educational or medical needs.
- Nature of the activities.
- Experience of the adults in off-site supervision.
- Duration and nature of the journey.
- Type of any accommodation.
- Competence of the staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of the students.
- First Aid cover.
- Whether a supervisor is a parent on the trip.

In case of doubt as to appropriate staffing ratios, trip leaders should discuss this with the EVC.

Supervisors' responsibilities

Teachers taking students on expeditions have a duty of care to act as a qualified professional for students under their supervision. All adult supervisors, including teachers and parent/volunteer helpers, must understand their roles and responsibilities at all times. The Trip Leader retains responsibility for the group at all times.

All parties should assemble and disperse at times and places notified to the parents in advance. No students should be allowed to join or leave the party en-route, unless the parents have given written permission in advance. Where dispersal is not from the school premises, it should be specified in advance what the procedure will be if a student is not met.

The duty of care places a clear obligation on the Trip Leader of a school expedition to make it clear to the students where they are allowed to go in free time, what they may do and when they must be back. The level of freedom allowed must always be a matter of judgement for the Trip Leader, but in addition they should be seen to be taking steps to ensure that boundaries are not being ignored.

At all times there must be a member of staff at a location where the students know where to go in the case of an emergency. There needs to be a clear duty to ensure that all students are in their appointed beds at the end of the day and present for breakfast each morning.

Competence if leading an adventure activity

If the School is leading an adventure trip, such as canoeing, the Trip Leader must ensure that the current and relevant qualifications are held by the instructor taking the activity.

Head Counts

Whatever the length or nature of the visit, regular head counting of students should take place, particularly before leaving any venue. All supervisors should carry a list of the students and adults involved at all times. It may be helpful that the students wear school uniform so that they can be identified easily. Students should not wear name badges. The Trip Leader should establish rendezvous point and tell students what to do if they become separated from the group.

Remote Supervision

The aims of visits for older students may be to encourage independence and investigative skills, and some of the time, on visits such as trips abroad and fieldwork, they may be unsupervised. The Trip Leader should establish at the planning stage of the visit whether the students are competent in remote supervision. The Trip Leader remains responsible for students even when not in direct contact with them.

Parents should be told before a trip whether any remote supervision will take place.

Rules, Regulations and Discipline

A trip is always much easier to manage if firm rules are laid down in advance. In the case of a residential educational trip, the Trip Leader is required to set out the expectations and to circulate them to parents via the consent form. The consent form may then require agreement from the parent to the rules and regulations set out.

In all contexts it should be borne in mind that the legal requirements which apply to students in school expeditions abroad are the more stringent laws of the country visited and the laws of England. It is also helpful to be aware that rules made by the Trip Leader can be admissible in law.

Smoking and Alcohol

Smoking

Smoking and the use of e-cigarettes by students is forbidden on all occasions, including during school trips.

Staff & Alcohol

Staff are allowed to drink alcohol as part of the social and cultural experience of a residential visit. It should be noted that some countries and certain organisations prohibit the possession and consumption of alcohol, whether by minors or adults. Staff who choose to drink alcohol whilst on school residential trips must note:

- that the core responsibility of staff, who are in loco parentis, must take priority over all other considerations.
- that 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 students take from the behaviour of staff.
- the age range of the students and the context of the trip.
- the possible effect on the School's reputation, including how this may be perceived by others.

Drinking alcohol and then driving is unacceptable at any time.

Preparing Students

General

Students who are involved in visits, the planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to students is an important part of preparing for a school visit. Students should clearly understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major cause of accidents. Students should also be told about any potential dangers and how they should act to ensure their own safety and that of others.

Information to Students

The Trip Leader will decide how information is provided, but must ensure that the students understand key safety information. For students on overnight visits it may be their first experience away from home on their own and in the close company of other students. Students should understand:

- The aims and objectives of the trip
- The background information about the place to be visited
- Basic foreign words where appropriate
- Relevant foreign culture and customs
- How to avoid specific dangers and why they should follow rules
- Why safety precautions are in place
- What standard of behaviour is expected
- Who is responsible for the group
- What to do if approached from anyone outside of the group
- The rendezvous procedure
- What to do if they get separated from the group.

Preparing Students for remote supervision

During any time that remote supervision takes place the trip leader must ensure that students are aware of the ground rules and are adequately equipped to be on their own or in a group. The size of each group should also be considered. As a minimum, students should have the following:

- Telephone numbers and emergency contact list if lost.
- Money.
- Maps and plans and any other information for them to act effectively.
- Location of local telephones and appropriate coins.
- A knowledge of how to summon help.
- A knowledge of out of bounds areas or activities.
- Identity cards and rendezvous points.

It is important that students are told not to go off on their own, and are given clear instructions about permitted remote supervised activities and understand and accept the rules.

Students with Medical needs

Additional safety measures to those already in place by the school may be necessary to support students' medical needs during a visit. Consideration should be given to arrangements for the safe storage and administration of medication and ensuring sufficient supplies are available for residential visits.

All Trip Leaders should be aware of a student's medical needs. Individual Risk Assessments are undertaken for students with severe allergies to include additional information from parents and this is held by teachers. If appropriate, a teacher should be trained to administer medication, if they have not already trained, and should take responsibility in a medical emergency. If a student's safety cannot be guaranteed it may be appropriate to ask a parent or a care assistant to accompany a student.

Information to Parents

Before residential visits, or when students travel abroad or engage in adventurous activities, parents should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents who cannot attend. Parents need to be aware that the teachers and all trip personnel will be acting as qualified professionals. The following information on matters that might affect students' health and safety will be given to parents as appropriate for individual trips:

- Dates of the visit.
- Visit's objectives.
- Times of departure and return; parents must have agreed to meet their daughter on return.
- The location for students to be collected from and returned to.
- Mode(s) of travel.
- The size of the group and the level of supervision including any times when remote supervision may take place.
- Details of accommodation with security and supervisory arrangements on site.
- Details of any vaccinations or medication required for the visit.
- Standards of behaviour expected and general group discipline including prohibited items. This information may take the form of a code of conduct which parents should sign.
- What students should not take and not bring back.
- Clothing and equipment required.
- Money to be taken.

Medical Consent

Parents should be asked to agree to emergency treatment including anaesthetic or blood transfusions as considered necessary by medical authorities for residential trips abroad.

Doctors can be expected to carry out necessary medical emergencies without parental authority but it is possible that a surgeon in another country may be reluctant to operate unless assured that the Trip Leader has the necessary authorisation. It is sensible to have this information in the local foreign language.

Transport

Legislation

The Trip Leader and EVC should be satisfied that all travel arrangements, including the hire of coaches or buses are suitable for the trip. The Driver is responsible during the journey.

Seat Belts: All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years inclusive must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements. For trips abroad if the provision of seat belts in coaches or minibuses cannot be guaranteed, parents should be informed and indicate their consent via the trip consent form.

Driving the School Minibus

Anyone who drives any of the school minibuses must do so in accordance with the School's Minibus Policy.

Adventure Activities and External Providers

Where the main activity is an adventure activity which is facilitated by an external provider, the Trip Leader will have regard to the appropriate legislation and guidance available at that time. This should include but is not restricted to the DfE's guidance Health and Safety on Educational Visits, November 2018.

For the purposes of this policy an activity adventure includes, but is not restricted to, winter sports, rock climbing, hillwalking, mountaineering, skiing or scuba diving, white water rafting, caving, climbing, trekking, water sports or activities in or around water.

Anyone who leads an adventure activity will have attained adequate standard of competencies and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies or association for the sport or activity concerned. Where nobody is relevant it is useful to obtain information and competence and references from other schools who have used the company.

If the external provider is used, the group leader should ensure that they are competent and should endeavour to use Quality Badge Scheme member or another accredited provider, wherever possible. More details relating to this can be found at http://www.lotc.org.uk.

If the Trip Leader assigns the technical instructions of the group to an external provider, they should agree with the external provider their respective roles. Everyone must have a clear understanding of the roles and responsibilities of school staff and external providers.

The Trip Leader and staff retain responsibility for the moral and emotional wellbeing of the students during the activity at all times and should not hesitate to withdraw them from an activity they judge to be unsafe or causing distress.

Students' views should be taken into account and those who are reluctant to take part in a particular activity should never be forced to.

Prior to commencement of any adventure activity the Trip Leader should be fully satisfied with arrangements for health and safety. In the event that he or she is not satisfied he or she will consider whether it is appropriate to abort the activity.

Off-site Accommodation and Trips Abroad

The school will ensure that all off-site accommodation provided for use by students on visits is satisfactory and, where possible, has been assessed by the school before use.

Where this is not possible, for example, tour and expeditions arranged through external providers, the school will obtain appropriate assurances that the accommodation provided is of a satisfactory standard.

In particular, the Trip leader will ensure that accommodation provides:

- Sufficient and suitable bedding for each student (or the camping equivalent).
- Sufficient access to toilets and washing facilities appropriate to the nature of the trip.
- Regular provision of sufficient and appropriate food and drink, stored and prepared under sufficiently hygienic conditions to minimise the risk of disease.
- The ability to contact medical services and provision for return to school or home, in the case of an accident or illness.
- Sufficient clothing and equipment suitable for the activities.
- Adequate protection for the activities.
- Safe storage of medication.

Students staying in off-site accommodation on visits will be supervised at all reasonable times by the staff. The Trip Leader will ensure that students have details of their phone number (Senior School) and will be contactable at all times. At night time they will know which room to go to for information or help.

Emergency Response and Crisis Management

In the event of an accident or crisis it is the Trip Leader's duty to attend to the student(s) concerned, while ensuring that the remainder of the party is safeguarded.

If the whole party is involved in any serious incident or delay, then the school must be advised as soon as possible via the dedicated emergency contact.

Where a student is involved in an accident or is taken ill, parents should be informed immediately. If possible, the student should speak to their parents to alleviate any anxiety.

A written report of any accident or emergency must be completed and this will be evaluated after conclusion of the trip so that lessons can be learned for any future activities.