



Outline and Purpose

Through our wider Enrichment programme at Weald, we aim to support the personal development of our students in line with the Character Education Framework Guidance* whilst providing an avenue to demonstrate and develop our values of Curiosity, Courage and Compassion: the curiosity to try new things; the courage to stretch themselves beyond their normal limits and the compassion shown in how they relate to and encourage others.

(*https://assets.publishing.service.gov.uk/media/5f20087fe90e07456b18abfc/Character_Education_Framework_Guidance.pdf)

Weald of Kent Grammar School's Educational Trips and Visits form part of this Enrichment programme, aiming to offer a broad and balanced range of stimulating and engaging educational trips and visits. The school is committed to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

The Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities has been used, along with Outdoor Education Advisor Panel (OEAP) national guidance and DfE guidance, in order to formulate this policy and this can be found here:

https://www.theeducationpeople.org/media/2400/kent-framework_for_safe_practice_ed_visits_v1.pdf

Our programme of educational trips and visits is designed to augment our pupils' academic and cultural education, offering new experiences and challenges which not only assist the achievement of outstanding examination results but also foster an understanding of the wider community at local, national and global levels. This includes Fundamental British Values. We realise the importance of trips and visits in building team spirit and camaraderie between staff and students, amongst peer groups and also between students of different ages. Our trips and visits often help students to realise more effectively their own potential in circumstances different to their usual surroundings.

Each year the school will arrange a number of educational trips, visits and activities that take place off the school site and/or out of school hours, which support the aims of the school. These include, but are not limited to:

- out of hours clubs, including competitions.
- school teams and fixtures.
- day or partial day trips/visits for particular year groups.
- Duke of Edinburgh Award
- residential trips.
- overseas trips.
- adventurous activities, which might be classed as higher risk.

Definition of a School Educational Trip/Visit

A school trip/visit is defined as any activity that takes place outside the school premises. It does not include work experience, community service placements or attendance of offsite games activities.

Approval of Trips and Visits

All day trips and visits, whether formal and during the day or informal outside school hours, should seek the approval of the Educational Visits Coordinator (EVC) a minimum of eight working weeks prior to the visit via the 'Educational Trip / Visit Request Form' on the Intranet.

Approval for trips and visits requested at short notice may be refused except in exceptional circumstances. Refusal is at the discretion of the EVC after liaising with the Trips Coordinator; Finance, Calendar and Cover teams.

All residential, overseas and adventurous trips and visits require the approval of Kent County Council via the EVOLVE system. All residential trips and visits will be presented to the Board of Trustees for approval in advance.

Before agreeing to a school trip or visit, the EVC will consider the following issues:

- (a) The value of the school trip/visit relative to the curriculum and the expected learning outcomes
- (b) The calendar placement to avoid multiple trips/visits for the same age group occurring simultaneously and to avoid clashing with key academic / calendar milestones for Yrs 11 & 13
- (c) The risks involved (see 'Health and Safety Issues' section below)
- (d) The frequency of off-site trips/visits already made by that year group/curriculum area
- (e) The staffing and staff cover requirements
- (f) Other implications which may be brought to bear upon the school, such as the clash of dates with other planned activities or the extra administrative support required in the organisation of the visit

Priority will be given to trips/visits as follows:

Essential	The trip/visit is a requirement of an examination specification and students cannot access the qualification otherwise e.g. Geography fieldwork; NEAs
Directly Relevant	The trip/visit is required in order for students to successfully complete a specific unit of work, directly related to the curriculum or exam syllabus.
Broadly Relevant	The trip/visit it designed to enhance cultural or subject awareness.
Enrichment	The trip/visit is designed to develop students' social and physical development.

Trips/visits that are non-educational should not take place during school time denying access to full programmes of study.

All school trips and visits should have clear learning outcomes.

No visit should be launched without the prior consent from the EVC, the Board of Trustees (for residential visits) and / or the Headteacher.

Health and Safety Issues

At the heart of all successful school trips and visits lies the overriding requirement to keep student safety at the centre. At no time should the health and safety of the students be compromised. The trip/visit leader, supported by all accompanying adults, should be made aware of this from the outset. It is the responsibility of the trip/visit leader to ensure that the whole trip/visit from departure to return is thoroughly risk assessed and that all control measures are planned for and recorded. It is also the school's policy that all residential, high risk (involving water or high-risk activities) and day trips/visits must be recorded on the EVOLVE system. The Outdoor Education Advisory Service, run by the Educational People, runs and manages the EVOLVE system. All trips/visits will have an emergency contact, usually from the Senior Leadership Team. They should be called upon in the event of any incident to ensure that the most appropriate course of action is followed. An evaluation of the trip/visit must be done upon return and any lessons learned reported to the trustees via the Headteacher's report.

Organisation

All trips and visits from Weald of Kent must be organised in consultation with the EVC. Full details and comprehensive advice on how to organise a trip/visit in line with national and local guidelines can be found on the school's SharePoint site under 'Personal Development / Trips and Visits'. Other supportive documents are available. It is imperative that these documents are read carefully by the Trip/Visit Leader prior to making contact with parents or students about the proposed trip/visit. Administrative support can be provided by the Trips and Visits Coordinator. Staff should not become involved in the collection of money themselves.

Training will be provided, on an annual basis, for staff including at induction for new staff to ensure that staff understand the Educational Trips & Visits Policy and procedures and have access to appropriate documentation including local and national guidelines for planning trips and visits.

Pre-Visits

Per KCC guidelines: *'the trip leader needs to be confident that the location and facilities, including venues used by a provider, are suitable for their plans. In most cases, this will involve a prior visit. The cost of this can be built into the pricing of the visit.'* Key questions for a site visit can be found in The Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities: <https://www.theeducationpeople.org/media/2400/kent-framework-for-safe-practice-ed-visits-v1.pdf>

In consultation with the Head of Establishment or EVC, an experienced Visit Leader with good reasons to be confident in their own judgement may decide to use a location that has not been previously visited. In both this instance and where a preliminary visit is not reasonably practical, the trip leader should consider how to gather sufficient information to make an adequate assessment of the venue, facilities or provider. Reliable sources of information for the purpose can include: an Outdoor Education Adviser (EVOLVE), colleagues with prior experience and reputable organisations such as tourist boards.

Oversubscribed Trips

In the event where a trip/visit is oversubscribed, student names will be selected at random.

Staffing

Staff leading trips/visits must be well-organised, have ideally shadowed an experienced Visit Leader in previous trips/visits and is deemed to be a suitable Trip/Visit Leader by their Line Manager. Newly Qualified Teachers will not be permitted to act as a Trip/Visit Leader. Any staff accompanying the trip/visit must have the agreement of their Line-Manager to ensure that their absence will be operationally viable for their department.

Every effort should be made to ensure that all staff accompanying residential school trips/visits are paid members of staff at the school. In the rare event of an adult who does not work for the school accompanying a residential visit, the Trip/Visit Leader is responsible for ensuring that a DBS check is carried out by the school prior to the trip/visit - see H.R. Prior approval must be obtained from the Head.

Trip Leaders should offer the staffing opportunity out to all staff (teaching and support). Cover implications, curriculum and trip/visit focus, expertise and first aid training qualifications will be considered when planning who is best placed to accompany a trip/visit.

Any support staff accompanying trips outside of school time will be done on a voluntary basis and time off in lieu or additional payment will not be available.

Ratio of Staff to Students

Whilst providing ratio guidelines below, when establishing the suitable ratio of adult supervisors to participants for any trip/visit, the Trip/Visit Leader should take into consideration the following factors specific to the trip: number of participants, previous experience of participants and leaders, the venue, the activity, getting there, the time of year, medical and behavioural issues.

Every trip/visit must have an identified Trip/Visit Leader. Residential visits should also have a deputy Trip/Visit Leader.

Where there is more than one coach, each coach must have a member of staff in charge. Each coach leader must have a copy of all the coach lists.

In Britain – Day trips/visits:

- i) Years 7 – 11 = 1 adult : 15 students - non-teaching staff must not exceed 50%.
- ii) Years 12 – 13 can be unaccompanied but parents / carers must be made aware of this in writing and sign consent for this.

Inside Britain – Residential visits:

All Years = 1 adult : 10 students.

Outside Britain – Day and Residential trips/visits:

All Years = 1 adult : 10 students plus 1 additional adult.

Further ratio guidelines for Residential trips/visits, overseas trips/visits and those of an adventurous nature can be found in The Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities can be found here:

<https://www.theeducationpeople.org/media/2400/kent-framework-for-safe-practice-ed-visits-v1.pdf>

Supervision

The Trip/Visit Leader has overall responsibility for supervision during an educational trip/visit or activity. Breaks from this responsibility during the trip/visit need to be clearly identified, with clear hand over arrangements and co-ordinated by the Trip/Visit Leader. All adults who are in a supervisory role have a duty of care of the group at all times. There is no break from this responsibility on the trip.

Methods of supervision may include establishing Rendez-vous points, carrying out regular head counts, wearing easily identifiable clothing, having a buddy system, splitting large groups into smaller groups with an identified leader. Particular care should be taken in busy underground / overground transport areas when boarding and exiting transport carriages / going through turnstiles, and in any busy traffic/pedestrian area.

Further supervision and remote supervision guidelines for Residential trips/visits, overseas trips/visits and those of an adventurous nature can be found in The Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities can be found here:

<https://www.theeducationpeople.org/media/2400/kent-framework-for-safe-practice-ed-visits-v1.pdf>

Emergency Procedures

All Trip/Visit Leaders and Emergency Contacts should be made aware of and follow the Emergency Procedures guidelines as found in the The Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities p.74-76:

https://www.theeducationpeople.org/media/2400/kent-framework-for-safe-practice-ed-visits_v1.pdf

Roles and Responsibilities

Role of the Trustees:

1. To ensure that the Headteacher and the EVC have adhered to all appropriate national and local guidance in relation to educational trips, visits and offsite activities.
2. To regularly review the Education Trips and Visits Policy and procedures, including approval of trips and visits, staff training and required documentation.
3. To ensure that all aspects of risk management are being routinely considered by the school. It is not expected that Trustees should become directly involved in risk assessment and related matters unless they have an appropriate competence.
4. To ask relevant questions about the educational objectives of visits and how they will be met.

Role of the Headteacher:

- To ensure that trips and visits comply with all national and local guidance, safeguarding procedures and the School's Health and Safety Policy.
- To ensure that the Trustees are kept appropriately informed about educational trips and visits.
- To ensure that the EVC is competent to oversee the co-ordination of all off-site education, and to ensure that the EVC has attended relevant training courses.
- To ensure that the EVC and/or Trip/Visit Leader keeps them informed of the progress of any visit as required and that this information is relayed to Trustees and to parents as necessary.
- To ensure that the EVC has designated an appropriately competent Trip/Visit Leader. For less routine trips and visits, the Headteacher will need to ensure that the EVC can obtain advice from an appropriate adviser as necessary.
- To ensure that there is an appropriate, risk assessed, ratio of adult to child supervision on the educational trip/visit.
- To ensure that in the event of a major incident or accident, Kent Outdoor Education Service guidelines are adhered to in terms of informing, parents, staff and the media.
- To ensure that serious incidents, accidents and near-accidents are investigated.

Role of the Educational Visit Coordinator:

- To approve all educational trips and visits using the EVOLVE system.
- To provide adequate documentation and training for staff to support planning of all trips/visits.
- To ensure all off-site trips/visits are thoroughly planned using whole-school documentation.
- To ensure all staff are aware of the guidelines available through [The Kent Framework for Educational Visits and Outdoor Learning Activities](#) concerning their particular visit.
- To ensure that competent people are assigned to lead or otherwise supervise a trip/visit. Competence of other adults proposed to provide support or lead activities within a trip/visit will commonly be done with reference to accreditations from an awarding body and/or previous experience and on the job training.
- To ensure trips/visits have appropriate support/staffing ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- To organise the emergency arrangements and ensure there is an assigned member of SLT as the emergency contact for each trip/visit. All major incidents should immediately be related to this person and the Headteacher as required.

- To keep records of individual trips/visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses'). All accidents and 'near-accidents' should also be reported to the Headteacher and Health and Safety Officer in school.
- To ensure that arrangements are in place for the Trustees to be made aware of trips/visits so that questions can be asked as necessary.
- To ensure that EVOLVE system has been completed in full by the Trip/Visit Leader at least 2 weeks in advance of the trip/visit. For visits that require approval by the Outdoor Education Advisory Service the EVOLVE system will need to be submitted at least 6 weeks before the visit is due to depart (12 weeks if a new provider has to be vetted).
- To ensure that visit evaluation on EVOLVE is used to inform future trips/visits and training needs. Further staff training should be made available where a need is identified.
- To review systems and, on occasion, monitor practice.
- To ensure DBS clearance has been received by the Human Resources team for all staff and volunteers.
- To ensure that any use of pupil information complies with GDPR regulations.

Role of the Emergency Contact

- To be aware of and follow the KCC Emergency Procedures in the event of an emergency.

Role of the Visit Leader:

The Trip/Visit Leader has full responsibility for the safe running of the activity including pre-planning and following guidance and ensuring all participants are aware of their roles. To achieve this the trip/visit leader will:

- identify the clear educational purpose and objectives of the trip/visit.
- complete trip/visit documentation and obtain SLT and EVC approval for any off-site trip/visit, no matter how short its duration.
- plan the itinerary in such a way as to account for all times on the trip/visit including meals and 'down' times particularly on residential trips.
- leave full details (including medical notes) of all pupils and accompanying adults on the trip/visit with the emergency school contact and the school, including the home contact details of parents/guardians and next-of-kin as appropriate.
- have prior knowledge of the venue. (*See 'Pre-Visits' section above*)
- inform parents and seek permission/consent, detailing the nature, purpose and related activities involved in the trip/visit.
- obtain sufficient information about participating students to assess their suitability and be confident that all students participating will behave in an appropriate manner.
- allocate supervisory responsibility to each adult for named students and ensure that each adult knows which students they are responsible for. To ensure that each student knows which adult is responsible for them and that all adults understand that they are responsible to the trip/visit leader for the supervision of the students assigned to them.
- undertake and complete a comprehensive risk assessment; including monitoring the risks throughout the trip/visit and adapting the trip/visit plan as needed (a 'dynamic risk assessment').
- consider stopping the trip/visit if the risk to health and safety of the students is unacceptable and have in place procedures for such an eventuality.
- ensure that all adults involved in supervising the trip/visit are aware of the risk assessments including 'Plan B' and the expected standards of behaviour.
- ensure that the ratio of supervisors to students is appropriate for the needs of the group.
- continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.
- ensure that group supervisors and the emergency contact have a copy of the students' SEN or medical needs.

- ensure that they are familiar with any student safety plans and that these are reviewed in liaison, where necessary, with the DSL and/or parents, as part of the risk assessment process.
- ensure that any photos for social media posts are only taken using school cameras/devices or devices that have been approved in advance by the EVC. Where any device is used that does not belong to the school, all photos must be deleted immediately from the device, once the photos have been uploaded to a device belonging to the school. (See Social Media Policy)
- ensure, with the support of the Trips and Visits Coordinator, that arrangements are set up with Finance for the collection of payments of trips/visits.
- be aware of and follow the KCC Emergency Procedures in the event of an emergency.
- complete an evaluation of the trip on EVOLVE upon return to discuss any concerns, near misses, incidents or suggestions for future trips.
- ensure that any concerns, near misses and incidents are reported to the EVC and Headteacher.
- ensure adequate first aid provision.

Role of the Trips and Visits Coordinator:

- To provide efficient, administrative support to the organisation of the school's trips and visits.
- To work with the Trip/Visit Leader to obtain the consent or refusal of parents and to provide full details of the trip/visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- To coordinate and track the offer of trips and visits across the school, ensuring all students have the opportunity to access out of school learning.
- To ensure all trips and visits are compatible with our Pupil Premium funding and policy.
- To work with the EVC to ensure trips and visits are planned in accordance with best practice and necessary legislation and liaise with Kent Outdoor Education Service as required.
- To support the EVC in ensuring necessary documentation is completed on the EVOLVE system in advance of trips and visits taking place.

Responsibility of participating Teachers

- To ensure the health and safety of everyone in the group and to act as a responsible parent would do in the same circumstances.
- To follow the instructions of the Trip/Visit Leader and to help with control and discipline.
- To notify the Trip/Visit Leader and consider stopping the trip, visit or activity if they think the risk to health and safety of those in their charge is unacceptable.

Responsibility of non-teaching adult supervisors

Non-teaching adults should be clear about their role and responsibility during the trip/visit and must:

- ensure the health and safety of group members.
- not be left in sole charge of students, except where it has been previously agreed as part of the risk assessment.
- follow the instructions of the Trip/Visit Leader and teacher supervisors.
- help with control and discipline; speak to the Trip/Visit Leader or teacher supervisors if concerned about the health and safety of students at any time during the trip/visit.

Role of the Student

- To be aware of instructions and risk assessments as provided by the Trip/Visit Leader.
- To not take unnecessary risks.
- To be sensitive to local codes and customs.

- To know who their supervisor is at any given time and how to contact him or her and to alert the supervisor if someone is missing or in difficulties.
- To look out for anything that might hurt or threaten themselves or anyone in the group and tell a member of staff about it.
- To understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- To understand and accept the expected standards of behaviour and behave sensibly and responsibly.

Any participants whose behaviour may be considered to be inappropriate or a danger to themselves or to the group may be stopped from going on the trip/visit or taking part in an activity. Where possible the aims of the trip/visit will be fulfilled for these students in other ways.

Responsibility of Parents and Carers

Parents and carers should be able to make an informed decision about whether their child should go on a trip/visit. The Trip/Visit Leader should ensure that parents and carers are given sufficient information in writing and are invited to any briefing sessions. Where appropriate, the Trip/Visit Leader should tell the parents and carers how they can help prepare for the trip/visit. Special arrangements may be necessary for parents for whom English is an additional language.

In addition, parents have a responsibility to:

- support the trip's/visit's code of conduct and expected standards of behaviour.
- agree the arrangements for dropping off and collecting their child.
- provide the trip/visit leader with emergency contact number(s).
- sign any consent forms, including medical consent.
- where appropriate, provide additional information about their child's emotional, psychological and physical health.

Part-time staff accompanying school visits

It is recognised that there will be occasions when part-time staff will participate in school trips/visits and that this may involve additional working hours as the trip/visit may fall on days when a part time colleague does not normally work. Wherever possible, the use of part time staff to lead/accompany school trips/visits on days that they do not normally work should be avoided. However, where this is not possible, the cost of additional staffing hours should be factored into the costs of the trip. This underlines the need for all staffing costs to be planned for at the initial stages of costing the trip/visit.

Voluntary help in accompanying school visits

- The use of voluntary helpers should only be permitted by the Headteacher or EVC. This permission will be based upon knowledge of the volunteers and their previous experience and training (on the job). The fact that help is voluntary does not negate the legal responsibility of those involved.
- DBS checks should be carried out by the Human Resources Team for all volunteer helpers – hence much advance notice is needed and those intending to use voluntary help should liaise with the EVC as early as possible in the planning phase.
- All volunteer helpers have the same responsibility to follow the instructions of the Trip/Visit Leader.

Charging

- Trips/visits that are non-educational should not take place during school time denying access to full programmes of study.
- All trips/visits during the school day should therefore be deemed to be educational.
- Contributions can be requested for any educational trip/visit that takes place during the school day; however, a student cannot be prevented from taking part in the visit on the basis of a family not making any or sufficient contribution.
- Parents and carers will be informed in advance of the cost of a trip/visit. If not enough contributions are received for **Directly Relevant**, **Broadly Relevant** or **Enrichment** trips/visits, the trip/visit will not go ahead. This is in line with our Charging and Remissions Policy,
- In costing the trip/visit, the leader should liaise with the Trips and Visits Coordinator and the Finance Office in the first instance. Costings will be based on the context and parameters of the trip.
- Where the trip/visit is non-educational the charge cannot exceed the actual costs to be incurred. Costs can be calculated against transport, board and lodging, admission costs, costs of appropriate non-teaching staff, incidental costs of staff, materials and equipment and insurance costs.
- Incidental costs of staff include food allowances. To keep incidental costs in line with actual cost, a food allowance is set in advance and must be costed in as follows:
 - **Food allowances** for residentials (where not already included in the package): max £10 for breakfast, £15 for lunch and £20 for an evening meal (*this is a guide depending on the trip context where meals could be more or less expensive*). Amounts must be discussed and decided at the planning stage with the Trips and Visits Coordinator who can liaise with the EVC and Finance dept.
 - Food allowances can be costed in for outward and inward bound journeys of any overseas residential trip whether traveling by coach, train or boat.
 - They may not be costed in for UK residentials where the destination point is reached on the same day of departure.
 - The total cost per student will be a factor in reducing the Food allowance where necessary.
 - No other incidentals will be refunded unless deemed reasonable.
 - The Trip/Visit Leader must account for all incidental costs during the trip and retain VAT receipts for UK expenditures.
- Accounts related to off-site activities should be kept by the Trip/Visit Leader (with support from the Trips and Visits Coordinator) and checked by the school Finance office.
- The costing should include administration and contingency fees. Unused contingency fees will be reimbursed to the parents. Admin fees cover Parent Pay fees and are non-refundable.
- For all residential trips/visits, parents are committing to the full cost of the trip/visit upon payment of the deposit. In the event of a withdrawal every effort will be made to find an alternative replacement, however if this is unsuccessful and the final payment has been made to the tour operator, parents will not be able to receive a refund unless there is sufficient medical evidence to support an insurance claim.

Remission of Contributions

Where funding is available, the following funding streams apply dependent on the category of trip/visit:

Key Stage	Potential Funding Streams		
	Pupil Premium	Hardship	Bursary
KS3			
KS4			
KS5			Application only

For KS3-4: the pupil premium grant can be used to cover the cost of the trip for eligible students who are participating in **Essential** and **Directly Relevant** trips only. For any **Broadly Relevant** trips, any pupil premium eligible students will not be excluded if they wish to attend. If this is applicable, parents/carers should contact finance on finance@wealdgs.org. There is no funding available for **Enrichment** trips or visits as these generally take place out of school hours.

For KS5, Bursary funding may be available for **Essential** and **Directly Relevant** trips only. The application process can be found in the school's Bursary Policy.

Further guidance can be found in the Charging and Remissions policy.

Accounting

All payments for visits must be made using ParentPay. No letters should go out prior to the payment schedules being established and uploaded onto ParentPay.

All costs, payments and schedules must be approved and signed off by Finance. Costings must be saved within the visits file on EVOLVE for immediate access by Finance//Trips Coordinator/EVC. Whilst the trips and Visits coordinator can support the Trip Leader with the costings and financial arrangements spreadsheet, the responsibility for the costings form and balancing of accounts lies with the Trip Leader who has the most understand of the nuances of the trip. No trip should run to a deficit. In the context of a curriculum linked trip, any remaining costs not accounted for on the return of the trip will be charged to the Trip Leaders' department.

The costings form must include:

- **3% contingency** (emergencies in situ)
- **3% service charge** (ParentPay fees, bank charges)
- **overtime for any part time** staff working on non-working days.
- **parking fees** for staff accompanying the trip where relevant.
- **food allowances** for residentials (where not already included in the package) max £10 for breakfast, £15 for lunch and £20 for an evening meal (*this is a guide depending on the trip context where meals could be more or less expensive*). Amounts must be discussed and decided at the planning stage with the Trips and Visits Coordinator who can liaise with the EVC and Finance dept. (See 'Charging' for further details on Food Allowances.)
- **travel for staff for 6th Form trips** (where meeting students at the venue)

Teachers must not use their personal accounts for payments. When booking individual staff travel, petty cash can be requested in advance if required unless a pre-payment 'Equals' card - or equivalent is in place. Otherwise, staff are to consider meeting students in Tonbridge and travelling as group whereby travel can be booked through the school in advance (though this will increase the cost of the trip). The Finance dept does not have the capacity to book individual travel tickets for staff in advance.

Insurance

The school is a member of the governments Risk Protection Arrangement (RPA). This is the equivalent of an insurance policy which covers the Weald of Kent Grammar School for all trips and visits.

The cover on the school's insurance policy for personal items is generally low and students are advised not to take items such as expensive cameras or jewellery with them, or to arrange their own personal cover.

For overseas, adventurous and residential visits specialist insurance or levels of insurance cover will be required. The visit leader is responsible for checking that appropriate Insurance cover is in place and, where necessary, factored into the costs of the visit.

Full details of our RPA membership, levels of cover and contact details can be found here: [RPA membership - Weald of Kent Grammar School \(URN 136455\) 2024-25.pdf](https://www.wkd.kent.sch.uk/wp-content/uploads/2024/05/RPA-membership-Weald-of-Kent-Grammar-School-URN-136455-2024-25.pdf);

Government RPA Membership Rules can be found here:

https://assets.publishing.service.gov.uk/media/66eadebf7e1cc5c579ad5c11/RPA_membership_rules_for_academy_trusts.pdf

Emergencies

In the event of an accident, emergency or critical incident on a visit, the visit leader or supervising member of staff is responsible for taking immediate appropriate action. This may include calling emergency services, parents and carers or seeking other appropriate help.

In the event of an accident, emergency or critical incident on a visit, the visit leader will be responsible for contacting the pre-arranged emergency contact at the school who will notify the Headteacher and other members of staff, such as the Lead Designated Safeguarding Lead, as appropriate. The Headteacher or EVC will contact external emergency support and advice services as required.

Parents and carers will be contacted by the visit leader, emergency contact or school as required.

Further guidance on dealing with emergencies and critical incidents can be found here:

<https://oeapng.info/downloads/download-info/4-1d-emergencies-and-critical-incidents-guidance-for-establishments/>

Review

The provision of opportunities for offsite education will be reviewed each year at the time when the draft calendar is being compiled for the coming academic year. A visit that happens one year will not automatically be transferred to the following year.

All incidents or near misses will be reported to the EVC and Headteacher once the party returns and any amendments to current practice will be incorporated into the school's policies and procedures.

COVID-19

In the event of any national outbreak, all planned visits must be conducted in line with relevant government COVID-19 guidance and regulations in place at that time.

All visit leaders must ensure that the school's current COVID-19 risk assessment is followed when planning and risk assessing visits. The visit leader should discuss COVID-19 precautions/requirements with the EVC and Chief Operations Officer when risk assessing the visit. They should ensure that adjustments are made to the visit risk assessment accordingly. This may include social distancing, pre-visit COVID-19 testing and the wearing of face coverings.

Other linked policies:

[Charging and Remissions Policy](#)

[Safeguarding Policy](#)

[Positive Behaviour Policy](#)

[Bursary Policy](#)

[Social Media Policy](#)

Author/s:	E Hardman	Date:	November 2024
Next Review Date:	November 2027	Link Trustee/s:	James Hill Liz Kinnersley Saima Islam Amelia-Jane Clark
Ratified:	FTB 4 February 2025		