 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0


Title	VISITS AND TRIPS POLICY
Person responsible for policy formulation, implementation, maintenance and evaluation	Deputy Head Master and Educational Visits Co-Ordinator
Persons consulted	Browne Jacobson
Adopted by Governors on	To be adopted at next SLT meeting September 2023
Current review	Sept 23
Date of future review	Sept 26

REVISION STATUS TABLE

Revision No	Effective Date	Summary of Revision	Reviewed by	Date	Approved by	Date
v1.0	01.9.23	Updated Policy	DHM & EVC	01.09.23	SLT	09/2023

POLICY DOCUMENT ANNUAL REVIEW

This Policy document is subject to a periodic review (every 3 years) by Holyport College that is formally documented to ensure its continuing suitability, adequacy and effectiveness. Areas subject to review include, but are not limited to, follow-up action from previous reviews, policy conformity, review of complaints, status of corrective and preventive actions, and improvements for the forthcoming year. Holyport College reserves the right to amend this Policy by notice following such review in circumstances in which it considers such change to be necessary or appropriate.

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

INTRODUCTION


This policy supports the Health and Safety strategy for the College. It sets out how the College decides if a visit or trip should take place and the associated responsibilities of members of staff and governors. It serves to meet the employer’s duties under the Health and Safety at Work Act 1974 and associated Regulations and the requirements of the National Minimum Standards for Boarding Schools. The policy is reviewed annually or in the event of any significant change to the management structure or a significant incident involving an offsite trip. For the purposes of this policy the term ‘visit’ is used to include what is understood to be a trip.

DEFINITION

- Any occasion when a pupil attends another location for the purposes of a College sponsored activity is subject to the requirements of this policy. These include:
 - Visits to other locations as part of the curriculum or for social purposes as part of College life. These may be residential or non-residential
 - Sporting events
- The journey to the venue forms part of the overall activity other than when it is agreed that pupils travel to or from the location independently of College arrangements.
- A joint visit is one undertaken with another educational establishment, where travel to the location and supervision at the event may be shared. A joint visit includes an occasion when a College pupil is attending another school and journeys away from that establishment as part of the curriculum.
- Simply attending a venue at which other schools are present is not a joint visit.

STANDARDS APPLIED TO ARRANGEMENTS

- The standards used follow guidance provided within the 2011 Employer Guidance for the Management of Outdoor Learning, Off Site Visits and Learning Outside the Classroom. (2018 health and safety on educational visits)
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- The guidance provided by the Outdoor Education Advisers' Panel (OEAP).
<https://oeapng.info/about-national-guidance/>
- The OEAP comprises of the nominated representatives of the Chief Officers of Local Authorities in England, Wales or Northern Ireland. It provides a forum for sharing and developing good practice in Outdoor Learning / Learning outside the Classroom.
- The OEAP guidance encourages a non-prescriptive risk based approach to many aspects of the planning and delivery of a visit.

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

- HSE key messages (June 2011) are particularly relevant to the College standards and are fully supported.
 - Those running school trips need to focus on the risks and ensure they are managed
 - Teachers should expect their schools to have procedures that encourage participation and are proportionate to the level of risk
 - Well managed school trips and outdoor activities are great for children

CATEGORIES OF VISITS

The College adopts a three stage model for visits, level 1 being the lower and 3 being the higher level of risk and/or complexity.

Level 1: Routine visits


- Sports fixtures at other schools or sports venues
- Eton Society lectures at Eton College.
- Lessons at Eton using their facilities and qualified staff (eg Design & Technology as part of the curriculum, Fives, Rowing).
- Local visits where transport is by College minibus or walking
- Regular boarder activities such as, but not exclusive to, Bracknell/Windsor shopping, cinema, tenpin bowling and low risk activities.

Level 2: Non routine, permission not required

- Any location that is a non-routine visit, (eg to a museum, castle, town centre or other school) that does not require permission from parents/guardians
- A joint visit will be a minimum of level 2.

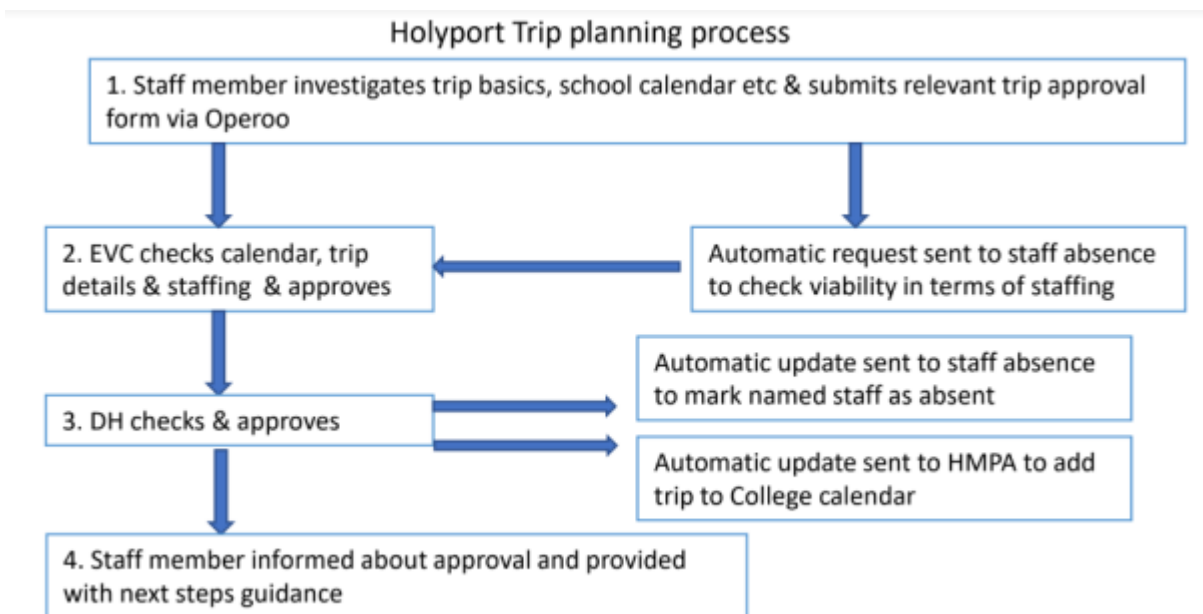
Level 3: Non routine, permission required


- All residential visits.
- Any higher risk adventurous activity (eg mountain climbing, watersports).
- Any trip that requires payment (not a voluntary contribution)

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

APPROVAL TO BE OBTAINED BY STAFF

- Level 1 visits do not require permission as they are part of the daily working of the College.
- All level 2 and 3 visits must be submitted for approval via Operoo to be checked and approved, in the first instance, by the EVC before being submitted to the Deputy Head Master for final approval.
- In circumstances whereby the Level 3 outline plan or any visit is declined approval, the Trip Organiser may appeal directly to the Head Master.
- No financial commitment of any kind must be made for level 2 and 3 visits before final approval has been received. For level 3 visits, no financial commitment must be made until ‘approval in principle’ has been secured.
- Staff cover and the absence of any teaching staff during the school day for which cover is not required must be approved by the EVC.
- Visit organisers must plan to allow sufficient time for the various approvals to be considered.
- If it is decided not to go ahead with a visit which has received approval the EVC must be informed immediately.



 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

ROLES AND RESPONSIBILITIES

These are set out in appendix 2.

In the circumstances where the person organising the visit and specifically any safety related arrangements is not attending the visit, it is their responsibility to fully brief the Visit Leader. The briefing should be recorded and filed ahead of the visit.

MANAGEMENT OF VISITS

All staff involved in the planning, approval and supervision of visits are subject to the professional standards set out in the College staff handbook and other policies related to Health and Safety and Child Protection.

Once approval has been obtained for a trip the visit leader should create the event in Operoo to ensure that the trip is linked to the students profile and any documents relevant to the trip can be linked to it. The visit leader is responsible for ensuring that all relevant documentation is in place.

PARENTAL COMMUNICATION AND PERMISSION

All communication relating to trips should be sent out via the Operoo system.


For level 1 and 2 trips, where appropriate, parents should be informed of the trip via an Operoo email.

For level 3 trips parents consent must be sought and collated via an Operoo event form.

INFORMATION STORAGE

Visit leaders must ensure that the documentation relating to their trip is accessible on google drive. The EVC will provide them with a google document into which to add the hyperlinks to the relevant documents which will include the risk assessment and any other necessary information. This google document will then be linked from the “Event Documents” section of Operoo to enable access for all administrators. All members of staff involved with visits and trips must be aware of the stored information and must read all documentation relevant to their role before departure.

VACCINATIONS

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

For visits to countries where vaccinations may be required, submission for outline approval planning for this must have due regard for any potential vaccination period.

The Medical Centre will seek advice from the Holyport Surgery with regard to vaccinations and liaise with the visit leader.

Vaccinations will only be organised with parental consent


DEPARTURE AND RETURN TIMES

It may be necessary for cost or itinerary reasons for a visit to depart from or return to the College during ‘sleeping’ hours 2130 - 0700.

In these circumstances the Deputy Head Master must be informed to ensure that residential staff are aware.

EVALUATION AND REVIEW

All residential trips require the Trip Leader to complete a thorough written evaluation, using the College template.

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

APPENDIX 1


RESIDENTIAL TRIPS - APPROVAL IN PRINCIPLE BY THE EVC AND DEPUTY HEAD

All residential trips for the following College year should, where possible, be proposed to the EVC and Deputy Head Master by half-term of the summer term of the preceding year.

During their preliminary planning, organising teachers should routinely aim to reduce the impact of their proposed trip on teaching time to one day where possible.


When reaching a decision whether or not to recommend permission for the trip, the EVC and Deputy Head will consider:

- To what extent the trip is an integral part of the exam syllabus
- The intended outcomes of the trip
- The anticipated cost to parents of the trip
- The target group of pupils for the trip and other trips offered to this group
- Proposed accompanying staff including experience, qualifications, suitability etc
- The impact on staff of working during holiday periods
- The timing of the trip in relation to exam / controlled coursework commitments for the target group and the specific impact of trips for pupils in their examination year
- Risk Assessments carried out in relation to the trip (mode of travel, activities, country, proposed staff: pupil ratio etc)


 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

APPENDIX 2 - ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Visit Leader	<ul style="list-style-type: none"> • To submit proposed visits within the required time scale • To provide sufficient information to enable approval • To ensure supporting documentation such as the nominal roll is in place • To ensure the Deputy Head Master is aware if any visit involves arrival/departure between 2130 and 0700 • To ensure any pupil absence from class has been notified to the relevant teachers and there is colleague agreement • To ensure staff cover arrangements have been approved • To manage a visit safely, efficiently and to achieve the intended outcomes • To ensure financial regularity through communication with the finance department • To provide fully researched risk assessments in relation to the visit and any specific individual risk assessments for individuals taking part, in liaison with Curriculum Support and House Masters, where required • To ensure appropriate insurance is in place suitable for the trip including any specific activities or needs. • To liaise with the Health Centre regarding students with medical needs. • To ensure all paperwork required by the EVC is completed
Supporting staff on the visit	<ul style="list-style-type: none"> • To be fully prepared by reading all appropriate documentation • To support the visit leader in providing a safe event which meets the intended outcomes • To manage the safety and conduct of pupils
Senior Team	<ul style="list-style-type: none"> • To consider and approve in principle level 3 visits and school time reward visits • A member of SLT to act as the designated contact for the duration of a residential trip

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

Educational Visits Coordinator	<ul style="list-style-type: none"> • To support and advise visit leaders in the planning of a visit • To determine the level of visit and advise the visit leader accordingly • To consider and approve level 2 and 3 visits before submission to the Head Master for final approval.
Deputy Head	<ul style="list-style-type: none"> • To consider and approve staff extraction and cover arrangements • To consider and approve level 2 and 3 visits
Head	<ul style="list-style-type: none"> • To receive and make decision regarding any appeals resulting from approval not being given
Safeguarding	<ul style="list-style-type: none"> • Check the list of students and details of the trip provided by the visit leader then advise regarding suitability of trips and potential risks for students with safeguarding needs
Health Centre	<ul style="list-style-type: none"> • To liaise with Holyport Surgery and the Visit Leader with regard to vaccination requirements

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

APPENDIX 3 RISK ASSESSMENT AND SAFE SUPERVISION

Guidance provided by the Outdoor Education Advisors Panel on safety during off site visits, may be found at <http://oeapeg.info/> The sections below, reflect key aspects of this guidance in brief and the standard required by the College. Visit leaders should familiarise themselves with the below.

RISK ASSESSMENT

The process of risk assessment must be carried out for every off site non-routine visit. For all visits a record must be made of this. It is imperative that risk assessment is a dynamic process during the visit when possibly additional hazards or the need for different control measures are identified. Risk assessments may be required for individual activities and /or individual pupils or members of staff.


STAFF SUPERVISION

There is no set staff to student ratio for trips. The gender and ratio of staff to students for supervision purposes should be determined by a risk based approach. The final figure determined by:

- The type and range of anticipated hazards during the visit and the associated supervision required as a risk control measure.
- The location and environment in which the activity is to take place.
- The experience and expertise of staff attending.
- The provision of tutors/activity leaders etc by the venue
- The availability of other staff, perhaps as part of a joint visit.
- The age of students.
- The gender of students.
- The duration of the visit and demands placed on any staff member attending, particularly if required to drive.
- The ability of the young people (including their behavioural, medical, emotional and educational needs).

FIRST AID

Qualified first aiders may not be necessary for all off-site activities and visits. However, potential first aid issues must be considered as part of the risk management process and the exact requirements should be determined by ensuring that first aid support is available at an appropriate level.

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

What is “appropriate” will be determined by:

- The nature of the activity and environment in which it takes place.
- The nature of the group and health profile of those attending.
- The likely injuries associated with the activity.
- The extent to which the activity will isolate the group from normal ambulance support, or a known point where a qualified first aider will be available.

CONTACT WITH HOME

Expectations of contact with parents should be established before departure.

WATER HAZARDS

Extreme caution must be applied in the planning and supervision of any visit involving entering or close proximity to water. Additional risk assessments may be necessary.

VACCINATIONS


The planning of overseas visits must allow sufficient time to obtain expert advice with regard to health vaccinations and for these to be administered within the required time scale. Support is available from the Medical Centre. Liaison should also take place with the Centre over any outdoor trip involving a risk of an open cut.

EMERGENCY CONTACT

It must be possible at all times for the College to be able to contact the visit leader and the visit leader to be able to contact the College. This contact must be part of the planning documentation. This will vary according to the nature of the visit but will typically be part of the field file held by the duty Senior Team member. Visit leaders must also ensure that they have the relevant emergency contacts at the College. The primary point of contact in an emergency is the duty Senior Team member. To ensure the appropriate flow of information and support, the SLT member must be contacted in preference to other colleagues/friends/family members.

TRANSPORT

Potentially the highest risk involves transport. Staff must plan to ensure suitably qualified and experienced drivers are available and the duration of any driving is appropriate. Passenger conduct must not be allowed to distract the driver or other road users.

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

STAFF BRIEFING AND CHECKLIST

The visit leader must ensure that all supervisory staff are aware of the hazards, control measures and logistical arrangements. Students must also be briefed as to any hazards and what is required of them.


ADVICE

Advice is available at all times from the Head Master.


**APPENDIX 4
DOCUMENTATION**

RISK ASSESSMENT


Event/ Activity:		Date(s)	
Compiled by:		Date compiled:	Number of Pupils:
Group leader:		Last revised:	Year Groups involved:
PREREQUISITES			
1.	Ensure that all adults are familiar with this risk assessment.		
2.	First Aiders are		
3.	Fire Marshalls are		
4.	Group Leader (and other accompanying adult) carry mobile phones (with appropriate roaming facility), emergency procedures and contact numbers at all times. Group Leader briefs other adults on any medical conditions, allergies etc that any pupil may have.		
5.	The Group Leader can be contacted on		
SUMMARY OF ACTIVITY			
<i>Guideline - What activity are you doing and what risks are involved?</i>			
SUMMARY OF STUDENT NEEDS (Health, Welfare & Behaviour)			
<i>Guideline – Detail specific students</i>			

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Fire	Injury, death.	Pupils and Staff and parents/carers	<ul style="list-style-type: none"> • Fire extinguisher (1 in the theatre inside the entrance to the car park and 1 in the corridor to the theatre from the sports hall). • In the event of a fire the cast to exit to the inner corridor to the sports hall and the visitors through the door to the car park. Exiting from the seating nearest the door first from the bottom and the furthest away side second. • A fire marshall to be appointed for each performance. • 	Provide clear information about suitable clothing and equipment to pupils and parents.	Low
Pupil lost or separated from group, inadequate supervision.	Injury, death.	Pupils.	<ul style="list-style-type: none"> • Ensure supervising staff competent and understand their roles. • Sufficient supervision • Plan and use suitable group control measures if appropriate (for example, buddy systems, large groups split in small groups each with named leaders, identification system). • Discuss itinerary and arrangements with pupils. • Briefing to all on what to do if separated from group. • Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups. 	Plan supervision before visit and brief staff and pupils.	Low

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Illness or injury.	Illness, injury.	Pupils, staff.	<ul style="list-style-type: none"> 1st aid cover accessible and appropriate Leaders know how to call emergency services. Pupils (and parents/guardians if appropriate) are reminded to bring individual medication and this is securely kept. Mobile phones carried if available. Emergency contacts arranged 	Check first aid certificates current. Medication brought by pupils.	Low
Special needs of specific pupils – medical, behavioural, educational.	Illness, injury.	Pupils	<ul style="list-style-type: none"> Obtain information from parents Take advice from SENCO if appropriate Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary. 	Use parental consent form.	Low
Indirect/remote supervision	Injury, death.	Pupils	<ul style="list-style-type: none"> Check location as suitable for this mode of supervision. Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised). Clear guidelines and emergency procedures set and understood. Pupils remain in pairs or groups (buddy system – each responsible for Emergency means of contact available – mobile phones 	Included in information to parents.	Medium
Split groups			<ul style="list-style-type: none"> 		

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

APPENDIX 5 EMERGENCIES

All staff on residential trips must read and be aware of the following “Educational visits: responding to an emergency” guidance


Introduction

General Principles:

- Ensure that the trip leader and staff are briefed for a medical or missing person emergency, before departure;
- Ensure that student medical details and trip insurance details (and the location of these) are known to all staff on the trip;
- Manage communication effectively with the team and also the nominated College emergency contact;

Medical Emergency/Incident:

- Take immediate steps to prevent injury to others in your charge (both students and staff);
- Enlist appropriate first aid, if required;
- Social media blackout - students’ phones and other electronic devices handed in;
- Minimise exposure to other students, both visual and information;
- Contact the nominated College emergency contact, who will then make contact with the student’s parent/carer/guardian;
 - Where needed, a virtual conference will be arranged with the Head Master, Deputy Head Master and any other key staff;
- Collate all documentation required - insurance, passport, medical details;
- Notify the British Embassy/Consulate if an emergency occurs abroad;
- Delegate responsibility to care for the rest of the students - this will include a reasonable explanation into the reasons why there is a social media blackout;
- Record in writing - nature, date, time of incident, location of incident, names of casualties, details of their injuries/situation, names of others involved so that parents can be informed by the nominated College emergency contact, action taken so far, action(s) to be taken (and by whom);
- Do not:
 - Name the casualty/casualties to anyone other than: your staff team; the nominated College emergency contact; local authorities;
 - Engage with any media;

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0


- Discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the Head Master or Deputy Mead Master.

Missing Person(s):

- Discuss the situation with all trip staff, gathering up as much information as possible;
- Manage and brief the students, requesting information as a matter of urgency
- Try to contact the student via telecommunication;
- Request 'close contacts' to try and contact the student via telecommunication;
- Establish staffing to ensure all students are suitably supervised;
- Contact the nominated College emergency contact, who will then make contact with the student's parent/carer/guardian;
 - Where needed, a virtual conference will be arranged with the Head Master, Deputy Head Master and any other key staff;
- Establish a system for effective and immediate communication, including the College emergency contact (an emergency WhatsApp group would be ideal);
- Collate all documentation required - insurance, passport, medical details;
- Contact local emergency services and tour operator;
- Notify the British Embassy/Consulate if this happens abroad;
- Instruct students to not contact home - you may wish to ask students to hand their phones and devices in but do ensure that close contacts have access;
- Record in writing - nature, date, time of incident, location of incident, names of casualties, details of their injuries/situation, names of others involved so that parents can be informed by the nominated College emergency contact, action taken so far, action(s) to be taken (and by whom);
- Do not:
 - Name the casualty/casualties to anyone other than: your staff team; the nominated College emergency contact; local authorities;
 - Engage with any media;
 - Discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the Head Master or Deputy Head Master;

Guidance for College Emergency Contact and SLT:

- Media:
 - Temporarily freeze College Social Media Accounts;
 - Ensure that no new contact goes onto the College website;
 - If contacted by the media:
 - Sympathy for those involved and their families;

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

- Praise for those undertaking rescue/incident control;
- Promise full investigation/cooperation with other agencies;
- Do not:
 - Reply with ‘why’ and ‘how’ questions;
 - Name individuals;
 - Say ‘no comment’ - explain that you cannot comment but state that an update will be provided, in due course.


APPENDIX 6 RESIDENTIAL GUIDANCE

Visit leaders and accompanying staff should read the following “ guidance before the trip

Residential Trips: *Tips from the Boarding House Masters*

With residential trips back in full-flow at the College, it is a prudent move to harness the knowledge and expertise from our boarding provision, to ensure the very best practice, particularly as there will inevitably be staff undertaking duties who have no experience of boarding life.

- **Bedtime and wake-ups**
 - Clarity and consistency of timings;
 - Wake-ups:
 - First round = loud knocks and ‘time to get up’ through the door;
 - Second round = knock, declare and enter, lights on.
 - Bedtimes:
 - 15-30 minutes allocated to be in dorms for showers, brush teeth etc;
 - Lights out for Y7-11 executed by member of staff; Y12/13 trusted to do this themselves;
 - Complete a further walk around at least once after lights out and address loud noise/students out of bed;
 - Monitor corridors for a reasonable period of time to ensure students remain in own rooms.
- **Dorm tidiness**
 - Daily checks should be undertaken;
 - Set high standards from day 1;

 HOLYPORT COLLEGE	Exclusions Policy	
	Effective Date: 01 Sept 23	Version No: v1.0

- Tidying of dorms is best done each morning, but at bedtime staff should ensure the floor is clear in case students need to exit the dorms in an emergency through the night.
- **Mobile phones**
 - The trip leader should decide whether younger year groups hand them in before bed;
 - Staff should ensure that any charging of phones is done so safely;
 - Inform students of rules, especially use of photos and videoing in dorms when students are changing/showering.
- **Staff checks**
 - Knock 3 times and declare your entrance before opening the door.
 - If someone asks for you not to come in, you should not enter but you should ask why.
 - Male staff check male dorms; female staff check female dorms, wherever possible. Male staff should never check female dorms;
 - Staff should respect students' space and belongings (don't sit on the edge of their beds, a chair or handle their possessions, for example, without asking);
 - Staff should, wherever possible, stand in the doorway, with the door open, when interacting with students in their room. In one-to-one situations, staff should not enter or allow the door to close.
 - NB when offering medical assistance to a sick child (including periodic checks), you should try to ensure the door is wedged up, if possible.
- **Communication home**
 - An informative and reassuring phone call home should be made for:
 - anomalous medical interventions;
 - any significant breaches of rules;
 - any investigations related to the students (victim(s) and perpetrator(s)) that are underway;
 - if a student is extremely upset.
- **Alcohol**
 - As per the College's policy.